This document is updated frequently; therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPR 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION <Authority>
8900	58	**MEDICAL RECORDS - TEST SUBJECTS**	
		Records in this series consist of medical records of test subjects under contract to NASA which include documentation of physical exams, diagnosis, treatment, and tests given in order for the individual to participate as a "test" subject in R&D Project medical tests.	DESTROY 75 YEARS AFTER BIRTH DATE (DOB), OR 60 YEARS AFTER DATE OF EARLIEST DOCUMENT IN THE FOLDER IF DOB CANNOT BE ASCERTAINED, OR 30 YEARS AFTER CONTRACT HAS BEEN COMPLETED/TERMINATED WHICHEVER IS LATER. <DA: N1-255-94-3> <DA: N1-255-09-1>
8910		**Care and Use of Animals**	Contact Center Records Mgr.
	59-100	**RESERVED**	
	101-113	**PROGRAM AND PROJECT RECORDS**	

What items 101-117 cover. These items designate appropriate retention of NASA program and project records produced through compliance with NPD/NPR 7120 series directives, or other authorized project management requirements documents. It provides for permanent retention of substantive and historically significant records and temporary retention of other records until the Agency no longer needs them. The terms "program" and "project" are defined in the current versions of NPD 7120.4 and NPR 7120.5. This schedule applies to all activities performed as part of programs/projects whether designated "tasks," "work packages," or other terminology.

What items 101-117 do not cover. Records generated by some supporting activities such as procurement, financial management, property and supplies, personnel administration, and legal and patent issues are covered by other NASA records schedules. Program/project records within electronic systems (e-systems) are covered by this schedule. However, inputs, outputs, and system documentation for program/project e-systems are not covered. (See Note 5 for further information.)Questions about which schedules apply to specific records should be addressed to the Center Records Manager.

Office(s) of Record. As used in these items, Office of Record refers to that office holding the official record copy of a specific record when multiple copies are used across offices, projects and centers. This is generally the office that creates and maintains the record, although other specific offices may be designated, when appropriate, to hold official program/project records. In some cases there may be more than one official copy of a record when it has separate independent functions in different organizations.

Media. Items 101-117 cover records in any and all media, in any and all formats including Web content, and produced using any and all tools. Records may include, but are not limited to, word processing documents, presentation materials, statistical data, test data, spreadsheets, databases, e-messages (this includes e-mail), photographic materials, audio materials, film and video materials, drawings, and artwork.

How to use the Notes. After determination of the type of program/project the records relate to, use the notes to assist with further retention selection. Notes 1, 2, and 3 list documents perceived to have permanent, long-term temporary, or short-term temporary value, respectively. These lists are intended to be inclusive rather than exclusive. They are to assist in selection, not to preempt selection. Program/project staff must exercise case-by-case judgment to ensure that permanent records are identified and retained while other records are destroyed appropriately. In cases of doubt about what item to apply, users of this schedule should contact their Center Records Manager.

NOTES: Wherever the retention disposition authority cites a GRS schedule or NARA Disposition Authority (DA) number (e.g., N1-255-091), the records are considered media-neutral signifying the retention is applicable to the described records regardless of their format. Only AFS numbers with defined subjects are used. – RETENTION – For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

This document is updated frequently; therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPR 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES		RETENTION \<Authority\>	
Item		If the records pertain to	and consist of	which are	then the records are
101		programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research AND meeting one or more of the following criteria: are "first of a kind," establish precedents, produce major contributions to scientific or engineering knowledge, integrate proven technology into new products, or are/have been subject of widespread media attention or Congressional scrutiny.	records essential for understanding the history of a program/project from inception to completion defined by the stages in program/project's life. Note 1 contains a list of eight stages and potential records that might be created in each.	held at office of record	**PERMANENT**. CUT OFF RECORDS AT CLOSE OF PROGRAM/PROJECT OR IN 3-YEAR BLOCKS FOR LONG TERM PROGRAMS/PROJECTS. TRANSFER TO NATIONAL ARCHIVES 7 YEARS AFTER CUTOFF. SPECIAL MEDIA RECORDS WILL BE TRANSFERRED IN ACCORDANCE WITH 36 CFR § 1235.44-50 (ELECTRONIC RECORDS), 36 CFR § 1237.28 (AUDIOVISUAL RECORDS), 36 CFR § 1235.42 (CARTOGRAPHIC AND ARCHITECTURAL RECORDS), AND/OR CURRENT TRANSFER INSTRUCTIONS SPECIFIC TO INDIVIDUAL FORMATS. \< N1-255-04-3\>
102				all other copies	**TEMPORARY**. DESTROY/DELETE WHEN NO LONGER NEEDED. \<N1-255-04-3\>
103			records not required for documenting the history of the program/project as described in item 101, but which have operational value to the Agency. Note 2 contains examples that might be created in each program/project stage.	held at office of record	TEMPORARY. CUT OFF RECORDS AT CLOSE OF PROGRAM/PROJECT OR IN 5-YEAR BLOCKS. DESTROY/DELETE BETWEEN 0 AND 30 YEARS AFTER CUTOFF. SEE NOTE 4. \<N1-255-10-4\>
104				all other copies	TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED. \<N1-255-04-3\>

NOTES: Wherever the retention disposition authority cites a GRS schedule or NARA Disposition Authority (DA) number (e.g., N1-255-091), the records are considered media-neutral signifying the retention is applicable to the described records regardless of their format. Only AFS numbers with defined subjects are used. – RETENTION – For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

This document is updated frequently; therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPR 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES		RETENTION <Authority>	
105		all other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.	held at office of record	TEMPORARY. DESTROY/DELETE WHEN BETWEEN 0 AND 15 YEARS OLD. DO NOT RETAIN LONGER THAN LIFE OF PROGRAM/PROJECT PLUS 5 YEARS. SEE NOTE 4. <N1-255-04-3>	
Item	**If the records pertain to**	**and consist of**	**which are**	**then the records are**	
106			all other copies	TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED. <N1-255-04-3>	
107	programs/projects that do not meet the criteria stated in Item 101.	records of programs/projects that have operational value to the Agency. Notes 1 and 2 contain listings of records that may be included.	held at office of record	TEMPORARY. DESTROY/DELETE BETWEEN 0 AND 30 YEARS AFTER PROGRAM/PROJECT TERMINATION. SEE NOTE 4. <N1-255-04-3>	
108			all other copies	TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED. <N1-255-04-3>	
109		all other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.	held at office of record	TEMPORARY. DESTROY/DELETE WHEN BETWEEN 0 AND 15 YEARS OLD. DO NOT RETAIN LONGER THAN LIFE OF PROGRAM/PROJECT PLUS 5 YEARS. SEE NOTE 4. <N1-255-04-3>	
110			all other copies	TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED. <N1-255-04-3>	
111	ITEM DISCONTINUED			RECORDS COVERED BY GRS 20, ITEM 2.	

NOTES: Wherever the retention disposition authority cites a GRS schedule or NARA Disposition Authority (DA) number (e.g., N1-255-091), the records are considered media-neutral signifying the retention is applicable to the described records regardless of their format. Only AFS numbers with defined subjects are used. – RETENTION – For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

This document is updated frequently; therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPR 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES		RETENTION <Authority>
112	ITEM DISCONTINUED			BY DEFINITION, THESE ARE "ALL OTHER COPIES."
113	ITEM DISCONTINUED			ITEM DISCONTINUED. BY DEFINITION, THESE ARE "ALL OTHER COPIES."
114	Program/project records that clearly apply to (or cover) more than one program or project. Such records might include, but are not limited to, technical standards/multi-program/project common use documentation, certain test stand data, etc.	records which, if of an individual program/project, would be described by item 101.	held at office of record	**PERMANENT**. CUT OFF RECORDS AT CLOSE OF LAST APPLICABLE PROGRAM/PROJECT OR AT ANY TIME IN 3-YEAR BLOCKS. TRANSFER TO NATIONAL ARCHIVES 7 YEARS AFTER CUTOFF. SPECIAL MEDIA RECORDS WILL BE TRANSFERRED IN ACCORDANCE WITH 36 CFR § 1235.44-50 (ELECTRONIC RECORDS), 36 CFR § 1237.28 (AUDIOVISUAL RECORDS), 36 CFR § 1235.42 (CARTOGRAPHIC AND ARCHITECTURAL RECORDS), AND/OR CURRENT TRANSFER INSTRUCTIONS SPECIFIC TO INDIVIDUAL FORMATS. <DA: N1-255-10-4>
115			all other copies.	**TEMPORARY**. DESTROY/DELETE WHEN NO LONGER NEEDED. <DA: N1-255-10-4>
116		records which, if of an individual program/project, would be described by items 103 or 107.	held at office of record	**TEMPORARY**. DESTROY/DELETE BETWEEN 0 AND 30 YEARS AFTER TERMINATION OF LAST APPLICABLE PROGRAM/PROJECT. <DA: N1-255-10-4>
117			all other copies.	**TEMPORARY**. DESTROY/DELETE WHEN NO LONGER NEEDED. <DA: N1-255-10-4>

NOTES: Wherever the retention disposition authority cites a GRS schedule or NARA Disposition Authority (DA) number (e.g., N1-255-091), the records are considered media-neutral signifying the retention is applicable to the described records regardless of their format. Only AFS numbers with defined subjects are used. – RETENTION – For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

This document is updated frequently; therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPR 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

Note 1. Records covered by Items 101, 102, 107 and 108 potentially created in the stages of a project/program's life are those essential for future studies of a program or project. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are:

<mark>Records created at multiple stages.</mark>

* Agendas, minutes and briefing materials of substantive meetings

* Budget and actual cost data (final figures)
* Configuration management control documentation including Class I change requests and dispositions
    (e.g., changes that impact form, fit or function)
* Correspondence, memos, e-messages, photographs, and presentation materials of a substantive nature
* Directives

* Hazard, risk and safety analyses/assessments

* Independent and non-advocate reviews and assessments

* Material from major milestone and peer reviews including, but not limited to: concept, preliminary design,

    critical design, design certification, mission readiness, configuration, program/project requirements, and

    system requirements.

* Mission success criteria

* Newsletters and bulletins

* Partnering agreements

* Press releases

* Products of collaborative tools used to track or facilitate progress

* Program/project plans, including annual Program Operating Plans

* Public relations materials

* Requirements documents including: baseline system, data, software, interface, integration, testing, design,

    operations, performance, science and acceptance

* Specifications, drawings and associated lists used for hardware manufacture/fabrication, and related finding
    aids
* Testing and Operations Plans (i.e.: verification, integration, handling, transportation, storage, support
    systems, facilities, logistics, qualification, quality, reliability, acceptance, and science)

<mark>Formulation.</mark> Records defining scope, objectives, technical performance requirements, cost, and schedules of program/project prior to initial formal approval, including:

* Announcements of opportunity (including research opportunity)

* Art work and drawings produced to illustrate concepts or designs

* Concept/configuration options and decision packages

* Concept definition documents

* Estimates of budget and schedule options

* Infrastructure and program/project needs assessment

* Mission needs statement, and other mission needs documents

* Preliminary configuration layouts

* Preliminary operations plans

NOTES: Wherever the retention disposition authority cites a GRS schedule or NARA Disposition Authority (DA) number (e.g., N1-255-091), the records are considered media-neutral signifying the retention is applicable to the described records regardless of their format. Only AFS numbers with defined subjects are used. – RETENTION – For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

This document is updated frequently; therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPR 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

* Procurement/acquisition plan

* Program/project formulation authorizations

* Requests for proposals

* Statements about analysis of program/project value

* Studies of available technology, conceptual options, feasibility trades, and sensitivity

* Technology availability/readiness assessments

Approval. Records documenting program/project as initially approved, and subsequent changes resulting from iterative process of defining concepts and requirements, including:

* Approval status tracking and control files

* Authorization/approval documents

* Commitment agreements

* Evaluation reviews

* Intra-NASA center and external memoranda of understanding or agreement

Design development. Records containing comprehensive information about design and development process, requirements, products, performance, and review, including:

* Design and development plan

* Design concept verification studies and reports

* Operating plan

* Verification of design concept studies and reports

Manufacture, fabrication and assembly. Records that provide significant documentation of the construction, final assembly, and acceptance of as-flown hardware or as-operated ground-based experiments and any major changes to the original approved design, including:

* Acceptance and end item review materials / packages for hardware eligible for museum display

* Configuration inspection reviews

* Manufacturing plans

Pre-launch system integration and verification. Records that provide significant documentation of the process used to verify that a spacecraft is ready for launch, or a ground-based experiment is ready for operation, including:

* Certification reports

* Flight readiness review materials

* Operations plans for testing, integration, calibration, interface, and reliability

* Requirements documents for testing and verification

* Test and operations plans: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, and quality/reliability

* Test readiness review materials

* Verification plans

Implementation and operations. Records that provide significant documentation about how a mission/experiment was conducted, including:

NOTES: Wherever the retention disposition authority cites a GRS schedule or NARA Disposition Authority (DA) number (e.g., N1-255-091), the records are considered media-neutral signifying the retention is applicable to the described records regardless of their format. Only AFS numbers with defined subjects are used. – RETENTION – For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

This document is updated frequently; therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPR 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

* Anomaly reports

* Engineering and operations manuals

* Engineering data necessary to establish operation of technical sub-systems

* Final versions of specifications, drawings, associated lists and related finding aids used for manufacturing/fabrication

* Flight crew and mission controller reports or notes, audio tapes and imagery

* Flight data files and timelines

* Flight procedures manuals

* Imagery in any format of mission operations

* In-flight or on-orbit anomaly investigation reports and flight notes

* Standards

Observational data. Records containing physical sciences observational data created by both space- and earth-based platforms that are unique and cannot be extrapolated from other data sets or observations at a reasonable cost, including:

* Copies of definitive data sets

* Copies of processed data and metadata, their analyses, proposals for analysis, and related finding aids

* Instrument operations

* Laboratory notebooks and logbooks

* Proceedings

* Studies and reports

Evaluation and termination. Records documenting results of program/project, specific manned or unmanned flight or experiment upon completion, including:

* Analyses of mission results

* Final mission or experiment reports

* Lessons learned studies

* Mission/experiment reports (preliminary and final)

* Mission failure or accident investigation records

* Publications and conference proceedings

* Restart notes

* Substantive notes of scientists and other personnel not incorporated in other records

* Summaries of accomplishments and problems

* Termination notifications and related justifications

Note 2. Records covered by Items 103, 104, 107 and 108 potentially created in the stages of a project/program's life are those essential for continuing operations and technology transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are:
  Records created at multiple stages.

* Configuration management control documentation including change requests and dispositions other than those listed in Note 1

* Correspondence, memos, and e-messages related to any records described in Note 2

NOTES: Wherever the retention disposition authority cites a GRS schedule or NARA Disposition Authority (DA) number (e.g., N1-255-091), the records are considered media-neutral signifying the retention is applicable to the described records regardless of their format. Only AFS numbers with defined subjects are used. – RETENTION – For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

This document is updated frequently; therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPR 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

---

* Interface control documents

* Minutes of all Program Control Boards

* Open action tracking files not included in major milestone review documentation

* Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews
    (see Note 1, Records created at multiple stages)

* Problem reporting and corrective action reports

* Quality assurance audit reports

* Specifications and drawings of superseded systems with no historic interest, and related finding aids

* Waivers

* Work instructions and work authorization documents

Formulation, including:

* Audits

* Concept verification testing data

* Environmental impact studies

* Technical evaluations of proposals

* Technology readiness demonstration results

Approval, including:

* Configuration audits

* Failure modes analyses

* Preliminary budget and cost estimates and studies

* Preliminary design documents

* Safety analysis reports

* Work breakdown documents

Design development, including:

* Contract End Item (CEI) specifications redundant to the specifications in Note 1, Design development

* Design performance analyses

* Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various stages)

* Design verification testing data

* Test data developed for verification studies

Manufacture, fabrication and assembly. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including:

* Acceptance data packages including test procedures and results for hardware not suitable for museum display

* Audits

* Engineering test and evaluation data

* Final contract deliverable technical data requirements (complete set)

* Hardware vendor lists

* Material and parts lists

NOTES: Wherever the retention disposition authority cites a GRS schedule or NARA Disposition Authority (DA) number (e.g., N1-255-091), the records are considered media-neutral signifying the retention is applicable to the described records regardless of their format. Only AFS numbers with defined subjects are used. – RETENTION – For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.

This document is updated frequently; therefore, printed copies may be obsolete. Refer to the Change History Log at the beginning of NPR 1441.1 in the NASA Online Directives Information System (NODIS) for current version.

---

  * Qualification of flight hardware, test plans, and results

  * Quality and reliability test plans and results

  * System acceptance review documents

Pre-launch system integration and verification. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or experiments such as:

  * Discrepancy reports

  * Engineering support requests

  * Field engineering changes

  * Flight certifications

  * Modification instruction packages

  * Operations readiness review materials

  * Payload processing and integration

  * Pre-flight or pre-experiment test and verification data

  * Pre-ship review materials

  * Safety and mission assurance documents

  * Safety reviews

  * Test and assembly procedures

  * Test preparation sheets

  * Verification/validation of flight/test software

Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including:

  * Commands

  * Launch operations data

  * Principal investigators' user guides

Observational data. Records that do not meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc., including:

  * Derived data sets

  * Engineering data necessary to establish operation of instruments

  * Raw experimental, observational, or engineering data (Exception: raw data determined by NASA
      management to have continuing value may be retained beyond 30 years until reference use ceases.)

Note 3. Records covered by Items 105, 106, 109 and 110 potentially created in the stages of a project/program's life have only limited short-term value. They include but are not limited to:

  * Action items from technical interchange meetings or management reviews not considered major milestones

  * Budget and actual cost data (working files; for final figures see Note 1)

  * Copies of presentation material maintained for personal reference containing no substantive notes

  * Internal center memoranda of understanding or agreement

  * Products of collaborative tools relating to administrative matters

---

NOTES: Wherever the retention disposition authority cites a GRS schedule or NARA Disposition Authority (DA) number (e.g., N1-255-091), the records are considered media-neutral signifying the retention is applicable to the described records regardless of their format. Only AFS numbers with defined subjects are used. – RETENTION – For items marked Pending Retention Approval, contact your Center Records Manager for information and/or questions.