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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 judgements by those familiar with a program/project's development and accomplishments. Included are:

Records, minutes and briefing materials of substantive meetings

- Budget and actual cost data (final figures)
- 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
- Testing and Operations Plans (i.e.: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, quality, reliability, acceptance, and science)
- Specifications, drawings and associated lists used for hardware manufacture/fabrication, and related finding aids
- Substantive correspondence, memos, e-mails, photographs, and presentation materials.

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

- 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
- 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:

- 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:

- 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, including:

- 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 an experiment was conducted, including:

- 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 processed data and metadata, its analysis, and proposals for analysis, and related finding aids
- Laboratory notebooks and logbooks
- Proceedings
- Studies and reports

Evaluation and termination. Records documenting results of program/project, specifically mission results flight or experiment upon completion, including:

- 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 judgements by those familiar with a program/project's development and accomplishments. Included are:

Reconfigured and multiple stage control documentation including change requests and dispositions

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

Final Audit, including:

- Concept verification testing data
- Environmental impact studies
- Technical evaluations of proposals
- Technology readiness demonstration results

Configuration audits

- Failure mode and effects analysis

- Failure modes analyses
- Preliminary budget and cost estimates and studies
- Preliminary design documents
- Safety analysis reports
- Work breakdown documents

Design Development (GEL) including 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 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
- 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,

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

- Launch operations data

- 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:

(Exception: data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.)

- 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 budget and actual cost data (working files; for final figures see Note 1)

- Action items from technical interchange meetings or management reviews not considered major milestones
- 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
- Routine correspondence, e-mails, agendas, minutes
- Small purchase justifications and related documents not maintained in official procurement files
- Trip reports

Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.

END OF SCHEDULE