

Program /
 Project
 Records
 101-113

What items 101-113 cover. These items designate appropriate retention of NASA program and project records produced through compliance with NPR 7120.5 or other authorized project management practices. 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 101-113 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. 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. Most typically this is the office that creates and maintains the record, although specific offices may be designated, when appropriate, to hold official records generated across the program or project. 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 101-113 cover records in any and all media, in any and all formats, 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-mail, e-messages, photographic materials, audio materials, film and video materials, drawings, and artwork.

How to use the Notes. 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.

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	records essential for understanding the history of a program/project from inception to completion defined	held at office of record	permanent. Cut off records at close of program/project or in 3-year blocks for long term

	<p>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.</p>	<p>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.</p>		<p>programs/projects. Transfer to records center storage. Transfer to National Archives 7 years after cutoff. Special media records will be transferred in accordance with 36 CFR S 1228.270 (electronic records), 36 CFR S 1228.266 (audiovisual records), 36 CFR S 1228.268 (cartographic and architectural records), and/or current transfer instructions specific to individual formats. < N1-255-04-3></p>
102			all other copies	<p>temporary. Destroy/delete when no longer needed. <N1-255-04-3></p>
103		<p>records not required for documenting the history of the program/project as described in item 101, but which have operational value to the Agency throughout the life of the program/project.</p>	held at office of record	<p>temporary. Destroy/delete between 5 and 30 years after program/project termination. See Note 4. <N1-255-04-3></p>
104		<p>Note 2 contains examples that might be created in each program/project stage.</p>	all other copies	<p>temporary. Destroy/delete when no longer needed. >N1-255-04-3></p>

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 2 and 15 years old. Do not retain longer than life of program/project plus 5 years. See Note 4. <N1-255-04-3>
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 throughout the life of the program/project. Notes 1 and 2 contain listings of records that may be included.	held at office of record	temporary. Destroy/delete between 5 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 2 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>

<p>111</p>	<p>hard copy originals used to create imaged record copy on microfilm or electronic media</p>	<p>by definition duplicate materials because record copy is retained in another medium</p>	<p>held anywhere</p>	<p>temporary. Destroy/delete after (1) verification of microfilm or electronic record copy and (2) if record copy is electronic, verification that plans and procedures are in place to migrate records to accessible hardware and software as necessary throughout their retention period. <N1-255-04-3></p>
<p>112</p>	<p>electronic copies of records created using electronic mail, messaging systems, paging systems and word processing applications and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic records created and maintained for the purpose of updating, revising, or disseminating.</p>	<p>copies that have no further administrative value after recordkeeping copy is created for retention under items 101, 103, 105, or 107. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories including those on hard disk, network drives, shared drives, and all other electronic applications that are used only to produce the recordkeeping copy.</p>	<p>held anywhere</p>	<p>temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced. <N1-255-04-3></p>
<p>113</p>		<p>copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p>held anywhere</p>	<p>temporary. Destroy/delete when dissemination, revision, or updating is completed.</p>