



Managing Records Retention Schedules

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February 2, 2017



Agenda

- Background
- Records Retention Guidance
- Lists of Records Categories
- Records Liaisons Program
- Questions

About me

Librarian turned records management specialist

- Started career at the Chicago Public Library
- MLIS from UCLA in 2013
- Records and Information Management Analyst for the LACMTA
- Hired at JPL to lead the Records Liaisons Program in 2015

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What is JPL?

AKA the “Lab”

- NASA + Caltech = **Jet Propulsion Laboratory**
- Federally Funded Research & Development Center (FFRDC)
- 1 of 10 NASA Centers (and NASA’s only FFRDC)
- Lead NASA Center for Robotic Space Exploration

<http://www.jpl.nasa.gov/about/history.php>

Records Management

Mandate

Records management at JPL is **required** through Caltech's contract with NASA:

- Defines NASA vs. Caltech records
- Handling, Protection and release of restricted information
- Records Management compliance to executive orders (Presidential directives)

Records Retention Schedules

Records Retention Guidance

**Retention periods are determined
by the requirements set forth in
the NASA and Caltech Records
Retention Schedules**



Lists of Records Categories

Records Retention Guidance

- The Master List of Records Categories was developed to provide records retention guidance per organization at JPL - highlighting only the records categories that each organization generates and maintains

LRCs by Organization

Lists of Records Categories



Master List of Records Categories

Records Common to Most Organizations

[View All Records Categories](#)

[EDIT LINKS](#)

Lists of Records Categories

Lists of Records Categories provide retention guidance and location information for all JPL records.

For questions or assistance please contact [Kelly Minta](#).

[+](#) [new item](#) or [edit](#) this list

All Items

[admin](#)

[Records Clearances](#)



Find an item



Organization

Records Liaison

Records Co-Liaison

[000 LRC](#)

[1000-FTO LRC](#)

[1000-OOD LRC](#)

[101 LRC](#)

Retention Periods

Lists of Records Categories

Each records category provides retention guidance from either the Caltech or NASA records retention schedule.

JPL | JPL Space | JPL | CALTECH | NASA | Find people, resources... | BROWSE



Records Management Group

[Home](#)

273 List of Records Categories

Edit	Records Category	Description	Govt or Caltech	Retention Schedule	Retention & Disposition	Point of Contact
	Archives	Collections, photos, etc. collected for the Archives	Mixed	NRRS-8/101 and JOD04-07	Permanent	Archivist
	Archives Accessions files	Files document the receipt of collections into the Archives for evaluation and disposition.	Mixed	NRRS-8/101 and JOD04-08	Permanent	Archivist
	Archives Processor notes	Files document the research and decisions of the processing archivist.	Mixed	NRRS-8/101 and JOD04-09	Permanent	Archivist
	Books Information Tracking System (BITS)	System receives invoices from books vendor and uploads to Oracle.	Caltech	ADM11	Retain while useful.	Order Desk
	Budget - Line Org - Annual budget (copy)		Caltech	ADM03	Destroy when 3 years old.	Section Manager (2730)
	Copyright Compliance	Terms of use and fees paid for journal subscriptions and interlibrary loan.	Caltech	JPO04	Destroy 6 years and 3 months after close of the Prime Contract.	Library Group Manager
	Cost Allowability records	Records document requests to purchase library materials that the Library questioned as a allowable cost per the Prime Contract.	Caltech	JFN21	Destroy 6 years and 3 months after close of the Prime Contract.	Library Group Manager
	Customer surveys	Customer assessment for jobs/tasks performed	Caltech	ADM29	Retain while active and still in use.	Section Manager (2730)
	Document Delivery Requests	Includes Engineering Document Services' requests.	Caltech	ADM29	Retain while active and still in use.	Information Science Technicians and Document Control Support staff

Retention and Storage

Lists of Records Categories

Org	Records Category	Description	Govt or Caltech	Retention Schedule	Retention & Disposition	Point of Contact	Storage Locations	Office of Record	Controlled?	Vital?	JPL Records Manager's Notes
502	Construction Safety Records	Construction Safety Awareness Notification	Govt	NRRS-1/117.5A	Handle as permanent pending retention approval.	Safety Professionals	200-122 and oso (\\safety-srv01) shared server	Occupational Safety Program Office (502) is the Office of Record	N	N	
502	Contractor Construction IIPP (Injury and Illness Prevention Program) and SSSP	Form 2885	Govt	NRRS-1/125A	Destroy when 10 years old or when superseded or obsolete, whichever is sooner.	Safety Professionals	200-122	Acquisition Division (26x) is the Office of Record	N	N	What does SSSP stand for?
502	Contractor Injury/Illness Report	Contractor Injury/Illness Database. Contractor Mishap Report Form	Govt	NRRS-1/120C	Close file on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after close of file.	Safety Professionals	200-122 and oso (\\safety-srv01) shared server	Occupational Safety Program Office (502) is the Office of Record	N	?	

Required metadata

Master List of Records Categories

Required fields are:

- Org
- Records Category
- Point of Contact
- Storage Locations

Master List of Records Categories

Please Note: Edited items in this list require approval by the [Records Manager](#)

* = required field

Save

Cancel



Org*

273



Records Category*

Freedom of Information Act (FOIA) Records

Description

JPL copies of our formal responses to NMO as well as our tracking spreadsheet of requests.

Govt or Caltech

Caltech

Retention Schedule

ADM29

Retention & Disposition

Retain while active and still in use.



Point of Contact*

Information Science Specialist



Storage Locations*

111-112C

Office of Record

NASA Management Office (NMO) (091) is the Office of Recor

Controlled?

N

Vital?

N

JPL Records Manager's Notes

Save

Cancel

Note: Records Management staff approve these edits

Records Common to Most Organizations

Lists of Records Categories

At the bottom of each List of Records Categories is a **Records Common to Most Organizations** list

	Working Files	Contains miscellaneous reports, correspondence and reference materials to complete a job.	Caltech	ADM29
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 Add new item

Records Common to Most Organizations

Edit	Records Category	Description	Govt or Caltech
	Administrative support/office files	Includes correspondence, inquiries/requests for information, Division Staff and All-Hands, and Retreat meeting notes.	Caltech

If an organization is the Office of Record (i.e. Travel), that category will be on the organization's unique List of Records Categories

Records Liaisons Program

Records Management Group

Records Liaisons Program

- 150 Records Liaisons across the Lab
- Primary point of contact between RM and organizations
 - Lists of Records Categories
 - Enables organizations to understand which records they need to keep and possibly send to storage, and which records are safe to destroy and when
 - Directed communications rather than All Personnel emails

Records Liaison Role Statement

Records Liaisons Program

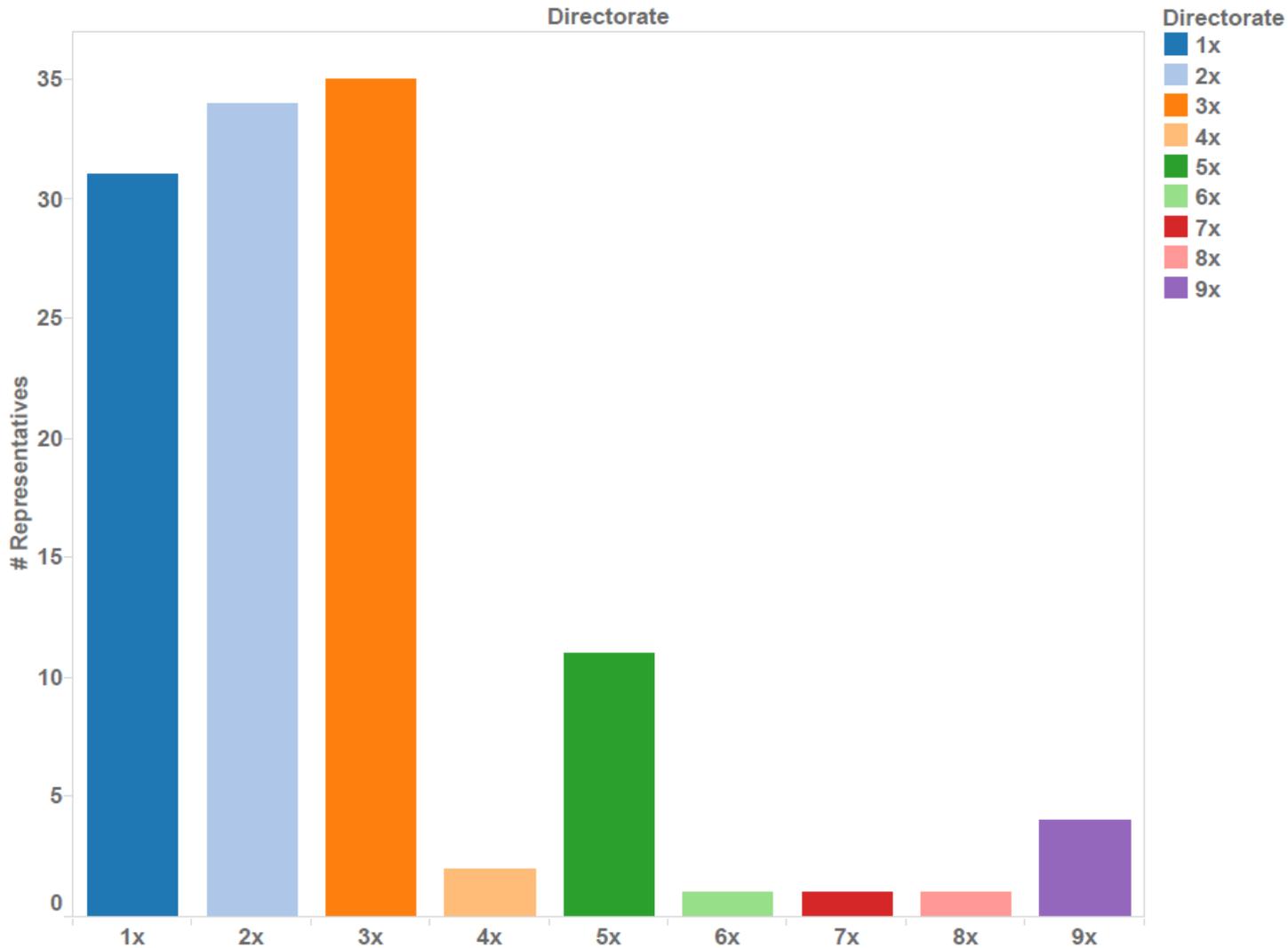
A Records Liaison is responsible for ensuring that:

- the line organization or program to which he or she is assigned creates and maintains a *List of Records Categories*
- the organization creates, captures, organizes and preserves its records in accordance with the provisions of the **Records Management requirement**.

While not a full-time job, the Records Liaison assignment is intended to be a long-term responsibility with a dedicated person assigned.

Records Liaison Role

LRC Count by Directorate



Communicate

Records Liaisons Program

The Records Liaison is the **records management point of contact** within an organization.

- Disseminate records-related information to the organization.
- Meet with content owners in their organizations to gather information about records as needed (i.e. updating the LRC)

Communicate

Records Liaisons Program

RECORDS MANAGEMENT AWARENESS

Did you know...

- *Both NASA and Caltech require JPL to properly manage records*
- *Not all records need to be kept permanently, and some need to be retained longer than you might think*

Learn more at the next *Records Management Awareness* session:

April 29, 2014 from 10-11 AM in 321-128 / Register in the JPL Learning Management System (in EBIS - JPL Employee Toolkit) – search for **RMAT168**

Communicate

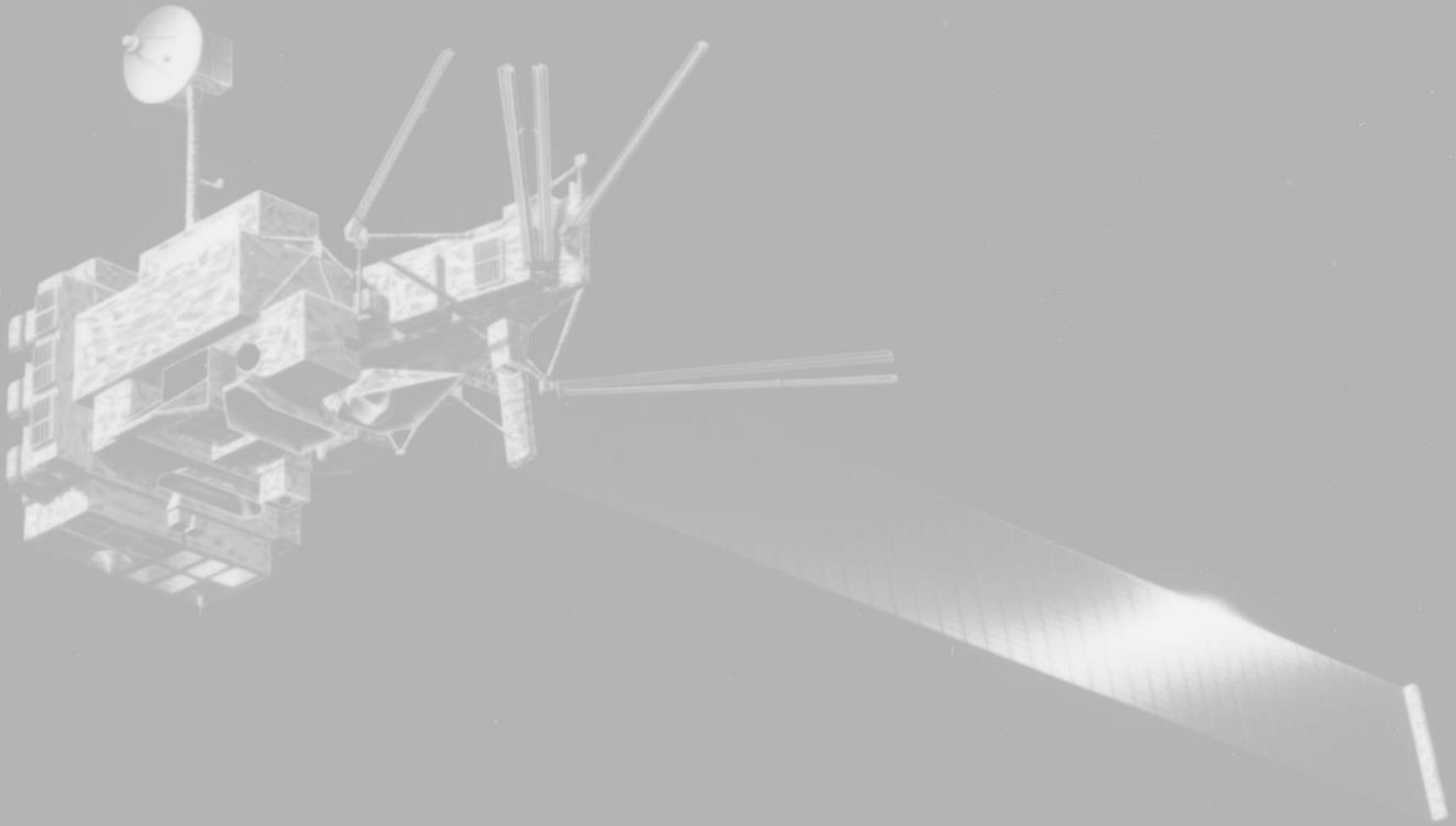
Records Liaisons Program

Hi Steve,

To your knowledge, do we store any records in B-67 or are those now centralized to Records?

When you have a moment, please view this Records Management link and look at Storage Locations.

<https://gateway.jpl.nasa.gov/sites/records/rmg/Lists/Master%20List%20of%20Records%20Categories2/AllItems.aspx?FilterName=Org&FilterMultiValue=000;211&SortField=Org&SortDir=Desc>



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