

Goddard Space Flight Center Organization File Plan



Organization Code:

Organization Name:

Date Submitted:

Prepared By:

Approved By:

Approved By Signature & Date: _____

Code 250 File No.	AFS	RECORD TITLE	RECORD CUSTODIAN	CS or CNT	FILE LOCATION	RETENTION PERIOD
E-0	1440	Environmental Program Wide	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-0.1	8500	Files Plan	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 1/75e Destroy File Plan/Indexes when superseded. Destroy lists (shipping/transfer) when records thereon have been destroyed, or when the list is no longer needed for reference.
E-0.2	1392	Training	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-0.3	1415	Reports	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-0.4	2330	Contractor Schedule	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-0.5	8500	Safety	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
E-0.6	8500	EALOTO	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
E-0.7	8500	Spill Log - Reports	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1b Destroy 75 years after project, program or incident closes, or when Office of General Counsel determines records are no longer needed, whichever is later.
E-1	8500	National Environmental Policy Act (NEPA)	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1c Destroy when 10 years old. Retention period may be lengthened to comply with state or local statutes and regulations.
E-1.1	8500	Training	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B5 Destroy when 10 years old. Retention period may be lengthened to comply with state or local statutes and regulations.
E-1.2	8500	Environmental Resources Document	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B5 Destroy when 10 years old. Retention period may be lengthened to comply with state or local statutes and regulations.
E-1.3	8500	NEPA Logs	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
E-1.4	8500	Record of Consideration/Checklist	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1c Destroy when 10 years old. Retention period may be lengthened to comply with state or local statutes and regulations.
E-1.4.1	8500	Facilities	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1c Destroy when 10 years old. Retention period may be lengthened to comply with state or local statutes and regulations.
E-1.4.2	8500	Miscellaneous Records of Consideration	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1c Destroy when 10 years old. Retention period may be lengthened to comply with state or local statutes and regulations.
E-1.4.3	8500	R&D Laser	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1c Destroy when 10 years old. Retention period may be lengthened to comply with state or local statutes and regulations.
E-1.4.4	8500	Flight Projects	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1b Destroy 75 years after program, project or incident closes, or when the office of general counsel determines records are no longer needed, whichever is later

E-1.5	8500	Environmental Assessments (Eas)	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1b Destroy 75 years after program, project or incident closes, or when the office of general counsel determines records are no longer needed, whichever is later
E-1.6	8500	Environmental Impact Statements (EISs)	Lizabeth Montgomery	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1b Destroy 75 years after program, project or incident closes, or when the office of general counsel determines records are no longer needed, whichever is later
E-2	8500	Conservation	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-2.1	8500	Wildlife Management	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-2.1.1	8500	Training	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-2.1.2	8500	Permits	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-2.1.3	8500	Plans and Studies	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-2.1.4	8500	Deer	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-2.1.5	8500	Beaver	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-2.1.6	8500	Geese	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
E-2.2	8500	Cultural and Historical Resources	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-2.3	8500	Energy Conservation	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-2.4	8500	Sustainable Dev	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-2.5	8500	Endangered Species	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1c Destroy when 10 years old.
E-3	8500	Environmental Justice	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-3.1	8500	Training	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-3.2	8500	Reserved	Phillip Nessler	CS	Bldg. 26/Rm. N250	
E-3.3	8500	Plans and Studies	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-4	8500	RCRA/TSCA/Hazardous Waste Management	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-4.1	8500	Training	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after
E-4.2	8500	Permits	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-4.3	8500	Plans and Studies	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-4.4	8500	Reports	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed,
E-4.4.1	8500	Biennial Hazardous Waste Report	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A5 Cut off annually. Destroy after 25 years or when no longer needed, whichever is
E-4.4.2	8500	PCB Report	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A5 Cut off annually. Destroy after 25 years or when no longer needed, whichever is
E-4.4.3	8500	Program Reports	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
E-4.4.4	8500	Scrap Tire Report	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A5 Cut off annually. Destroy after 25 years or when no longer needed, whichever is later.

E-4.4.5	8500	Lab Reports	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-4.4.6	8500	SAA Reports	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N255	
E-4.5	8500	Managed Waste	Lixa Rodriguez-Ramon	CS & CNT	Bldg. 26/Rm. N250	NRRS 8/23.5A9 Cut off annually. Destroy with concurrence of Center or NASA Counsel's office 75 years after cutoff or when no longer needed, whichever is later.
E-4.5.1	8500	Accumulation Sites	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A8 Cut off annually. Destroy with concurrence of Center or NASA Counsel's office 75 years after cut off or when no longer needed, whichever is later. Files contain Chemical Cleanout info, perhaps 8/23.5A3a?
E-4.5.2	8500	Manifested	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A9 Cut off annually. Destroy with concurrence of Center or NASA Counsel's office 75 years after cutoff or when no longer needed, whichever is later.
E-4.5.3	8500	Characterization	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A9 Cut off annually. Destroy with concurrence of Center or NASA Counsel's office 75 years after cutoff or when no longer needed, whichever is later.
E-4.5.4	8500	Less than 90 Day Facility	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A9 Cut off annually. Destroy with concurrence of Center or NASA Counsel's office 75 years after cutoff or when no longer needed, whichever is later.
E-4.6	8500	TSDF Facility Audits	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed,
E-4.7	8500	Inspections, Compliance Orders and NOVs	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A8 Cut off annually. Destroy with concurrence of Center or NASA Counsel's office 75 years after cut off or when no longer needed, whichever is later.
E-4.8	8500	Hazardous Waste Minimization	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later.
E-4.9	8500	Chemical Release Reporting	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A5 Cut off annually. Destroy after 25 years or when no longer needed, whichever is later.
E-4.10	8500	TSCA	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
E-4.11	8500	Spills	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a,b, or c Dependent of environmental impact of project. (a) *PERMANENT* Transfer to NARA 7 years after program, project or incident closes; (b) Destroy 75 years after program, project or incident closes, or when the office of general counsel determines records are no longer needed, whichever is later; (c) Destroy when 10 years old.
E-4.12	8500	Abandoned Waste	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1c Destroy when 10 years old
E-4.13	8500	Building 2	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cutoff annually. Destroy 10 years after cutting off or when no longer needed, whichever is later.
E-4.14	8500	27A Waste Characterization MSDS	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A7 Cutoff annually. Destroy 75 years after either material is no longer used at the installation or the MSDS is superceded, whichever comes first.
E-5	8500	POL (Petroleum, Oils, and Lubricants) and Storage Tanks	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-5.1	8500	Training	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-5.2	8500	Permits	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.

E-5.3	8500	Reports, Plans and Studies	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-5.3.1	8500	Reports	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-5.3.2	8500	Plans	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-5.3.3	8500	Studies	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-5.4	8500	Tanks	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-5.4.1	8500	Tank Inventory	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-5.4.2	8500	Tank Inspections	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-5.4.3	8500	Tank Closures	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/48B1 *PERMANENT* May retire to FRC 2 years after disposal of installation. Transfer to NARA 25 years after disposal of installation.
E-5.5	8500	NOV's - Consent Ords	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/48B1 *PERMANENT* May retire to FRC 2 years after disposal of installation. Transfer to NARA 25 years after disposal of installation.
E-6	8500	Clean Water	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-6.1	8500	Training	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-6.2	8500	Permits and Programs	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.1	8500	Point and Non-Point Source (Storm Water) - NPDES	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.1.1	8500	Application/Permit/Correspondence	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.1.2	8500	Sampling and Analysis	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after Issuance of a new plan or Procedure.
E-6.2.1.3	8500	Plans and Studies	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.1.4	8500	Sampling Data and Lab Reports	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later.
E-6.2.1.5	8500	Quarterly Monitoring Reports	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled. Retention should be coordinated with related permit.
E-6.2.1.6	8500	Permit Compliance Reports	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled. Retention should be coordinated with related permit.
E-6.2.1.7	8500	NOVs and Consent Orders	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later.
E-6.2.2	8500	Storm Water Management and Sediment/Erosion Control	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-6.2.2.1	8500	Permits	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1b Destroy 75 years after program project or incident closes or when the office of General Counsel determines the records are no longer need, whichever is greater.

E-6.2.2.2	8500	Inspections	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
E-6.2.2.3	8500	Plans Review	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1c Destroy when 10 years old.
E-6.2.3	8500	MS4	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.3.1	8500	Application/Permit/Correspondence	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.4	8500	Sanitary	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.4.1	8500	Application/Permit/Correspondence	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.4.2	8500	Sampling and Analysis	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after Issuance of a new plan or Procedure.
E-6.2.4.3	8500	NOVs and Consent Orders	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later.
E-6.2.4.4	8500	Compliance Report	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled. Retention should be coordinated with related permit.
E-6.2.5	8500	Ground Water	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-6.2.5.1	8500	Wells	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
	8500	Well Inspections	Janine Pollack	CS	Bldg. 26/Rm. N250	8/23.5A4 CUT OFF ANNUALLY. DESTROY 3 (Gross reference with LUC) YEARS AFTER CUTOFF
	8500	Well Closure	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/48B1 *PERMANENT* May retire to FRC 2 years after disposal of installation. Transfer to NARA 25 years after disposal of installation.
E-6.2.5.2	8500	Septic Systems	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
E-6.2.5.3	8500	Appropriation Permit	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.6	8500	Wetlands	Janine Pollack	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a * Permanent * Transfer to NARA 7 years after program, project, or incident closes.
E-6.2.7	8500	Drinking Water	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A4 Cut off annually. Destroy 3 years after cutoff.
E-6.2.8	8500	Discharge from Tanks, Pipe and Other (non-oil)	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.8.1	8500	Apps-Permits-Correspondence	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.8.2	8500	Sample-Analysis	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after Issuance of a new plan or Procedure.
E-6.2.8.3	8500	Plans and Studies	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.2.8.4	8500	Sample Data and Lab Reports	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1c Destroy when 10 years old.
E-6.2.8.5	8500	Quarterly Monitoring Reports	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled. Retention should be coordinated with related permit.
E-6.2.8.6	8500	Permit Compliance Reports	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled. Retention should be coordinated with related permit.
E-6.2.8.7	8500	NOV's- Consent Ords	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later.

E-6.2.8.8	8500	Drawing-Schematics	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1b Destroy 75 years after program, project or incident closes, or when the office of general counsel determines records are no longer needed, whichever is later.
E-6.3	8500	Plans and Studies	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-6.3.1	8500	Storm Water Pollution Prevention Plan (SWPPP)	Lori Levine	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
E-7	8500	Air Programs	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-7.1	8500	Training	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later. (Must be maintained for the life of the equipment.)
E-7.2	8500	Permits	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-7.2.1	8500	Title V Permit	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-7.2.1.1	8500	Permit Implementation	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-7.2.2	8500	Permits to Construct and Registrations	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-7.2.3	8500	Source Evaluations	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes. (Must be maintained for the life of the source, once source has been disposed, move to E-10.3)
E-7.3	8500	Plans and Studies	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later.
E-7.4	8500	Reports	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A5 Cut off annually. Destroy after 25 years or when no longer needed, whichever is later.
E-7.4.1	8500	Deviation Reports	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A5 Cut off annually. Destroy after 25 years or when no longer needed, whichever is later.
E-7.4.2	8500	Annual Reports	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A5 Cut off annually. Destroy after 25 years or when no longer needed, whichever is later.
E-7.4.3	8500	Semi-Annual Reports	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A5 Cut off annually. Destroy after 25 years or when no longer needed, whichever is later.
	8500	Air Data Management (Air data & Air Databases)	Kathy Moxley	CS	Bldg. 26/Rm. N250	
E-7.5	8500	Inspections, Audits and Assessments	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later.
E-7.6	8500	Testing	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later.
E-7.6.1	8500	Stack tests	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later.
E-7.6.2	8500	Emissions Factors and Formulas	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A1 Cut off annually. Destroy 10 years after cutoff or when no longer needed, whichever is later.
E-8	8500	EPCRA	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-8.1	8500	Training	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-8.2	8500	Permits	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-8.3	8500	Plans and Studies	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.

E-8.4	8500	Reports and Records	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A6 Destroy after second periodic update of Master List.
E-8.4.1	8500	Tier II	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A5 Cut off annually. Destroy after 25 years or when no longer needed, whichever is later.
E-8.4.2	8500	TRI	Lixa Rodriguez-Ramon	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A5 Cut off annually. Destroy after 25 years or when no longer needed, whichever is later.
E-9	8500	Pollution Prevention	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-9.1	8500	Training	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-9.2	8500	Permits	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A11 Destroy after second reissuance of permit or 10 years after permit expires or is cancelled.
E-9.3	8500	Plans and Studies	Kathy Moxley	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-9.4	8500	Recycling	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-9.5	8500	Reports	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-9.5.1	8500	Annual Recycling and Affirmative Procurement Report	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-9.5.2	8500	Annual Recycling Funds and Utility Rebate Report	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-9.6	8500	Affirmative Procurement	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-9.7	8500	Pollution Prevention Outreach	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-9.7.1	8500	Green Team	Darlene Squibb	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
E-10	8500	Environmental Liability	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
E-10.1	8810	GSFC Site and Remediation Summary	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
E-10.1.1	8810	General Federal Remediation Correspondence	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
E-10.1.2	8810	General Site Remediation Correspondence	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
E-10.2	8810	GSFC as PRP	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
E-10.2.1	8810	GSFC Sites - PRP Analysis	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
E-10.2.1.X	8810	Specific PRP Sites (Sites are organized by PRP site as follows: E-10.2.1a Davis Industries, E10.2.1b Ellis Road, etc.)	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
E-10.3X	8810	Site Specific Files (Site files are organized by site name or building number. For example: Bermuda files are E-10.3.Bermuda, Mercury related sites are E-10.3.Mercury, BARC files are E-10.3.BARC, Groundwater files are E-10.3.GRNDWTR, Building 29-related files are E-10.3.BLDG 29, etc.)	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1a *PERMANENT* Transfer to NARA 7 years after program, project or incident closes.
E-10.4	8500	Personal Property	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1b Destroy 75 years after program, project or incident closes, or when the office of general counsel determines records are no longer needed, whichever is later
E-11	8500	Sustainability Management	Joel Donham	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.

E-11.1	8500	Sustainability Status Report	Joel Donham	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
E-11.2	8500	Sustainability Goals	Joel Donham	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
E-11.3	8500	Sustainability Misc	Joel Donham	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-1	8500	NASA	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-1.1	8500	Policy	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-2	8500	Government Agencies	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-2.1	8500	Federal	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-2.2	8500	State-Local	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-2.1.3	8500	BARC	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-2.2	8500	State/County/Local Government Agencies	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-3	8500	Non-Government Organizations	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4	8500	GSFC	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.1	8500	Policy	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.1.1	8500	Policy Statements	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.1.2	8500	Goddard Policy Documents (GPDs)	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.2	8500	SMC-Enviro Issues	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.3	8500	Procedures and Guidelines	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.3.1	8500	Goddard Policy Requirements (GPRGs)	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.3.2	8500	Guidance Documents/Sample Plans	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.3.3	8500	Environmental PGs	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.3.4	8500	Integrated Contingency Plan (ICP) and Related Plans	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.3.5	8500	Environmental Work Instructions	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A10 Destroy 5 years after issuance of a new plan or procedure.
EM-4.4	8500	Compliance and Assessment	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.4.1	8500	Self and HQ Assessments	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.4.2	8500	Facility Survey Program	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.4.3	8500	IG/GAO	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.4.4	8500	Regulatory Review and Assessment	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.4.5	8500	Goddard Problem Reporting System	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.5	8500	Information Management	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.5.1	8500	Data Calls	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.5.2	8500	HAZMAT	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.

EM-4.5.3	8500	NETS	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.5.4	8500	Asset Management	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.5.5	8500	NEIS	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.5.6	8500	Sites Inventory	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.5.7	8500	GIS	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.5.8	8500	Webpage Management	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.6	8500	Center Events	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-4.6.1	8500	America Recycles Day	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-4.6.2	8500	Earth Day	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-4.6.3	8500	Miscellaneous Ideas and Events	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A2 Cut off annually. Destroy 3 years after cutoff.
EM-4.7	8500	Environmental Management Systems	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.7.1	8500	Models and Standards	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-4.8	8500	Host/Tenant Agreements	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5B1c Destroy when 10 years old.
EM-5	8500	Budget and Planning	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-5.1	8500	Center	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.
EM-6	8500	Contracts	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
EM-6.1	8500	Environmental Support Service	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
EM-6.2	8500	Other Procurements	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
EM-6.2.1	8500	Credit Card	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
EM-6.2.1.1	8500	Active	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
EM-6.2.1.2	8500	Closed	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
EM-6.2.2	8500	Small Purchases	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
EM-6.2.3	8500	Misc. Contracts	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A3a Destroy 5 years after superseded or when no longer needed, whichever is later.
EM-7	8500	Property	Phillip Nessler	CS	Bldg. 26/Rm. N250	NRRS 8/23.5A13a Destroy 3 years after superseded or when no longer needed, whichever is later.