

Request for Records Disposition Authority

Records Schedule Number DAA-0307-2020-0002
Schedule Status Approved

Agency or Establishment National Science Foundation
Record Group / Scheduling Group Records of the National Science Foundation
Records Schedule applies to Major Subdivision
Major Subdivision Directorate for Geosciences (GEO)
Minor Subdivision Office of Polar Programs
Schedule Subject Records of the Office of Polar Programs
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
13	2	11	0

GAO Approval

Outline of Records Schedule Items for DAA-0307-2020-0002

Sequence Number	
1	Health
1.1	Physical Qualification and Deployment Treatment Records Disposition Authority Number: DAA-0307-2020-0002-0001
1.2	Summary Reports and Analysis of Trends in Healthcare Disposition Authority Number: DAA-0307-2020-0002-0002
2	Antarctic Conservation Act Documentation
2.1	Permits Disposition Authority Number: DAA-0307-2020-0002-0003
2.2	Investigation Reports Disposition Authority Number: DAA-0307-2020-0002-0004
2.3	Environmental Impact Assessments Disposition Authority Number: DAA-0307-2020-0002-0005
3	Records of Personnel Deployments to Antarctica
3.1	Pipeline Database of travel information for all participants. Disposition Authority Number: DAA-0307-2020-0002-0006
3.2	Participant On-Line Antarctic Resource Information Coordination Environment (P OLAR ICE) Disposition Authority Number: DAA-0307-2020-0002-0007
3.3	Antarctica Deployment Training Records Disposition Authority Number: DAA-0307-2020-0002-0008
3.4	Antarctic Service Medal Eligibility Information Disposition Authority Number: DAA-0307-2020-0002-0009
4	Records of Personnel Deployments in the Arctic
4.1	Arctic Gateway Database Disposition Authority Number: DAA-0307-2020-0002-0010
4.2	Learning Management System Records Disposition Authority Number: DAA-0307-2020-0002-0011
5	Drawings and Master Planning Documents
5.1	Facility Design Files Disposition Authority Number: DAA-0307-2020-0002-0012
5.2	Master Planning Documents Disposition Authority Number: DAA-0307-2020-0002-0013

Records Schedule Items

Sequence Number	
1	Health
1.1	<p>Physical Qualification and Deployment Treatment Records</p> <p>Disposition Authority Number DAA-0307-2020-0002-0001</p> <p>Documents created in the course of an individual's medical screening process, including medical history; laboratory results; physical and dental examination results; and waiver files, if any. Medical treatment records created in the course of providing medical treatment in the Polar Regions.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation NC1-307-82-01/31</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of each calendar year.</p> <p>Transfer to Inactive Storage Transfer to a commercial storage facility annually.</p> <p>Retention Period Destroy 30 years after last deployment.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Summary Reports and Analysis of Trends in Healthcare</p> <p>Disposition Authority Number DAA-0307-2020-0002-0002</p> <p>Medical Review Panel reports and related documentation</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of each fiscal year.
	Retention Period	Destroy after 5 years.
	Additional Information	
	GAO Approval	Not Required
2	Antarctic Conservation Act Documentation	
	The Antarctic Conservation Act applies to all U.S. citizens in Antarctica and all expeditions to Antarctica that originate in the U.S. Without a permit it is illegal to: take native mammals or birds, engage in harmful interference enter Antarctic Specially Protected Areas (ASPAs), introduce species to Antarctica, introduce substances designated as waste discharge designated waste import certain Antarctic items into the USA, or export them to another country. The NSF Office of Polar Programs administers the permitting process under the ACA and maintains records necessary to that process.	
2.1	Permits	
	Disposition Authority Number	DAA-0307-2020-0002-0003
	Documents including applications, approved and declined permits, correspondence, and reports associated with ACA permitting process.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of each fiscal year.

2.2	Retention Period	Destroy after 10 years after issuance of permit for approved applications or 10 years after the decision date for declined applications.
	Additional Information	
	GAO Approval	Not Required
	Investigation Reports	
	Disposition Authority Number	DAA-0307-2020-0002-0004
	Investigation reports and supporting documents pertaining to alleged non-compliance with ACA, NSF's implementing regulations, or permit conditions.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff on date of report issuance.
Retention Period	Destroy 10 years after Report issuance.	
2.3	Additional Information	
	GAO Approval	Not Required
	Environmental Impact Assessments	
	Disposition Authority Number	DAA-0307-2020-0002-0005
	Reviews or studies of the potential environmental consequences of proposed U.S. Antarctic Program actions, including draft documents with substantive changes and signed documents.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff on date of document acceptance.
	Retention Period	Destroy 50 Years from Date of Acceptance.
	Additional Information	
	GAO Approval	Not Required
3	Records of Personnel Deployments to Antarctica	
3.1	Pipeline Database of travel information for all participants.	
	Disposition Authority Number	DAA-0307-2020-0002-0006
	The Pipeline database documents personnel deployments to Antarctica through the U.S. Antartic Program and includes deployment information.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	GRS or Superseded Authority Citation	NC1-307-82-01/31
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of each fiscal year.
	Retention Period	Destroy after 7 years of inactivity following the cutoff.
	Additional Information	
	GAO Approval	Not Required
3.2	Participant On-Line Antarctic Resource Information Coordination Environment (POLAR ICE)	
	Disposition Authority Number	DAA-0307-2020-0002-0007
	Database of all logistical information related to research projects, including, but not limited to, project description, cargo information, participating personnel, permits,	

authorization for use of radioactive material (if applicable), underwater diving plans, transportation requirements and related information for the project logistics.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction End of Fiscal Year

Retention Period Destroy after 7 years of inactivity following the cutoff.

Additional Information

GAO Approval Not Required

3.3

Antarctica Deployment Training Records

Disposition Authority Number DAA-0307-2020-0002-0008

Records of mission-related training specific to NSF's operations in Antarctica, including course content training materials, and trainee tracking and completion information. Training courses includes station orientation, environmental compliance, field safety, vehicle operation, environmental compliance, field safety, vehicle operation, and related topics.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

3.4

Cutoff Instruction End of Fiscal Year
Retention Period Destroy after 3 years.

Additional Information

GAO Approval Not Required

Antarctic Service Medal Eligibility Information

Disposition Authority Number DAA-0307-2020-0002-0009

Deployment information from the 1940's - 2020 to determine eligibility for the Antarctic Service Medal.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction End of Fiscal Year

Retention Period Destroy immediately after 72 Years.

Additional Information

GAO Approval Not Required

4

Records of Personnel Deployments in the Arctic

4.1

Arctic Gateway Database

Disposition Authority Number DAA-0307-2020-0002-0010

Personnel tracking records for deployments to the Arctic.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic

Do any of the records covered by this item currently exist in

	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	End of Fiscal Year
	Retention Period	Destroy 7 years after last deployment.
	Additional Information	
	GAO Approval	Not Required
4.2	Learning Management System Records	
	Disposition Authority Number	DAA-0307-2020-0002-0011
	Records of mission-related training specific to deployments to the Arctic, including course content, training materials, and trainee tracking and completion information. Training courses include station orientation, environmental compliance, field safety, vehicle operation, and related topics.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	No
	Explanation of limitation	Electronic
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	End of Fiscal Year
	Retention Period	Destroy after 3 years.
	Additional Information	
	GAO Approval	Not Required
5	Drawings and Master Planning Documents	
	Drawings and master planning documents issued for construction of facilities of significance and importance to the NSF mission in the polar regions	
5.1	Facility Design Files	

Disposition Authority Number **DAA-0307-2020-0002-0012**

Final architectural and engineering drawings of buildings and facilities located on the Antarctic continent built under the cognizance of the US Antarctic Program (USAP).

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

GRS or Superseded Authority Citation **NC1-307-82-001/56**

Disposition Instruction

Cutoff Instruction **Cutoff at acceptance of the built facility.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after acceptance of completed built facility.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1969 To 2019**

How frequently will your agency transfer these records to the National Archives? **Every 2 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	5 GB	250 MB
Paper	50 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

5.2

Master Planning Documents

Disposition Authority Number **DAA-0307-2020-0002-0013**

Comprehensive planning documents recording current and future stations development. Master plans include architectural, logistical, environmental information used to plan and guide the future built environment used to carry out NSF's scientific mission in the polar regions.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at acceptance of the complete master plan.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after acceptance of completed master plan.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1969 To 2019**

How frequently will your agency transfer these records to the National Archives? **Every 2 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	30 MB	5 MB
Paper	4 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/19/2019	Certify	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
03/02/2020	Return for Revision	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
10/25/2021	Submit For Certification	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
10/25/2021	Certify	Kris McFail	Head, Records and Information Management	Office of Information and Resource Management - Division of Administrative Services
09/19/2022	Submit for Concurrence	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
09/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/28/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office