

Request for Records Disposition Authority

Records Schedule Number DAA-0255-2011-0002
Schedule Status Modified Approved Version

Agency or Establishment National Aeronautics and Space Administration
Record Group / Scheduling Group Records of the National Aeronautics and Space Administration
Records Schedule applies to Agency-wide
Major Subdivision Headquarters
Minor Subdivision Office of the CIO
Schedule Subject Medical Quality Assurance Records
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0255-2011-0002

Sequence Number	
1	Medical Incident Investigations Disposition Authority Number DAA-0255-2011-0002-0001
2	Health Care Provider Credentialing and Privileging Records
2 1	Privileging actions (adverse actions, impaired provider, Fair Hearings) Disposition Authority Number DAA-0255-2011-0002-0004
2 2	Credentialing records
2 2 1	Healthcare providers Disposition Authority Number DAA-0255-2011-0002-0002
2 2 2	Healthcare professionals Disposition Authority Number DAA-0255-2011-0002-0003

Records Schedule Items

Sequence Number					
1	<p>Medical Incident Investigations</p> <p>Disposition Authority Number DAA-0255-2011-0002-0001</p> <p>Records of medical incidents and subsequent investigations occurring in the NASA healthcare system</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? No</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1810</td> <td style="text-align: center;">NPR 1441 1 NASA</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off after date of incident</p> <p>Retention Period Destroy 20 year(s) after <i>cut off</i>.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	1810	NPR 1441 1 NASA
Manual Citation	Manual Title				
1810	NPR 1441 1 NASA				
2	<p>Health Care Provider Credentialing and Privileging Records</p> <p>Records may include individual's name, address, date of birth, social security number, name of medical or professional school attended and year of graduation</p> <p>Records may also contain information involving the individual's license, registration or certification by a State licensing board and/or national certifying body, citizenship, honor and awards, professional performance, experience, judgment, education qualifications, Drug Enforcement Administration certification, evaluation of clinical and/or technical skills, and involvement in any administrative, professional or judicial proceedings</p>				
2 1	<p>Privileging actions (adverse actions, impaired provider, Fair Hearings)</p> <p>Disposition Authority Number DAA-0255-2011-0002-0004</p>				

Records of employment actions taken regarding licensed and unlicensed healthcare providers, including any adverse actions taken as a result of impairment (inability to perform duties due to physical or mental impairment) or other issue

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? No

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

Manual Citation	Manual Title
1810	NPR 1441 1 NASA

Disposition Instruction

Cutoff Instruction Cut off after separation of employee

Retention Period Destroy 15 year(s) after *cut off*.

Additional Information

GAO Approval Not Required

2 2

Credentialing records

Professional credentials of licensed and unlicensed healthcare providers

2 2 1

Healthcare providers

Disposition Authority Number DAA-0255-2011-0002-0002

Employed by NASA health facilities

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? No

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

Manual Citation	Manual Title
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1810	NPR 1411 1 NASA
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Disposition Instruction

Cutoff Instruction Cut off after separation of employee

Retention Period Destroy 15 year(s) after *cut off*.

Additional Information

GAO Approval Not Required

Healthcare professionals

Disposition Authority Number DAA-0255-2011-0002-0003

Unsuccessful applicants to NASA health facilities

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? No

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

Manual Citation	Manual Title
1810	NPR 1441 1 NASA

Disposition Instruction

Retention Period Destroy when no longer needed

Additional Information

GAO Approval Not Required

2 2 2

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
12/16/2010	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
08/12/2011	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
08/12/2011	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
08/12/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/12/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist