

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0255-2011-0003**  
Schedule Status                **Approved**

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**  
Schedule Subject                **Administrative 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0255-2011-0003

Sequence Number	
1	Administrative Records
1 1	Administrative Records for Office Function Disposition Authority Number DAA-0255-2011-0003-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Administrative Records</b> Records accumulated by individual offices through internal management or housekeeping activities of the office or in general management and oversight of the function for which the office exists.</p>
1 1	<p><b>Administrative Records for Office Function</b> Disposition Authority Number      <b>DAA-0255-2011-0003-0001</b></p> <p><b>2. Administrative records generated in performance of the function for which the office exists. These records may include all types and methods of correspondence and communications (e.g., letters, memos, or any type of e-communications), meeting agendas and minutes, management reviews and surveys, reports, copies of internal activity documentation such as work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels. NOTE: This schedule item concerns general records only, not those belonging in case files documenting specific projects, incidents or cases, transactions, etc. and that are covered by other schedules.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?          <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at the end of the fiscal or calendar year.</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after <del>CUT OFF</del></b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>

### 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
07/13/2011	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
01/11/2012	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
01/19/2012	Return to Submitter	Margaret Hawkins	Appraiser	National Records Management Program - Records Management Services
01/20/2012	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
01/30/2012	Concur	Margaret Hawkins	Appraiser	National Records Management Program - Records Management Services
01/31/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
01/31/2012	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist