

Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2011-0005**
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 **Industrial Hygiene 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0255-2011-0005

Sequence Number	
1	Survey Records
1 1	All employee-related beryllium exposure records and supporting documentation See Notes 1, 2, and 4 Disposition Authority Number: DAA-0255-2011-0005-0001
1 2	All other employee-related exposure records and supporting documentation See Notes 1, 2, and 4. Disposition Authority Number DAA-0255-2011-0005-0002
1 3	Non-employee related beryllium records and supporting documentation See Not es 1, 3, and 4 Disposition Authority Number DAA-0255-2011-0005-0003
1 4	All other non-employee related records and supporting documentation See Note s 1, 3, and 4 Disposition Authority Number. DAA-0255-2011-0005-0004
2	Copies of any records above. Disposition Authority Number DAA-0255-2011-0005-0005

Records Schedule Items

Sequence Number	
1	<p>Survey Records All qualitative and quantitative records and supporting documentation of monitoring, sampling, or measuring of toxic or harmful chemical, physical, or biological agents in the workplace. This includes, but is not limited to, analytical methodologies, calculations and background data relevant to interpretation of the results. Other records created in compliance with the most protective federal, state and local industrial hygiene protection statutes and regulations. Executive Orders, and industry standards including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs, ACGIH, ANSI and ASHRAE standards.</p>
1 1	<p>All employee-related beryllium exposure records and supporting documentation See Notes 1, 2, and 4</p> <p>Disposition Authority Number DAA-0255-2011-0005-0001</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon employment termination</p> <p>Retention Period Destroy 75 year(s) after</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1 2	<p>All other employee-related exposure records and supporting documentation See Notes 1, 2, and 4</p> <p>Disposition Authority Number DAA-0255-2011-0005-0002</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?	No
	Disposition Instruction	
	Cutoff Instruction	CUT OFF UPON EMPLOYMENT TERMINATION
	Retention Period	Destroy 30 year(s) after CUTOFF
	Additional Information	
1 3	GAO Approval	Not Required
		Non-employee related beryllium records and supporting documentation. See Notes 1, 3, and 4
	Disposition Authority Number	DAA-0255-2011-0005-0003
	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
	Disposition Instruction	
	Cutoff Instruction	Cut off annually.
	Retention Period	Destroy 75 year(s) after
	Additional Information	
	GAO Approval	Not Required
1 4		All other non-employee related records and supporting documentation See Notes 1, 3, and 4
	Disposition Authority Number	DAA-0255-2011-0005-0004
	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

2

Disposition Instruction	
Cutoff Instruction	Annually
Retention Period	Destroy 30 year(s) after CUTOFF
Additional Information	
GAO Approval	Not Required
Copies of any records above	
Disposition Authority Number	DAA-0255-2011-0005-0005
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?	No
Disposition Instruction	
Cutoff Instruction	Destroy when no longer needed
Transfer to Inactive Storage	Unknown
Retention Period	Destroy when no longer needed
Additional Information	
GAO Approval	Not Required

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
10/20/2011	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
04/18/2012	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
04/23/2012	Submit For Certification	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
04/23/2012	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
06/27/2012	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
06/29/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/02/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/03/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist