

Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2012-0002**

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 **Lifting Equipment**

Internal agency concurrences will be provided **No**

Background Information **Once approved, this schedule will become Schedule 8/Item 56 5 in the NASA Records Retention Schedules**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0004

Outline of Records Schedule Items for DAA-0255-2012-0002

Sequence Number	
1	Lifting Equipment
1 1	Design Records Disposition Authority Number DAA-0255-2012-0002-0001
1 2	Periodic Inspection Records Disposition Authority Number DAA-0255-2012-0002-0002
1 3	Servicing Records Disposition Authority Number DAA-0255-2012-0002-0003
1 4	Operator Inspection Records Disposition Authority Number DAA-0255-2012-0002-0004

Records Schedule Items

Sequence Number					
1	<p>Lifting Equipment Records concerning design, inspection, and testing, and servicing of lifting devices (cranes, hoists, etc) and lifting equipment (load-lifting hardware and attached lifting equipment)</p>				
1 1	<p>Design Records Disposition Authority Number DAA-0255-2012-0002-0001</p> <p>Design records for review and approval of configuration changes such as certification packages, acceptance, inspection, and test records, including associated nonconformance and corrective actions</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>				
<table border="1"> <thead> <tr> <th data-bbox="365 1205 943 1255">Manual Citation</th> <th data-bbox="943 1205 1516 1255">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="365 1255 943 1310">NPR 1441 1</td> <td data-bbox="943 1255 1516 1310">NASA Records Retention Schedules</td> </tr> </tbody> </table>		Manual Citation	Manual Title	NPR 1441 1	NASA Records Retention Schedules
Manual Citation	Manual Title				
NPR 1441 1	NASA Records Retention Schedules				
1 2	<p>Disposition Instruction</p> <p>Retention Period RETAIN FOR THE LIFE OF THE EQUIPMENT DESTROY 1 YEAR AFTER EQUIPMENT DISPOSAL</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Periodic Inspection Records Disposition Authority Number DAA-0255-2012-0002-0002</p> <p>Periodic inspection and test records of ad hoc and required period inspection and testing activities, including associated nonconformance and corrective actions</p> <p>Final Disposition Temporary</p>				

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**

Manual Citation	Manual Title
NPR 1441 1	NASA Records Retention Schedule

Disposition Instruction

Retention Period **RETAIN RECORDS OF 2 INSPECTION CYCLES, DESTROY RECORDS WHEN SECOND SUBSEQUENT CYCLE IS COMPLETED OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER**

Additional Information

GAO Approval **Not Required**

Servicing Records

Disposition Authority Number **DAA-0255-2012-0002-0003**

Servicing records documenting maintenance and adjustment activities performed on lifting equipment

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**

Manual Citation	Manual Title
NPR 1441 1	NASA Records Retention Schedules

Disposition Instruction

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Retention Period **DESTROY WHEN 5 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER**

Additional Information

GAO Approval **Not Required**

Operator Inspection Records

Disposition Authority Number **DAA-0255-2012-0002-0004**

Equipment operator inspection records, such as checklists of pre-operation inspections completed by lifting equipment operators before daily use of the equipment

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**

Manual Citation	Manual Title
NPR 1441 1	NASA Records Retention Schedules

Disposition Instruction

Retention Period **DESTROY WHEN 3 MONTHS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER**

Additional Information

GAO Approval **Required and Received**

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
05/02/2012	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
06/18/2012	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
08/22/2012	Submit For Certification	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
08/22/2012	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
10/25/2012	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
10/31/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/01/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/06/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist