

## Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2012-0003**  
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 **CAPITAL ASSET FINANCIAL RECORDS**  
Internal agency concurrences will be provided **No**

Background Information **Once approved, this schedule will become Schedule 9/Item 12 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0255-2012-0003

Sequence Number	
1	CAPITAL ASSET FINANCIAL RECORDS
1 1	Case Files Disposition Authority Number DAA-0255-2012-0003-0001

## Records Schedule Items

Sequence Number					
1	<b>CAPITAL ASSET FINANCIAL RECORDS</b>				
1 1	<b>Case Files</b>				
	Disposition Authority Number <b>DAA-0255-2012-0003-0001</b>				
	Case file including, but not limited to, contractor reports, formal and informal records and related papers and forms supporting the existence, ownership, value, disposition and accounting classification of real and personal property assets May include copies of original records covered under other schedule items, such as General Accounting Ledgers (Schedule 9, item 11 A – GRS 7-2), Expenditure Accounting Posting and Control Files (Schedule 9, item 13 A – GRS 7-4a), Freight Files (Schedule 6, items 2 B and 2 C – GRS 9-1a), and records documenting acquisition of real property (Schedule 8, item 48 E 2 – GRS 3-1b)				
	Final Disposition <b>Temporary</b>				
	Item Status <b>Active</b>				
	Is this item media neutral? <b>Yes</b>				
	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>				
	Do any of the records covered by this item exist as structured electronic data? <b>No</b>				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td><b>NPR 1441 1</b></td> <td><b>NASA Records Retention Schedules</b></td> </tr> </table>	Manual Citation	Manual Title	<b>NPR 1441 1</b>	<b>NASA Records Retention Schedules</b>
Manual Citation	Manual Title				
<b>NPR 1441 1</b>	<b>NASA Records Retention Schedules</b>				
	<b>Disposition Instruction</b>				
	Retention Period <b>DESTROY 10 YEARS AFTER DISPOSAL, DEMOLITION OR TRANSFER OF ASSET</b>				
	<b>Additional Information</b>				
	GAO Approval <b>Not Required</b>				

## 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
08/22/2012	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
09/19/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/27/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/01/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist