

Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2014-0001**
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 **NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS**

Internal agency concurrences will be provided **No**

Background Information **This schedule slightly modifies the records description and the disposition instructions of NASA Records Retention Schedule 9/Item 6D.1 (previously approved under DA: N1-255-94-2). It also adds a new item 6D.2 with a proposed new retention.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

0002

Outline of Records Schedule Items for DAA-0255-2014-0001

Sequence Number	
1	EXCHANGE RECORDS ON INDIVIDUALS - NASA 10XROI
1.1	Records on present and former individuals associated with Exchange. Disposition Authority Number: DAA-0255-2014-0001-0001
1.2	Exchange employment applications Disposition Authority Number: DAA-0255-2014-0001-0002

Records Schedule Items

Sequence Number

1

EXCHANGE RECORDS ON INDIVIDUALS - NASA 10XROI

1.1

Records on present and former individuals associated with Exchange.

Disposition Authority Number **DAA-0255-2014-0001-0001**

Records contained in this system are associated with individuals consisting of present and former employees of, and applicants for employment with, NASA Exchanges, Recreational Associations, Child Care and Educational Development Centers, and Employees' Clubs at NASA Centers; and members of or participants, including children and their parents, in NASA Exchange activities, child care centers, clubs and/or recreational associations For present and past employees of the child care and educational development center programs, records relate to qualifications and personnel actions and determinations during their employment by the NASA Exchange. For current or former participants in Exchange-sponsored activities, child care centers, clubs and/or recreational associations, records include identification and other information facilitating enrollment in and administration of the activity and the proper care of the children. Records include personally identifiable information including health information for children, financial payment and credit records on participants with active accounts.

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**

Manual Citation	Manual Title
NPR 1441.1	NASA Records Retention Schedules

GRS or Superseded Authority Citation **N1-0255-94-002**

Disposition Instruction

Retention Period **Destroy 5 year(s) after EMPLOYEE OR PARTICIPANT SEPARATION FROM THE EXCHANGE AFFILIATE**

1.2

Additional Information

GAO Approval **Not Required**

Exchange employment applications

Disposition Authority Number **DAA-0255-2014-0001-0002**

Applications and associated material from individuals not selected for employment by NASA Exchanges, or by facilities or entities under Exchange purview.

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**

Manual Citation	Manual Title
NPR 1441.1	NASA Records Retention Schedules

Disposition Instruction

Retention Period **Destroy 90 days after employment position is filled.**

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
12/02/2013	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
12/20/2013	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/12/2014	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/21/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist