

## Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2014-0002**  
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 **Records of the Chief Information Officer**  
Internal agency concurrences will be provided **No**

Background Information **These are two Agency-specific schedule sub-items that we intend to list in our NASA Records Retention Schedules between our listings of GRS 27-1 and GRS 27-2.**

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0001, 0002

## Outline of Records Schedule Items for DAA-0255-2014-0002

Sequence Number	
1	Records of the Chief Information Officer
1.1	IT System Compliance Records Disposition Authority Number: DAA-0255-2014-0002-0001
1.2	IT System Administrative Management Records Disposition Authority Number: DAA-0255-2014-0002-0002

## Records Schedule Items

Sequence Number					
1	<p><b>Records of the Chief Information Officer</b> This schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO) and their program offices.</p>				
1.1	<p><b>IT System Compliance Records</b> Disposition Authority Number      <b>DAA-0255-2014-0002-0001</b></p> <p>Records documenting analyses of systems, applications, or collections of information for compliance with Federal and Agency requirements (e.g. IPTAs and PIAs).</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>Yes</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>NPR 1441.1</b></td> <td><b>NASA Records Retention Schedules</b></td> </tr> </tbody> </table> <p><b>Disposition Instruction</b></p> <p>Retention Period                                <b>RETAIN UNTIL ANALYSIS/ASSESSMENT IS SUPERSEDED OR FOR ONE YEAR AFTER DECOMMISSION OF THE SUBJECT SYSTEM/ APPLICATION OR COLLECTION TERMINATION.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                                    <b>Required and Received</b></p>	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>				
1.2	<p><b>IT System Administrative Management Records</b> Disposition Authority Number      <b>DAA-0255-2014-0002-0002</b></p> <p>Summary data about IT systems and applications maintained for functional administrative management purposes. Records may consist of individual entries into living databases maintained for such purposes.</p>				

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
<b>NPR 1441.1</b>	<b>NASA Records Retention Schedules</b>

Disposition Instruction

Retention Period **UPDATE WHEN DATA OR RECORDS ARE SUPERSEDED; DESTROY WHEN NO LONGER NEEDED FOR AGENCY BUSINESS PURPOSES.**

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
08/21/2014	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
02/03/2015	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/09/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/09/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/11/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist