

Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2014-0003**
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 **Legal Opinions**
Internal agency concurrences will be provided **No**

Background Information **This proposed schedule is for previously unscheduled legal opinion/ advice files. It will become NASA Schedule 2, Item 3 in the NASA Records Retention Schedules.**
The records descriptions are modeled after DOJ's DA N1-060-10-24 and the retention for the permanent item modeled after DOJ OIG DA N1-060-09-24. It is anticipated that a very small percentage of NASA opinions will fall into Permanent disposition category.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0255-2014-0003

Sequence Number	
1	Legal Opinion / Advice Files
1.1	Advice and Opinions – Significant Issues Disposition Authority Number: DAA-0255-2014-0003-0001
1.2	Advice and Opinions – Non-Significant Issues Disposition Authority Number: DAA-0255-2014-0003-0002

Records Schedule Items

Sequence Number					
1	<p>Legal Opinion / Advice Files Documents reflecting requests and Office of the General Counsel (OGC) or Center Office of the Chief Counsel (OCC) responses to requests for decisions on the legal sufficiency of actions proposed by, arising within, or referred to NASA, including definitive legal interpretations supporting the consistent application of NASA policies, applicable statutes, regulations, and/or other authorities.</p>				
1.1	<p>Advice and Opinions – Significant Issues Disposition Authority Number DAA-0255-2014-0003-0001</p> <p>Records of requests for and OGC or Center OCC responses to requests for legal interpretations, opinions, or advice relating to a variety of issues including but not limited to partnering methods, contract actions, appropriations, employment discrimination, the Freedom of Information Act, human resources, real property, privacy, security, grants management, intellectual property, export control, and international and space-related matters. Significant issues are those that set precedent for NASA or have a major impact on NASA operations. These records would include but not be limited to formal written opinions such as those issued on NASA letterhead and signed by the General Counsel, Deputy General Counsel, Associate General Counsels, or a Center Chief Counsel.</p> <p>Final Disposition Permanent</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? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>NPR 1441.1</td> <td>NASA Records Retention Schedules</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of the calendar year.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff</p> <p>Additional Information</p>	Manual Citation	Manual Title	NPR 1441.1	NASA Records Retention Schedules
Manual Citation	Manual Title				
NPR 1441.1	NASA Records Retention Schedules				

1.2

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
We have not identified the date span of the set of records that will be initially transferred under this item.

How frequently will your agency transfer these records to the National Archives? **Unknown**
No more than annually.

Advice and Opinions – Non-Significant Issues

Disposition Authority Number **DAA-0255-2014-0003-0002**

Records of requests for and OGC or Center OCC responses to requests for legal interpretations, opinions, or advice relating to a variety of issues including but not limited to partnering methods, contract actions, appropriations, employment discrimination, the Freedom of Information Act, human resources, real property, privacy, security, grants management, intellectual property, export control, and international and space-related matters. Non-Significant issues are those that do not set precedent for NASA and do not have a major impact on NASA operations.

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**

Manual Citation	Manual Title
NPR 1441.1	NASA Records Retention Schedules

Disposition Instruction

Cutoff Instruction **Cut off at the end of the calendar year.**

Retention Period **Destroy 6 year(s) after cutoff**

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
06/20/2014	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
03/25/2015	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/25/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/25/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist