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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0255-2015-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0255-2015-0001
Schedule Status Returned Without Action

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 FEDERAL STRUCTURES DESIGN FILES
Internal agency concurrences will be provided No

Background Information Once approved, these schedules will become NASA Records Retention Schedule 8/Item 53 A&B with three sub-items each.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	5

GAO Approval

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Outline of Records Schedule Items for DAA-0255-2015-0001

Sequence Number	
1	PRELIMINARY, INTERMEDIATE, AND WORKING DESIGN FILES
1.1	Records of significant facilities.
1.1.1	Preliminary design files of significant facilities. Disposition Authority Number: DAA-0255-2015-0001-0001
1.1.2	Records of facility infrastructure systems. Disposition Authority Number: DAA-0255-2015-0001-0002
1.2	Records of non-historic / non-critical facilities. Disposition Authority Number: DAA-0255-2015-0001-0003
2	FINAL DESIGN RECORDS OF ACTIVE/ON-GOING FACILITIES
2.1	Records of significant facilities. Disposition Authority Number: DAA-0255-2015-0001-0004
2.2	All other final design records. Disposition Authority Number: DAA-0255-2015-0001-0005

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Records Schedule Items

Sequence Number					
1	PRELIMINARY, INTERMEDIATE, AND WORKING DESIGN FILES Non-final drawings and models of Federal structures and engineering projects.				
1.1	Records of significant facilities. Preliminary design documents, drawings, and models of architecturally, historically, or technologically significant facilities that are listed, or considered eligible for individual listing, in the National Register of Historic Places.				
1.1.1	Preliminary design files of significant facilities. Disposition Authority Number DAA-0255-2015-0001-0001 Records consist of 30% Design Package documents, including floor plans, architectural renderings, building elevations, structural systems, assumptions, conceptual drawings, etc. Exception: If they are easily segregable, exclude records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC). Disposition per item "b" below. Final Disposition Permanent Item Status Withdrawn 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 <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>NRRS 1441.1</td><td>NASA Records Retention Schedules</td></tr></tbody></table> Disposition Instruction Cutoff Instruction Cutoff files when facility is disposed. Transfer to the National Archives for Accessioning TRANSFER TO THE NATIONAL ARCHIVES WITH FINAL DESIGN RECORDS UPON FACILITY DISPOSAL. Additional Information	Manual Citation	Manual Title	NRRS 1441.1	NASA Records Retention Schedules
Manual Citation	Manual Title				
NRRS 1441.1	NASA Records Retention Schedules				

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What will be the date span of the initial transfer of records to the National Archives? **Unknown**

How frequently will your agency transfer these records to the National Archives? **Unknown**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	400 MB	
Paper	30 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1.1.2

Records of facility infrastructure systems.

Disposition Authority Number **DAA-0255-2015-0001-0002**

Records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC), if segregable from the 30% Design Package.

Final Disposition **Temporary**

Item Status **Withdrawn**

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
NRRS 1441.1	NASA Records Retention Schedules

Disposition Instruction

Retention Period **DESTROY WHEN SUPERSEDED, WHEN PROJECT TERMINATES, OR WHEN NO LONGER NEEDED FOR BUSINESS PURPOSES. [NOTE: This is GRS 5.4-050 which will be used when issued.]**

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1.2

Additional Information

GAO Approval Not Required

Records of non-historic / non-critical facilities.

Disposition Authority Number DAA-0255-2015-0001-0003

All draft, preliminary, intermediate, working, and contract negotiation design documents and models of all other non-historical or non-critical facilities to agency mission, including office buildings, storage sheds, parking lots, maintenance shops, and service structures. Records include all 30%, 60% and 90% Design Packages and related documents pertaining to facility construction.

Final Disposition Temporary

Item Status Withdrawn

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
NRRS 1441.1	NASA Records Retention Schedules

Disposition Instruction

Retention Period Destroy when superseded, when project terminates, or when no longer needed for business purposes. [NOTE: This is GRS 5.4-050 and will be used when issued.]

Additional Information

GAO Approval Not Required

2

FINAL DESIGN RECORDS OF ACTIVE/ON-GOING FACILITIES

Files consist of all As-Built drawings, specifications, calculations, equipment submittals, engineering reports and requirements that document final facility configuration.

2.1

Records of significant facilities.

Disposition Authority Number DAA-0255-2015-0001-0004

Final As-Built drawings/specifications and calculations of final facility configuration after initial construction including any significant design changes to a facility's

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appearance or function for architecturally, historically, or technologically significant facilities listed, or eligible for individual listing, in the National Register of Historic Places. Exception: If they are easily segregable, exclude records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC). Disposition per item 0005 of this schedule.

Final Disposition Permanent

Item Status Withdrawn

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
NRRS 1441.1	NASA Records Retention Schedules

Disposition Instruction

Transfer to the National Archives for Accessioning TRANSFER TO THE NATIONAL ARCHIVES UPON FACILITY DISPOSAL.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	600 MB	
Paper	50 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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2.2

All other final design records.

Disposition Authority Number DAA-0255-2015-0001-0005

All other final and as-built drawings, designs, plans or other design records of facilities not critical to agency mission, or for significant facilities that are not included in item 0004 of this item.

Final Disposition Temporary

Item Status Withdrawn

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
NRRS 1441.1	NASA Records Retention Schedules

Disposition Instruction

Retention Period DESTROY WHEN SUPERSEDED, OR TRANSFER TO NEW OWNER, OR DESTROY UPON FACILITY DISPOSAL. [NOTE: This is GRS 5.4-051 which will be used upon publication.]

Additional Information

GAO Approval Not Required

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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
05/04/2015	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
03/15/2016	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
05/24/2016	Submit For Certification	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
05/24/2016	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
06/22/2016	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
09/28/2016	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
10/12/2016	Submit For Certification	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
10/12/2016	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
02/15/2017	Return Without Action	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA

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