

## Request for Records Disposition Authority

Records Schedule Number      DAA-0255-2015-0002

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                Educational Activity Records

Internal agency concurrences will be provided    No

Background Information                Once approved, these two schedule items will replace the single item NASA Records Retention Schedule 1, Item 68.C.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

## Outline of Records Schedule Items for DAA-0255-2015-0002

Sequence Number	
1	<b>Records of Participants</b>
1.1	<b>Recipients of Significant Awards</b> Disposition Authority Number: DAA-0255-2015-0002-0001
1.2	<b>Recipients of non-significant awards.</b> Disposition Authority Number: DAA-0255-2015-0002-0002

## Records Schedule Items

Sequence Number					
1	<p><b>Records of Participants</b> Records of participants (in any format), maintained either as individual or aggregated files on individuals who are identified with unique identifiers. Records include but not limited to application forms, personal information supplied by the individuals, transcripts, proposals, and letters of recommendations. Records that contain "Personally Identifiable Information" must be managed per guidance of NASA and Federal privacy policies.</p>				
1.1	<p><b>Recipients of Significant Awards</b> Disposition Authority Number      <b>DAA-0255-2015-0002-0001</b></p> <p>Records of participants receiving significant awards (defined as a minimum financial award of \$3,000 and/or 1,600 or more contact hours in NASA activities).</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>NRRS 1441.1</b></td> <td><b>NASA Records Retention Schedules</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation      <b>N1-255-10-3, in part</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off at last activity with file.</b></p> <p>Retention Period                      <b>Destroy between 5 year(s) and 40 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>	Manual Citation	Manual Title	<b>NRRS 1441.1</b>	<b>NASA Records Retention Schedules</b>
Manual Citation	Manual Title				
<b>NRRS 1441.1</b>	<b>NASA Records Retention Schedules</b>				
1.2	<p><b>Recipients of non-significant awards.</b> Disposition Authority Number      <b>DAA-0255-2015-0002-0002</b></p>				

**Records of participants that have not received significant awards.**

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

GRS or Superseded Authority Citation **DA N1-255-10-3, in part**

**Disposition Instruction**

Cutoff Instruction **Cut off at last activity with file.**

Retention Period **Destroy 5 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
05/29/2015	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
02/25/2016	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/02/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist