

Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2016-0001**

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 **Safety Activities Records**

Internal agency concurrences will be provided **No**

Background Information **Once approved, this schedule will become NASA Records Retention Schedule 1/Item 117.5 with no sub-items.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0255-2016-0001

Sequence Number

1

Activities Records

Disposition Authority Number: DAA-0255-2016-0001-0001
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Records Schedule Items

Sequence Number					
1	<p>Activities Records</p> <p>Disposition Authority Number DAA-0255-2016-0001-0001</p> <p>Records, regardless of format, of safety activities by designated organizational personnel other than the office of functional responsibility for the safety program, including Supervisor Safety Visit records, minutes of periodic safety meetings, fire extinguisher location logs, and related materials. Internal organizational safety activities records would be included in this item. Cutoff date is based on date of document, activity, or entry in log.</p> <p>Final Disposition Temporary</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;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td>NRRS 1441.1</td> <td>NASA Records Retention Schedules</td> </tr> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of the fiscal or calendar year.</p> <p>Retention Period Destroy 3 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	NRRS 1441.1	NASA Records Retention Schedules
Manual Citation	Manual Title				
NRRS 1441.1	NASA Records Retention Schedules				

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
04/21/2016	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
01/18/2017	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
01/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/26/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist