

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0255-2016-0002**  
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                **SAFETY CONCERNS AND SUGGESTIONS REPORTING**  
Internal agency concurrences will be provided      **No**

Background Information              **Once approved, this schedule will become NASA Records Retention Schedule 1/Item 119.5.**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0255-2016-0002

Sequence Number	
1	<b>SAFETY CONCERNS AND SUGGESTIONS REPORTING</b>
1.1	<b>OFFICE OF PRIMARY RESPONSIBILITY</b> Disposition Authority Number: DAA-0255-2016-0002-0001
1.2	<b>ALL OTHER OFFICES AND COPIES</b> Disposition Authority Number: DAA-0255-2016-0002-0002

Records Schedule Items

Sequence Number					
1	<p><b>SAFETY CONCERNS AND SUGGESTIONS REPORTING</b> Records and reports, regardless of format, on employee safety concerns and suggestions. Records consist of safety concerns, unexpected occurrences, and related beneficial safety suggestions. EXCLUDING facility repairs or maintenance requests that are reported to the Center's safety organization, NASA Safety Reporting System reports, and items reported under NPR 8621.1, NASA Mishap and Close Call Reporting, Investigating, and Record keeping.</p>				
1.1	<p><b>OFFICE OF PRIMARY RESPONSIBILITY</b></p> <p>Disposition Authority Number      <b>DAA-0255-2016-0002-0001</b></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>No</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><b>Disposition Instruction</b></p> <p>Retention Period                        <b>Destroy 1 year(s) after suggestion disposition or when no longer needed for business purposes occurs, whichever is later</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                            <b>Required and Received</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>ALL OTHER OFFICES AND COPIES</b></p> <p>Disposition Authority Number      <b>DAA-0255-2016-0002-0002</b></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</p>				

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
NRRS 1441.1	NASA Records Retention Schedules

**Disposition Instruction**

Cutoff Instruction                      **Cut off at end of fiscal or calendar year**  
Retention Period                        **Destroy 90 days after cutoff or when no longer needed, whichever is later.**

**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
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