

## Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2016-0003**

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 **SAFETY AND MISSION ASSURANCE**

Internal agency concurrences will be provided **No**

Background Information **Once approved, this schedule will become NASA Records Retention Schedule 8/Item 36.5C.1.**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0255-2016-0003

Sequence Number

1

### **QUALITY ASSURANCE SURVEILLANCE RECORDS**

1.1

**Quality system audit supporting documents**  
**Disposition Authority Number: DAA-0255-2016-0003-0001**

Records Schedule Items

Sequence Number					
1	<b>QUALITY ASSURANCE SURVEILLANCE RECORDS</b>				
1.1	<p><b>Quality system audit supporting documents</b></p> <p>Disposition Authority Number      <b>DAA-0255-2016-0003-0001</b></p> <p><b>Documents other than audit findings, regardless of format, that are related to quality system audits of NASA installations.</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>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;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td><b>NRRS 1441.1</b></td> <td><b>NASA Records Retention Schedules</b></td> </tr> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off at end of fiscal or calendar year.</b></p> <p>Retention Period                        <b>Destroy 3 year(s) after cutoff or when no longer needed for business purposes occurs, whichever is later</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>				

### 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