

Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2016-0004**

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 **Awards and Program Files - Employee**

Internal agency concurrences will be provided **No**

Background Information **Once approved, this schedule will become NASA Records Retention Schedules (NRRS), Schedule 3, Item 40.G.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0255-2016-0004

Sequence Number	
1	SPACE FLIGHT AWARENESS PROGRAM AWARDS
1.1	Award Case File Disposition Authority Number: DAA-0255-2016-0004-0001
1.2	Tracking database Disposition Authority Number: DAA-0255-2016-0004-0002

Records Schedule Items

Sequence Number					
1	<p>SPACE FLIGHT AWARENESS PROGRAM AWARDS</p>				
1.1	<p>Award Case File</p> <p>Disposition Authority Number DAA-0255-2016-0004-0001</p> <p>Case file (in any format), including recommendations, approved nomination and related correspondence, for each award, such as Snoopy, Launch Honoree, and other Flight Awareness Program awards.</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;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>NRRS 1441.1</td> <td>NASA Records Retention Schedules</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction CUT OFF ANNUALLY AT END OF CALENDAR YEAR THE AWARD WAS APPROVED OR DISAPPROVED.</p> <p>Retention Period Destroy 5 year(s) after cutoff</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				
1.2	<p>Tracking database</p> <p>Disposition Authority Number DAA-0255-2016-0004-0002</p> <p>Tracking database containing the essence of awards and awardees.</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</p>				

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

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
NRRS 1441.1	NASA Records Retention Schedules

Disposition Instruction

Cutoff Instruction **Cutoff is the date of last entry**
Retention Period **Destroy 5 year(s) after cutoff or when no longer needed for business use occurs, whichever is later**

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
06/10/2016	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