

Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2017-0009**
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 **FEDERAL STRUCTURES DESIGN FILES**
Internal agency concurrences will be provided **No**

Background Information **Once approved, these schedules will become NASA Records Retention Schedule 8/Item 53 A&B with three sub-items each.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0255-2017-0009

Sequence Number	
1	PRELIMINARY, INTERMEDIATE, AND WORKING DESIGN FILES
1.1	Records of significant facilities.
1.1.1	Preliminary design files of significant facilities. Disposition Authority Number: DAA-0255-2017-0009-0001
2	FINAL DESIGN RECORDS OF ACTIVE/ON-GOING FACILITIES
2.1	Records of significant facilities. Disposition Authority Number: DAA-0255-2017-0009-0002

Records Schedule Items

Sequence Number					
1	<p>PRELIMINARY, INTERMEDIATE, AND WORKING DESIGN FILES Non-final drawings and models of Federal structures and engineering projects.</p>				
1.1	<p>Records of significant facilities. Preliminary design documents, drawings, and models of architecturally, historically, or technologically significant facilities that are listed, or considered eligible for individual listing, in the National Register of Historic Places.</p>				
1.1.1	<p>Preliminary design files of significant facilities.</p> <p>Disposition Authority Number DAA-0255-2017-0009-0001</p> <p>Records consist of 30% Design Package documents, including floor plans, architectural renderings, building elevations, structural systems, assumptions, conceptual drawings, etc. Exception: If they are easily segregable, exclude records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC). Disposition per item "b" below.</p> <p>Final Disposition Permanent</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">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 Cutoff files when facility is disposed.</p> <p>Transfer to the National Archives for Accessioning TRANSFER TO THE NATIONAL ARCHIVES WITH FINAL DESIGN RECORDS UPON FACILITY DISPOSAL.</p> <p>Additional Information</p>	Manual Citation	Manual Title	NRRS 1441.1	NASA Records Retention Schedules
Manual Citation	Manual Title				
NRRS 1441.1	NASA Records Retention Schedules				

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
 Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
 Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	400 MB	
Paper	30 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2

FINAL DESIGN RECORDS OF ACTIVE/ON-GOING FACILITIES

Files consist of all As-Built drawings, specifications, calculations, equipment submittals, engineering reports and requirements that document final facility configuration.

2.1

Records of significant facilities.

Disposition Authority Number **DAA-0255-2017-0009-0002**

Final As-Built drawings/specifications and calculations of final facility configuration after initial construction including any significant design changes to a facility's appearance or function for architecturally, historically, or technologically significant facilities listed, or eligible for individual listing, in the National Register of Historic Places. Exception: If they are easily segregable, exclude records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC). Disposition per item 0005 of this schedule.

Final Disposition **Permanent**

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? **No**

Manual Citation	Manual Title
NRRS 1441.1	NASA Records Retention Schedules

Disposition Instruction

Transfer to the National Archives for Accessioning **TRANSFER TO THE NATIONAL ARCHIVES UPON FACILITY DISPOSAL.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown

How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	600 MB	
Paper	50 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
02/08/2017	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
06/12/2017	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
06/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist