

## Request for Records Disposition Authority

Records Schedule Number      DAA-0255-2017-0010

Schedule Status                Modified Approved Version

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                Export Control Program Records

Internal agency concurrences will be provided    No

Background Information                These schedule items will be media neutral and, once approved, replace DAA-255-04-2 in its entirety as NASA Schedule 2, Item 7.5.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0255-2017-0010

Sequence Number	
1	Export Control Program Records
1.1	Program administration records Disposition Authority Number: DAA-0255-2017-0010-0001
1.2	Individual Transaction Case Files
1.2.1	Case records at Export Control Offices Disposition Authority Number: DAA-0255-2017-0010-0002
1.2.2	Case records held by custodian - hardware export Disposition Authority Number: DAA-0255-2017-0010-0003
1.2.3	Case records held by custodian - all other records Disposition Authority Number: DAA-0255-2017-0010-0004
1.2.4	Case records held by custodian - disbanded organizations Disposition Authority Number: DAA-0255-2017-0010-0005
1.2.5	Transaction records - Shipping Disposition Authority Number: DAA-0255-2017-0010-0006

## Records Schedule Items

Sequence Number					
1	<p><b>Export Control Program Records</b> Records documenting Export Control Program administration and transfers to foreign entities (including persons, organizations, governments, or destinations) of materials protected under Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR).</p>				
1.1	<p><b>Program administration records</b> Disposition Authority Number      <b>DAA-0255-2017-0010-0001</b></p> <p>Records of Export Control Program administration, such as training records, program audit reports, activity logs, statistical data, correspondence, which are maintained in or linked to database management systems.</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;"> <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>GRS or Superseded Authority Citation      <b>N1-255-04-002 / 1</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                              <b>Destroy 25 years after last system entry or when no longer required for business purposes, 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>				
1.2	<p><b>Individual Transaction Case Files</b> Individual export control transaction case files documenting activities such as: license issue and renewal; exemption certification; access by foreign persons to</p>				

1.2.1

export-protected materials; and transfer to foreign entities, including shipment and movement of export-protected materials to, from or between foreign locations, and verbal/visual conveyance of protected materials. Exclusion: Records that contain material subject to protection under Export Control regulations are not covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records covered under NRRS 8/101).

**Case records at Export Control Offices**

Disposition Authority Number      **DAA-0255-2017-0010-0002**

**Transaction case records held at Export Control offices.**

Final Disposition                      **Temporary**

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
<b>NRRS 1441.1</b>	<b>NASA Records Retention Schedules</b>

GRS or Superseded Authority Citation      **N1-255-04-002 / 1**

**Disposition Instruction**

Retention Period                      **Destroy 5 years after license expiration, return of material (if appropriate), or date of last transaction, whichever is later.**

**Additional Information**

GAO Approval                          **Not Required**

1.2.2

**Case records held by custodian - hardware export**

Disposition Authority Number      **DAA-0255-2017-0010-0003**

**Transaction case records of released materials held by custodian (e.g. NASA Program/Project Offices) documenting export of hardware to a foreign destination**

Final Disposition                      **Temporary**

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? **No**

Manual Citation	Manual Title
<b>NRRS 1441.1</b>	<b>NASA Records Retention Schedules</b>

GRS or Superseded Authority Citation **N1-255-04-002 / 1**

**Disposition Instruction**

Retention Period **Destroy 5 years after hardware is removed from NASA inventory or disposal action is completed with hardware returned to NASA.**

**Additional Information**

GAO Approval **Not Required**

**Case records held by custodian - all other records**

Disposition Authority Number **DAA-0255-2017-0010-0004**

**All other transaction case records held by custodian. (But see item 1.2.4.)**

Final Disposition **Temporary**

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? **No**

Manual Citation	Manual Title
<b>NRRS 1441.1</b>	<b>NASA Records Retention Schedules</b>

GRS or Superseded Authority Citation **N1-255-04-002 / 1**

**Disposition Instruction**

Retention Period **Destroy 5 years after license expiration, return of material (if appropriate), or after date of the last transaction in the case file, whichever is later.**

**Additional Information**

GAO Approval **Not Required**

1.2.3

1.2.4

**Case records held by custodian - disbanded organizations**

Disposition Authority Number      **DAA-0255-2017-0010-0005**

**Transaction case files and other records existing when custodial office disbands**

Final Disposition                      **Temporary**

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
<b>NRRS 1441.1</b>	<b>NASA Records Retention Schedules</b>

GRS or Superseded Authority Citation      **N1-255-04-002 / 1**

**Disposition Instruction**

Retention Period                      **When office disbands, offer records electronically to Export Control office; destroy records that Export Control declines.**

**Additional Information**

GAO Approval                          **Not Required**

1.2.5

**Transaction records - Shipping**

Disposition Authority Number      **DAA-0255-2017-0010-0006**

**Records held by transportation or shipping offices that related to items sent to foreign persons or foreign destinations.**

Final Disposition                      **Temporary**

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?      **No**

Manual Citation	Manual Title
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<b>NRRS 1441.1</b>	<b>NASA Records Retention Schedules</b>
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GRS or Superseded Authority Citation	N1-255-04-002 / 1
Disposition Instruction	
Retention Period	Destroy 5 year(s) after date of transaction.
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
06/08/2017	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
10/03/2017	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
10/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/11/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist