

Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2022-0003**

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 **Protective Services**

Internal agency concurrences will be provided **No**

Background Information **These schedules include revisions and consolidation of several existing schedule items to better reflect current business process and organization. "Emergency Response" and "Security" are now under the umbrella of "Protective Services".**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0255-2022-0003

Sequence Number	
1	Firearms Accountability and Qualification Disposition Authority Number: DAA-0255-2022-0003-0001
2	Industrial Security Records Disposition Authority Number: DAA-0255-2022-0003-0002

Records Schedule Items

Sequence Number					
1	<p>Firearms Accountability and Qualification</p> <p>Disposition Authority Number DAA-0255-2022-0003-0001</p> <p>Data relating to individual qualifications, training, and maintenance of proficiency in the use of firearms.</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>GRS or Superseded Authority Citation N1-255-09-001 / 01/106/C</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff after termination of individual.</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				
2	<p>Industrial Security Records</p> <p>Disposition Authority Number DAA-0255-2022-0003-0002</p> <p>Documents relating to the security requirements of contracts as part of the National Industrial Security Program.</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>				

Manual Citation	Manual Title
NRRS 1441.1	NASA Records Retention Schedules

GRS or Superseded Authority
Citation

N1-255-09-001 / 01/113/A
N1-255-09-001 / 01/113/B

Disposition Instruction

Cutoff Instruction

Cutoff when contract is closed.

Retention Period

Destroy 3 year(s) after no longer needed or when contract is closed 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
12/17/2021	Certify	Anne Mills	Deputy Records Manager	NASA - NASA
04/11/2022	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
04/22/2022	Submit For Certification	Anne Mills	Deputy Records Manager	NASA - NASA
04/22/2022	Certify	Anne Mills	Deputy Records Manager	NASA - NASA
09/12/2022	Submit for Concurrence	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
09/15/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/15/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office