

Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2022-0004**

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 **Radiation Safety Records**

Internal agency concurrences will be provided **No**

Background Information **This schedule will replace Center-specific items and also better align with Nuclear Regulatory Commission requirements.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0255-2022-0004

Sequence Number	
1	Radiation Safety, Control, and Compliance Records Disposition Authority Number: DAA-0255-2022-0004-0001
2	Non-Ionizing Radiation Records Disposition Authority Number: DAA-0255-2022-0004-0002

Records Schedule Items

Sequence Number					
1	<p>Radiation Safety, Control, and Compliance Records</p> <p>Disposition Authority Number DAA-0255-2022-0004-0001</p> <p>Records maintained by Radiation Safety Officers or Radiation Safety Programs, required for compliance with Federal, state, or local regulations. This includes, but is not limited to: provisions of the radiation protection program, surveys, exposure records, training documentation, calibrations, records of handling of radiation and byproduct material, program audits, radiation safety committee, and decommissioning records.</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GRS or Superseded Authority Citation N1-255-09-001 / 01/130</p> <p>Disposition Instruction</p> <p>Cutoff Instruction After termination of license or program.</p> <p>Retention Period Destroy 75 year(s) after termination of license or program.</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>Non-Ionizing Radiation Records</p> <p>Disposition Authority Number DAA-0255-2022-0004-0002</p> <p>All non-ionizing radiation survey records, supporting documentation of monitoring and measuring in the workplace. This includes, but is not limited to: analytical methodologies, calculations, and background data relevant to interpretation of the results. The most current industry consensus standards apply, including, but not limited to, OSHA, NASA NPRs, ACGIH, FAA, and ANSI standards.</p>				

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
NRRS 1441.1	NASA Records Retention Schedules

Disposition Instruction

Cutoff Instruction **Cut off annually.**

Retention Period **Destroy 30 year(s) after cutoff**

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
01/11/2022	Certify	Anne Mills	Deputy Records Manager	NASA - NASA
07/14/2022	Submit for Concurrence	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
07/21/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/22/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/27/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office