

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0255-2023-0001

Status: APPROVED
Date Approved: 07/10/2024

General Information

Agency or Establishment	National Aeronautics and Space Administration
Record/Scheduling Group	0255 - Records of the National Aeronautics and Space Administration
Records Schedule Applies To	Agency-wide
Schedule Subject	Mishap Investigation Records
Additional Schedule Information	This schedule revises and streamlines existing schedules relating to mishap investigation files, bringing them in line with current agency needs and processes. They will supersede three existing items, 1/119.A, 1/121.A, and 1/121.B.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0255-2023-0001

Item #	Title	Disposition
0001	Investigation Records of Significant Mishaps	Permanent
0002	Investigation Records of All Other Mishaps	Temporary

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Records Schedule Items

DAA-0255-2023-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Investigation Records of Significant Mishaps	
Item Description	Mishap investigation case files for all mission-related Class A and B mishaps as well as mission-related high visibility close call investigations. Records include, but are not limited to, Mishap Investigation Board Files, final reports, corrective action plans, and required recordkeeping elements outlined in NASA's mishap investigation directives.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	NRRS 1441.1	
Manual Title	NASA Records Retention Schedules	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-255-94-001/ 1/119/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff when investigation is closed.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Paper-based textual records:200 cu ft ; Structured data formats:50 MB	
Approximate first year of records covered by this authority	1964	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: --/--/1964 To: --/--/2002	
Frequency of transfer	5	

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Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(6) Personal Information, FOIA (b)(3) Statute, FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law
What is the related statute for the FOIA B(3) exemption?	International Traffic in Arms Regulations (ITAR)

DAA-0255-2023-0001-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Investigation Records of All Other Mishaps
Item Description	Mishap investigation case files for all NON-mission related Class A and B mishaps, Class C and D mishaps, close calls, and non-reportable incidents.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	NRRS 1441.1
Manual Title	NASA Records Retention Schedules
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-255-09-001/ 1/121/A	No
N1-255-09-001/ 1/121/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when investigation is closed.
Retention Period	Destroy 20 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No

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GAO Approval Required	No
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Signatory Information

Action	User	Date
Approve	Colleen Shogan	07/10/2024