

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
National Aeronautics and Space Administration (NASA)

2. MAJOR SUBDIVISION  
NASA Headquarters

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
Roland M. Ridgeway Jr., Acting NASA Records Officer

5. TELEPHONE  
(202) 358-4485

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
*71-255-01-1*

DATE RECEIVED  
*4-20-2001*

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
*1-29-03*

ARCHIVIST OF THE UNITED STATES  
*John W. Carl*

**6. 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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  is not required;  is attached; or  has been requested.

DATE Thu, Apr 12, 2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roland M. Ridgeway Jr.</i>	TITLE Acting NASA Records Officer, NASA Headquarters, Code AO
---------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><b>SAFETY AND MISSION ASSURANCE</b></p> <p>Series description and disposition are on attached pages. This proposed schedule is a new Item and will be added to NASA Records Retention Schedule 8 as Item 36.5 after approval.</p> <p>If you have any questions, please contact me on 202-358-4485.</p> <p><i>cc nr nwmD, Agency</i></p>		

## SCHEDULE 8

ITEM	DESCRIPTION OF RECORDS SERIES	RETENTION
1	SAFETY AND MISSION ASSURANCE	(New Item)
	A. Safety, Reliability & Quality Assurance records relating to risk, safety assessments, and certification for flight hardware (i.e., GFE, Payloads, EVA Hardware/Equipment, etc.). Cutoff date is end of calendar year.	*PERMANENT* RECORDS MAY BE RETIRED TO FRC WHEN 7 YEARS OLD AND NO LONGER ACTIVE. RETAIN FOR 30 YEARS, THEN REVIEW WITH PROGRAM OR PROJECT MANAGER FOR AUTHORIZATION TO TRANSFER TO NARA.
	B. Problem Reporting and Corrective Action (PRACA) Reports (JSC Only) Records consist of problems reported on hardware associated with flight and flight support equipment (i.e. Government Furnished Equipment, flight equipment, etc.). Cutoff date is end of calendar year.	KEEP FOR 3 YEARS, THEN DESTROY AT END OF PROGRAM/PROJECT OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.
	C. Quality Assurance Surveillance Records	
	1. Documents related to quality assurance audits, special studies, status reports, etc. including related correspondence and original forms which document the quality assurance daily work effort. Cutoff date is date of document.	DESTROY WHEN 4 YEARS OLD.
	2. Documents related to Quality assurance inspection stamps, including stamp audits, and stamp issuance records for NASA and support contractor inspections and designated verification.	
	(a) Stamp audit documents. Cutoff date is date of document.	DESTROY WHEN 10 YEARS OLD.
	(b) Stamp issuance documents.	
	(1) NASA Civil Service and designated verification personnel. Cutoff date is date of document.	KEEP FOR ATLEAST 3 YEARS, THEN DESTROY 1 YEAR AFTER EXPIRATION OF STAMP SERIES OR LOT.
	(2) NASA Support Contractor personnel. Cutoff date is date of document.	KEEP FOR ATLEAST 3 YEARS, THEN DESTROY UPON CHANGE OF CONTRACT.
	D. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records.	DESTROY/DELETE AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.