

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

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

JOB NUMBER
N1-255-07-2

DATE RECEIVED
9/7/07

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
Patti F. Stockman, NASA Records Officer

5. TELEPHONE
(202) 358-4787

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
9/10/07

ARCHIVIST OF THE UNITED STATES
Allen W...

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 1 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 <i>8/28/2007</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patti F. Stockman</i>	TITLE NASA Records Officer, NASA Headquarters, Code AO
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
NRRS 1/97	<p>Protective Services Records</p> <p>The attached proposed schedule revision will replace current NRRS 1 Items 97B and 97C in its entirety.</p> <p>It is being proposed in order to eliminate the deficit in the current NASA Records Retention Schedules NPR 1441.1 regarding Protective Services Records for Criminal Matter and Traffic Management Records. The current NRRS 1/97 for the Privacy Act System of Records NASA 10 SECR refers to three retention items; 1) NRRS 1/103 for personal identity records, 2) NRRS 2 [the System of Records Notice (SORN) particularly cites NRRS 2/4B2] for Criminal Matter Records, however, all of Item 4 is for "claims files" which are retained by Legal offices not Security offices. NRRS 2 currently has nothing for Criminal Records, and 3) NRRS 6/11B (specifically cited in the SORN) for Traffic Management Records pertains to the NASA vehicle pool records, not Security's traffic records.</p> <p>The proposed revised schedule items fill the deficits found in NRRS 2 and NRRS 6/11B for Protective Services Records.</p>	Entire NRRS 1, Item 97B and 97C	

ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OF RECORD SERIES	RETENTION < Authority >
	<p>PROTECTIVE SERVICE CRIMINAL MATTER RECORDS</p> <p>Records in any format and media resulting from criminal investigations related to crimes against NASA personnel or property, or related to any criminal investigative activity, Law Enforcement actions, or Law Enforcement documented incidents that occur on NASA property. Excludes investigation records of the Inspector General which are covered under Schedule 9.</p>	
A	<p>CRITICAL INCIDENT CASE FILES</p> <p>Case files for criminal investigation of critical incidents, offenses, and citation reports. Includes death from suicide, natural causes, and traffic fatalities; sex-related crimes involving violence or force (actual or implied), threats, or weapons; arson; bombing; kidnapping; attempted arson, bombing, kidnapping, homicide and suicide; any crime or incident resulting in grievous bodily harm to any person; and cases identified for extended retention by the NASA Protective Services Office. Grievous bodily harm is defined as the loss of a limb, permanent loss of any senses (sight, hearing, etc.), any fractured bones, or permanent damage to any body organ.</p>	Cut off file after case closes. Destroy 45 years after cutoff.
B	<p>SERIOUS INCIDENT CASE FILES</p> <p>Case files for criminal investigation of incidents not meeting the criteria for Item A but which involve violence (or the threat of violence) resulting in serious bodily harm, or theft of government, contractor, or personal property. Serious bodily harm is defined as any injuries not meeting the criteria for grievous bodily harm, but requires medical transport, and can involve injury not requiring hospitalization. Also includes burglary, workplace violence, alcohol/drug related offenses, weapons violations, non-fatal traffic accidents, and suspicious incidents.</p>	Cut off file after case closes. Destroy 25 years after cutoff.
C	<p>ROUTINE CASE FILES</p> <p>Case files for routine incidents, offenses, or citation reports involving routine traffic citations, assistance to outside agencies, executive protective services, trespass warnings,</p>	Cut off file after case closes. Destroy 3 years after cutoff.

	and other non-injury related reports.	
D	<p>BACKGROUND AND OUTPUT MATERIAL</p> <p>1. Feeder or background documents: working copies, summary sheets, copies of information, input forms, and other materials used as source data for the records in items above.</p>	<p>Destroy/delete after associated official records have been created.</p>
	<p>2. Excerpts from or copies of records above; reports, summaries or statistical analyses produced from records above and used for convenience, reference or distribution.</p>	<p>Destroy when no longer needed.</p>