

**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  
Patti F Stockman, NASA Records Officer

5 TELEPHONE  
(202) 358-4787

LEAVE BLANK (NARA use only)

JOB NUMBER  
NI-255-09-2

DATE RECEIVED  
9/1/09

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 ARCHIVIST OF THE UNITED STATES

*[Handwritten signatures]*

**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 0 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

8/31/2009

SIGNATURE OF AGENCY REPRESENTATIVE

*Patti F Stockman*

TITLE

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
NRRS 3/40 5	<p>There is an AFS item 3452 in the NASA Records Retention Schedules (NRRS) for Suggestions in Schedule 3, but there is no corresponding retention schedule. The GRS does not specifically address the suggestion process, but indirectly mentions suggestion as an award type in GRS 1-12. The GRS 1-12a(1) for award-related suggestions of 2 years seemed appropriate for other employee suggestions.</p> <p>Proposed new schedule</p> <p>Employee Suggestions - General</p> <p>NOTE For inputs into, outputs from, and documentation of Suggestion e-systems, see Schedule 2, the following items as appropriate: 15 A and 15 B (inputs), 15 D, 15 E and 15 F (outputs), and 14 D 3 (documentation)</p> <p>Records of suggestions by employees or visitors, regardless of format, for improvement of workplace or work operations. Records include the suggestion and the related documentation for suggestions administered through an established action process of review and approval/disapproval by individual or committee or through a less formal process of suggestions/questions addressed in real-time within a system or by an individual.</p> <p>Temporary Destroy or delete when 2 years old</p>	New item	