

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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	
3. MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Roland M. Ridgeway Jr., Acting NASA Records Officer	(202) 358-4485

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>NI-255-99-3</i>	
DATE RECEIVED <i>6-14-99</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
<i>2-2-00</i>	<i>[Signature]</i>

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
Mon, May 24, 1999	<i>Roland M. Ridgeway Jr.</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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	GROUND-BASED PRESSURE SYSTEMS RECORDS (This is a new NASA Records Retention Schedules (NRRS) item)  SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION		
2	<del>ACCIDENT/MISHAP INCIDENT CASE FILES</del> (Description broadened to include documents related to potential accidents. Retention time for retiring items to FRC increased.) <i>NI-255-94-1</i>  SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION <i>Still applies. WMB</i> <i>Withdrawn for resubmission as Bulletin 99-04 item per agreement with agency.</i>		
3	QUALITY MANAGEMENT FILES (This is a new NRRS item)  SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION <i>JMB 9/24/99</i>		

*cc: Agency, NWMD, NWMM*

# SCHEDULE 1

## ITEM

### DESCRIPTION OF RECORD SERIES

### MINIMUM RETENTION

#### 1 GROUND-BASED PRESSURE SYSTEMS RECORDS

(Previously RESERVED  
N1-255-94-1, Schedule 1 Item 118)

Reports and correspondence related to design, inspection, and certification of Ground-Based Pressure Systems. Records may include Inspection reports, Pressure System Condition Reports Category C, Low Energy/Low Risk Requests, Pressure Systems Design Review Records, Waivers, and Weld/Braze Inspection Reports. Cutoff date is date of document.

- A. Recordkeeping copy (paper)
- B. Electronic copies generated on office automation applications such as E-mail and word processing applications

~~MAY~~ RETIRE TO FRC OR APPROVED STORAGE FACILITY WHEN 5 YEARS OLD. DESTROY WHEN 25 YEARS OLD.

DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED.

#### 2 ACCIDENT/MISHAP INCIDENT CASE FILES

(N1-255-94-1, Schedule 1 Item 121)

Correspondence, reports, and all related papers concerning potential or actual individual accidents or incidents occurring at installations. Cutoff date is date case closed. *Logbook*

- A. HEADQUARTERS. Recordkeeping copy (paper).
- B. FIELD INSTALLATIONS, ALL OTHER OFFICES/COPIES. Recordkeeping copy (paper)
- C. Electronic copies generated on office automation applications such as E-mail and word processing applications
- D. INDIVIDUAL ACCIDENT REPORTS

~~MAY~~ RETIRE TO FRC OR APPROVED STORAGE FACILITY WHEN INACTIVE. DESTROY ~~WHEN~~ 20 YEARS ~~OLD~~ *after case closure.*

~~MAY~~ RETIRE TO FRC OR APPROVED STORAGE FACILITY WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD.

DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED.

SEE ITEM 120 C. OF SCHEDULE 1.

#### 3 QUALITY MANAGEMENT FILES

(New Item)

Files related to the status of the overall effectiveness of the Quality System at the NASA installations. Records include audits, oversight of corrective action, management review activities, quality system metrics evaluations, and correspondence with external auditor.

- A. Installation-Office of Primary Responsibility. Recordkeeping copy (paper)
- B. All Other Offices. Recordkeeping copy (paper)  
(When not covered elsewhere in these schedules.)
- C. Electronic copies generated on office automation applications such as E-mail and word processing applications

DESTROY WHEN 7 YEARS OLD .

DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER .

DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED.

*Withdrawn for resubmission as Bulletin 99-04 item per agreement with agency. JWB 9/20/99*