

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-255-99-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 1a was superseded by N1-255-09-001 item 1/118A.

Item 1b was superseded by DAA-GRS-2017-0003-0002 (GRS 5.2, item 020).

Item 3a was superseded by N1-255-09-001 item 26.5A.

Item 3b was superseded by N1-255-09-001 item 26.5B.

Item 3c was superseded by DAA-GRS-2017-0003-0002 (GRS 5.2, item 020).

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 N1-255-99-3	
1. FROM (Agency or establishment) National Aeronautics and Space Administration (NASA)		DATE RECEIVED 6-14-99	
2. MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Roland M. Ridgeway Jr., Acting NASA Records Officer			
5. TELEPHONE (202) 358-4485		ARCHIVIST OF THE UNITED STATES 2-2-00 <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 <u>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE Mon, May 24, 1999	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 GRS OR SUPERSEDED JOB CITATION	10.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	GROUND-BASED PRESSURE SYSTEMS RECORDS (This is a new NASA Records Retention Schedules (NRRS) item) SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION		
2	ACCIDENT/MISHAP INCIDENT CASE FILES (Description broadened to include documents related to potential accidents. Retention time for retiring items to FRC increased.) N1-255-94-1 still applies. SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION <i>Withdrawn for resubmission as Bulletin 99-04 item per agreement with agency. JMB 9/24/99</i>		
3	QUALITY MANAGEMENT FILES (This is a new NRRS item) SEE ATTACHED PAGE FOR SERIES DESCRIPTION/DISPOSITION		

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)

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

B. Electronic copies generated on office automation applications such as E-mail and word processing applications

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. *L ground*

A. HEADQUARTERS. Recordkeeping copy (paper).

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

B. FIELD INSTALLATIONS, ALL OTHER OFFICES/COPIES. Recordkeeping copy (paper)

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

C. Electronic copies generated on office automation applications such as E-mail and word processing applications

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D. INDIVIDUAL ACCIDENT REPORTS

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)

DESTROY WHEN 7 YEARS OLD .

B. All Other Offices. Recordkeeping copy (paper)
(When not covered elsewhere in these schedules.)

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

C. Electronic copies generated on office automation applications such as E-mail and word processing applications

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Withdrawn for resubmission as Bulletin 99-04 item per agreement with agency. JWB 9/10/99