

Request for Records Disposition Authority

Records Schedule Number	DAA-0255-2013-0001		
Schedule Status	Modified Approved Version		
Agency or Establishment	National Aeronautics and Space Administration		
Record Group / Scheduling Group	Records of the National Aeronautics and Space Administration		
Records Schedule applies to	Agency-wide		
Schedule Subject	ASTRONAUT SELECTION DATABASE		
Internal agency concurrences will be provided	No		
Background Information	This is a minor revision of an old NASA schedule previously approved under N1-255-94-3. In error, NASA mapped the item to our schedule item 1 in the schedule job DA 255-04-3. In reality, these records do not result from a NASA program/project as described in DA 255-04-3. Thus, we need to reinstate the item in this form.		
Item Count			
Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0255-2013-0001

Sequence Number	
1	ASTRONAUT SELECTION DATABASE Disposition Authority Number: DAA-0255-2013-0001-0001

Records Schedule Items

Sequence Number	ASTRONAUT SELECTION DATABASE				
1	Disposition Authority Number DAA-0255-2013-0001-0001				
<p>Records in this system include identifying information for the individuals in employment applications and resumes, information concerning legal convictions, specialized training, honors and awards. The system also contains relevant human resource correspondence, records of an individual's qualifications for participation in a specialized program, evaluations of candidates, and final NASA determinations of candidates' qualification for the program. These records will be subject to the Privacy Act.</p>					
Final Disposition	Permanent				
Item Status	Active				
Is this item media neutral?	Yes				
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
Do any of the records covered by this item exist as structured electronic data?	No				
<table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>NPR 1441.1</td><td>NASA Records Retention Schedules</td></tr></tbody></table>		Manual Citation	Manual Title	NPR 1441.1	NASA Records Retention Schedules
Manual Citation	Manual Title				
NPR 1441.1	NASA Records Retention Schedules				
GRS or Superseded Authority Citation	N1-255-04-003 / 8/35				
<p>Disposition Instruction</p>					
Cutoff Instruction	Cut off upon class selection.				
Transfer to the National Archives for Accessioning	Transfer to the National Archives 7 year(s) after cutoff.				
<p>Additional Information</p>					
What will be the date span of the initial transfer of records to the National Archives?	From 1978 To 1998				
How frequently will your agency transfer these records to the National Archives?	Every 7 Years				

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/18/2013	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
09/10/2013	Submit for Conurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - Records Management Services
09/12/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
09/12/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/13/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist