

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0255-2023-0001

Status: APPROVED
Date Approved: 07/10/2024

General Information

| | |
|--|--|
| Agency or Establishment | National Aeronautics and Space Administration |
| Record/Scheduling Group | 0255 - Records of the National Aeronautics and Space Administration |
| Records Schedule Applies To | Agency-wide |
| Schedule Subject | Mishap Investigation Records |
| Additional Schedule Information | This schedule revises and streamlines existing schedules relating to mishap investigation files, bringing them in line with current agency needs and processes. They will supersede three existing items, 1/119.A, 1/121.A, and 1/121.B. |
| Is There a Classified Version of This Schedule? | No |
| Is consultation and coordination with Tribal Governments required? | No - the records covered by this schedule do not implicate Tribal interests |

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 1

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0255-2023-0001

| Item # | Title | Disposition |
|---------------|--|--------------------|
| 0001 | Investigation Records of Significant Mishaps | Permanent |
| 0002 | Investigation Records of All Other Mishaps | Temporary |

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Records Schedule Items

| | | |
|---|--|-----------------------|
| DAA-0255-2023-0001-0001 | | STATUS: Active |
| ITEM GENERAL INFORMATION | | |
| Item Title | Investigation Records of Significant Mishaps | |
| Item Description | Mishap investigation case files for all mission-related Class A and B mishaps as well as mission-related high visibility close call investigations. Records include, but are not limited to, Mishap Investigation Board Files, final reports, corrective action plans, and required recordkeeping elements outlined in NASA's mishap investigation directives. | |
| Is this item media neutral? | Yes | |
| Is this item a Big Bucket? | No | |
| MANUAL CITATION | | |
| Agency Code | NRRS 1441.1 | |
| Manual Title | NASA Records Retention Schedules | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | |
| Does this item supersede existing disposition authorities? | Yes | |
| Superseded Item | Superseded Items | |
| | Item Superseded in Part? | Explanation |
| N1-255-94-001/ 1/119/A | No | |
| Is this item a deviation from the GRS? | No | |
| DISPOSITION INSTRUCTION | | |
| Final Disposition | Permanent | |
| Cutoff Instructions | Other: Cutoff when investigation is closed. | |
| Are there multiple instructions for this item? | No | |
| Transfer Instruction | Transfer to the National Archives 20 year(s) after cutoff | |
| ADDITIONAL INFORMATION | | |
| Current Records Format | Paper-based textual records:200 cu ft ; Structured data formats:50 MB | |
| Approximate first year of records covered by this authority | 1964 | |
| End year of records covered by this authority | Still being created | |
| Date span of the initial transfer | From: --/--/1964 To: --/--/2002 | |
| Frequency of transfer | 5 | |

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| Are any of the records covered by this item subject to a FOIA exemption? | Yes |
| FOIA Exemption(s) | FOIA (b)(6) Personal Information, FOIA (b)(3) Statute, FOIA (b)(4) Trade Secrets and Commercial or Financial Information, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law |
| What is the related statute for the FOIA B(3) exemption? | International Traffic in Arms Regulations (ITAR) |

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|---|--|----------------|--|
| DAA-0255-2023-0001-0002 | | STATUS: Active | |
| ITEM GENERAL INFORMATION | | | |
| Item Title | Investigation Records of All Other Mishaps | | |
| Item Description | Mishap investigation case files for all NON-mission related Class A and B mishaps, Class C and D mishaps, close calls, and non-reportable incidents. | | |
| Is this item media neutral? | Yes | | |
| Is this item a Big Bucket? | No | | |
| MANUAL CITATION | | | |
| Agency Code | NRRS 1441.1 | | |
| Manual Title | NASA Records Retention Schedules | | |
| SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS | | | |
| Does this item supersede existing disposition authorities? | Yes | | |
| | Superseded Items | | |
| Superseded Item | Item Superseded in Part? | Explanation | |
| N1-255-09-001/ 1/121/A | No | | |
| N1-255-09-001/ 1/121/B | No | | |
| Is this item a deviation from the GRS? | No | | |
| DISPOSITION INSTRUCTION | | | |
| Final Disposition | Temporary | | |
| Cutoff Instructions | Other: Cutoff when investigation is closed. | | |
| Retention Period | Destroy 20 year(s) after cutoff | | |
| ADDITIONAL INFORMATION | | | |
| Are any of the records covered by this item national security classified? | No | | |

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|-----------------------|----|
| GAO Approval Required | No |
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Signatory Information

| Action | User | Date |
|---------------|-----------------|-------------|
| Accept | Lauren VanZandt | 02/21/2024 |
| Approve | Colleen Shogan | 07/10/2024 |