

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0255-2024-0004

Status: APPROVED
Date Approved: 10/09/2024

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	Aircraft Operations
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: 2

Number of Permanent disposition items: 0

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-0255-2024-0004

Item #	Title	Disposition
0001	Unique Aircraft Maintenance Manuals	Temporary
0002	Aircraft Crew Members Qualifications and Performance Records	Temporary

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Records Schedule Items

DAA-0255-2024-0004-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Unique Aircraft Maintenance Manuals	
Item Description	Maintenance manuals for unique or customized aircraft, as excluded by GRS 5.4 100.	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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	Superseded Items	
Superseded Item	Item Superseded in Part?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/ 7/25/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after disposal of aircraft.	
Retention Period	Other: Destroy 6 years after disposing of aircraft or transfer manual to new owner upon sale or transfer.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0255-2024-0004-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Aircraft Crew Members Qualifications and Performance Records	

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Item Description	Records in this system are of crew members of NASA aircraft which consist of records of qualifications, experience, and currency, e.g., flight hours (day, night, and instrument), types of approaches and landings, crew positions, type aircraft, flight check ratings and related examination results, training performed and medical records.	
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 Schedule	
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/ 8/32	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after crew member separates from Agency.	
Retention Period	Destroy 5 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	10/09/2024