

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0255-2022-0005

Status: APPROVED
Date Approved: 10/02/2023

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	Scientific and Technical Information (STI) Publications and Supporting Materials
Additional Schedule Information	Scientific and Technical Information (STI) is defined as the results (facts, analyses, and conclusions) of basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research as well as papers submitted for NASA approval and released to other scientific and technical organizations EXTERNAL to NASA for publication and dissemination (e.g., journal articles or conference papers.) This schedule proposes updates to our existing STI schedules and eliminates references to obsolete processes. This is an update to the items found at Schedule 2, Item 8 in NRRS.
Is there a classified version of this form?	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: 3

Number of Temporary disposition items: 2

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-0255-2022-0005

Item #	Title	Disposition
0001	Scientific and Technical Information Publications	Permanent
0002	Scientific and Technical Information Background Materials	Temporary
0003	Other STI-Processed Materials	Temporary

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Records Schedule Items

DAA-0255-2022-0005-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Scientific and Technical Information Publications	
Item Description	Record copy of processed and published NASA funded scientific and technical publications, including, but not limited to, Technical Publications, Technical Memorandum, Contractor Reports, Conference Publications, Technical Translations, Special Publications, conference and meeting papers, conference presentations, journal articles, databases (and associated metadata) and other forms of STI listed in NPR 2200.2.	
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
N1-255-10-001 / 8/B/1	No	
N1-255-10-001 / 9	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff annually.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives annually in accordance with the National Archives approved transfer guidance. NASA retains copy indefinitely for continued access.	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:15GB	
Approximate first year of records covered by this authority	2021	

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: ---/2021 To: ---/2021
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(3) Statute, FOIA (b)(4) Trade Secrets and Commercial or Financial Information
What is the related statute for the FOIA B(3) exemption?	International Traffic in Arms Regulations (ITAR)

DAA-0255-2022-0005-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Scientific and Technical Information Background Materials		
Item Description	Related background papers, working papers such as notes, rough drafts, background reports and interim reports, and other such papers reflecting a basis for the issuance or that contribute to the content of the publication, including coordination papers and comments retained either by publication office or author(s).		
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	
N1-255-10-001 / 8/A/2	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: After document is published.		
Retention Period	Destroy 5 year(s) after after document is published or when no longer needed for reference purposes occurs, whichever is later		
ADDITIONAL INFORMATION			

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0255-2022-0005-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Other STI-Processed Materials
Item Description	Materials submitted via the Agency STI submission process that are not released outside of NASA and fall outside of the scope of STI.
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 Explanation in Part?
N1-255-10-001 / 8/C	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at the end of the Calendar Year the materials were submitted
Retention Period	Destroy 3 year(s) after cutoff or when no longer needed for reference purposes occurs, whichever is later
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
Accept	Data Migration	03/21/2022
Approve	Colleen Shogan	10/02/2023