

Request for Records Disposition Authority

Records Schedule Number **DAA-0255-2016-0005**

Schedule Status **Approved**

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 **External Release of NASA Software**

Internal agency concurrences will be provided **No**

Background Information **Once approved, this schedule will become NASA Records Retention Schedule 2/Item 7.8 A&B.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

0001

Outline of Records Schedule Items for DAA-0255-2016-0005

Sequence Number	
1	SOFTWARE USAGE AGREEMENTS
1.1	Electronic software release records Disposition Authority Number: DAA-0255-2016-0005-0001
1.2	Paper or other copies of records Disposition Authority Number: DAA-0255-2016-0005-0002

Records Schedule Items

Sequence Number					
1	<p>SOFTWARE USAGE AGREEMENTS Software usage agreements or other software release records. These records serve as the legal instrument(s) in releasing NASA software to recipient requesters and defining the terms and conditions of release. The records include the recipient's names and contact information, together with the date of transfer and name/version of software transferred.</p>				
1.1	<p>Electronic software release records</p> <p>Disposition Authority Number DAA-0255-2016-0005-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>NRRS 1441.1</td> <td>NASA Records Retention Schedules</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy 50 year(s) after software release or when no longer needed for business purposes occurs, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>	Manual Citation	Manual Title	NRRS 1441.1	NASA Records Retention Schedules
Manual Citation	Manual Title				
NRRS 1441.1	NASA Records Retention Schedules				
1.2	<p>Paper or other copies of records</p> <p>Disposition Authority Number DAA-0255-2016-0005-0002</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>				

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**

Manual Citation	Manual Title
NRRS 1441.1	NASA Records Retention Schedule

Disposition Instruction

Retention Period **Destroy when record-keeping electronic version is created, or when reference value ceases, whichever is later.**

Additional Information

GAO Approval **Not Required**

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
07/29/2016	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
01/18/2017	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
01/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/26/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist