

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0255-2017-0007**  
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                **PHOTOGRAPHS/STILL PICTURES AND MOVING IMAGERY**  
Internal agency concurrences will be provided      **No**

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

### GAO Approval

0003

## Outline of Records Schedule Items for DAA-0255-2017-0007

Sequence Number	
1	<b>PHOTOGRAPHS / STILL PICTURES AND MOVING IMAGERY</b>
1.1	<b>NOTEWORTHY IMAGERY</b> Disposition Authority Number: DAA-0255-2017-0007-0001
1.2	<b>ROUTINE IMAGERY</b> Disposition Authority Number: DAA-0255-2017-0007-0002
1.3	<b>COPIES AND NEAR DUPLICATES OF IMAGERY</b> Disposition Authority Number: DAA-0255-2017-0007-0003

Records Schedule Items

Sequence Number			
1	<p><b>PHOTOGRAPHS / STILL PICTURES AND MOVING IMAGERY</b> Imagery records document the work of the National Aeronautic and Space Administration and provide a visual record of NASA events, facilities, programs, projects, and communications. They may include unique, historically significant imagery documentation, communications materials, events, testing and documentation supporting the mission of NASA, as well as routine non-historic documentation.</p>		
1.1	<p><b>NOTEWORTHY IMAGERY</b> Disposition Authority Number      <b>DAA-0255-2017-0007-0001</b></p> <p>Still or video imagery of center or agency subjects or activities of significant or historic documentary value. Records categories are institutional, education and communication (public affairs), and may include the following: • portraits and imagery documentation of high-ranking or notable NASA employees; • imagery of center or agency events including dignitary visits, space milestone anniversary celebrations or memorials, • images of potentially endangered flora and fauna existing within and around NASA sites, • imagery of industry or technology collaboration and historic facilities; • completed still images or productions either aired on NASA TV or as official NASA releases through other media outlets, including social media. • completed productions or new artwork/imagery created from b-roll or altered imagery. All permanent multimedia records will be sent to the National Archives in the highest resolution captured in a current, readable format with an accompanying proxy or low resolution JPG for reference. Accessioned imagery should include all metadata and sidecar caption files associated with the permanent record.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>These records consist of still pictures and video imagery.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                            <b>No</b></p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;"><b>Manual Citation</b></td> <td style="width: 50%;"><b>Manual Title</b></td> </tr> </table>	<b>Manual Citation</b>	<b>Manual Title</b>
<b>Manual Citation</b>	<b>Manual Title</b>		

**NRRS 1441.1**

**NASA Records Retention Schedules**

GRS or Superseded Authority Citation

Numerous items; see Attached Crosswalk

Disposition Instruction

Cutoff Instruction

**CUT OFF ANNUALLY AT END OF THE CALENDAR YEAR.**

Transfer to the National Archives for Accessioning

**TRANSFER TO THE NATIONAL ARCHIVES IN 5 YEAR BLOCKS WHEN THE MOST RECENT RECORDS ARE 5 YEARS OLD.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown  
In discussions with NARA Special Media/W. Wade, his unit agrees the size of our Agency and magnitude of our imagery make it impossible to estimate this information.

How frequently will your agency transfer these records to the National Archives?

Unknown  
In discussions with NARA Special Media/W. Wade, his unit agrees the size of our Agency and magnitude of our imagery make it impossible to estimate this information.

1.2

**ROUTINE IMAGERY**

Disposition Authority Number

**DAA-0255-2017-0007-0002.**

Still or video imagery that does not document historically significant center or agency subjects, events, or activities. Records may include: • imagery of training classes or meetings, employee award events, retirement ceremonies, and routine activities common to most Government agencies (e.g., CFC campaigns, history month events, blood drives, etc.); • non-substantive commentary video; • internal imagery communications of short-lived value.

Final Disposition

**Temporary**

Item Status

**Active**

Is this item media neutral?

**No**

Explanation of limitation

**These records consist of routine still pictures and routine moving imagery.**

Do any of the records covered by this item currently exist in

**No**

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
NRRS 1441.1	NASA Records Retention Schedules

GRS or Superseded Authority Citation      **Supersedes 3 items; see Attached Crosswalk**

Disposition Instruction

Cutoff Instruction      **CUT OFF ANNUALLY AT END OF CALENDAR YEAR.**

Retention Period      **DESTROY 7 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER.**

Additional Information

GAO Approval      **Not Required**

**COPIES AND NEAR DUPLICATES OF IMAGERY**

Disposition Authority Number      **DAA-0255-2017-0007-0003**

**Duplicate copies of all imagery, and views or footage similar to and shot at the same time as selected imagery in items A and B above.**

Final Disposition      **Temporary**

Item Status      **Active**

Is this item media neutral?      **No**

Explanation of limitation      **These records consist of copies and duplicates of still pictures and moving imagery.**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      **No**

Manual Citation	Manual Title
NRRS 1441.1	NASA Records Retention Schedules

GRS or Superseded Authority Citation      **Supersedes 2 items; see Attached Crosswalk**

Disposition Instruction

Cutoff Instruction      **CUTOFF ANNUALLY AT THE END OF THE CALENDAR YEAR.**

1.3

Retention Period

**DESTROY WHEN NO LONGER NEEDED FOR  
REFERENCE PURPOSES.**

Additional Information

GAO Approval

Required and Received

## 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
12/21/2016	Certify	Patti Stockman	NASA Records Officer	Headquarters - Office of the CIO
08/30/2017	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
08/31/2017	Return to Submitter	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/31/2017	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
09/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/08/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

New NRRS Item			Old NRRS Item			
Item #	New Retention	ERA Job #	Item #	Old Retention	ERA # / Disp Auth	Delta in Years
Info ONLY: NRRS 2/22/B.1 & 2	1. DESTROY WHEN 3 YEARS OLD. 2. DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED FOR REFERENCE.	**NOTE** These are UNCHANGED - simply moving from NRRS 2/23A.1 & 2 to NRRS 22.B	NRRS 2/23/A.2	1. DESTROY WHEN 3 YEARS OLD. 2. DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED FOR REFERENCE.	DA: N1 255 94 1	
NRRS 2/23/A	PERMANENT. CUT OFF ANNUALLY AT END OF THE CALENDAR YEAR. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN THE MOST RECENT RECORDS ARE 5 YEARS OLD.	DAA-0255-2017-0007-0001	NRRS 1/54A - Audio visual Records only	PERMANENT	DA: N1 255 94 1	0
			NRRS 1/74D.1a	PERMANENT	DA: N1 255 94 1	0
			NRRS 1/74D.1c	PERMANENT	DA: N1 255 94 1	0
			NRRS 1/74D.2	PERMANENT	DA: N1 255 94 1	0
			NRRS 1/74D.3	PERMANENT	DA: N1 255 94 1	0
			NRRS 1/86A.2	PERMANENT	DA: N1 255 94 1	0
			NRRS 2/23/B.1(a), (b) & (c)	PERMANENT	DA: N1 255 94 1	0
			NRRS 2/23/B.2(a), (b), (c), (d), (e).	PERMANENT	DA: N1 255 94 1	0
			NRRS 2/23/B.4(a)	PERMANENT	DA: N1 255 94 1	0



NRRS 2/23/B.4(b)(1) & (b)(2)	PERMANENT	DA: N1 255 94 1	0
NRRS 2/23/B.5	PERMANENT	DA: N1 255 89 5	0
NRRS 2/23/B.6(a)(1)	PERMANENT	DA: N1 255 94 1	0
NRRS 2/23/B.6(a)(2)	PERMANENT	DA: N1 255 94 1	0

			NRRS 2/23/B.6(b)(3)	PERMANENT	DA: N1 255 94 1	0
			NRRS 2/23/C.3	PERMANENT	DA: N1 255 94 1	0
			NRRS 2/24/A.1	PERMANENT	DA: N1 255 94 1	0
NRRS 2/23/B	TEMPORARY: CUT OFF ANNUALLY AT END OF CALENDAR YEAR. DESTROY/DELETE 7 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER.	DAA-0255-2017-0007-0002	NRRS 1/67	DESTROY WHEN 10 YEARS OLD, EARLIER DESTRUCTION IS AUTHORIZED IF MATERIAL IS NO LONGER NEEDED OR USEFUL.	DA: N1 255 94 1	0
			NRRS 2/23/C.3	THIS SERIES MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD, DESTROY WHEN 15 YEARS OLD.	DA: N1 255 94 3	0
			NRRS 1/71D.1(b)	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES	DA: N1 255 94 1	0
NRRS 2/23/C	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES.	DAA-0255-2017-0007-0003	NRRS 1/74D.1C	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES.	DA: N1 255 94 1	0
			NRRS 1/74D.4	DESTROY WHEN FILM BECOMES INACTIVE OR DAMAGED.	DA: N1 255 94 1	