

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0255-2022-0002**

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                      **Partnership Agreements Records**

Internal agency concurrences will be provided      **No**

Background Information                      **The revised agreements items reflect changes to agency nomenclature and the need for temporary items for non-substantive supporting documentation for external partnership agreements as well as routine internal agreements.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0255-2022-0002

Sequence Number	
1	<b>Partnership Agreements</b>
1.1	Partnership Agreements: Signed agreements, amendments, and other substantive supporting documents Disposition Authority Number: DAA-0255-2022-0002-0001
1.2	Partnership Agreements: Supporting documentation created in formulating agreements Disposition Authority Number: DAA-0255-2022-0002-0002
2	<b>Internal Agreements</b> Disposition Authority Number: DAA-0255-2022-0002-0003

## Records Schedule Items

Sequence Number					
1	<p><b>Partnership Agreements</b> These records consist of formal agreements between NASA and other entities, including, but not limited to, other federal agencies, commercial businesses, state and local governments, foreign entities, academia, or non-profit institutions. These records represent reimbursable, nonreimbursable, funded, or unfunded agreements. Records may include the final agreement, amendments, and other supporting documents corresponding to the partnership.</p>				
1.1	<p><b>Partnership Agreements: Signed agreements, amendments, and other substantive supporting documents</b></p> <p>Disposition Authority Number      <b>DAA-0255-2022-0002-0001</b></p> <p>Includes signed agreements such as reimbursable, non-reimbursable, funded, or unfunded agreements, and amendments, between NASA and other entities such as other Federal agencies, commercial businesses, state and local governments, foreign entities, academia, and non-profit institutions. May also include substantive supporting documents providing additional information on the development and execution of the agreement. <b>EXCLUDES:</b> Items above exclude financial transaction records associated with such agreements. These records are covered by items in Schedule 9 (GRS 1.1-010). Also excluded are contracts, grants and other procurement managed agreements described in Schedule 5 (GRS 1.1-010, GRS 1.2-020,021,022); as well as specific types of functional agreements covered elsewhere, such as software usage agreements, non-disclosure agreements, real estate agreements, environmental agreements, etc.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</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>No</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td><b>NRRS 1441.1</b></td> <td><b>NASA Records Retention Schedules</b></td> </tr> </tbody> </table> <p>GRS or Superseded Authority      <b>N1-255-94-001 / 1/6A</b> Citation                                  <b>N1-255-94-001 / 1/6/B</b>    <b>N1-255-94-001 / 1/7A</b></p> <p>Disposition Instruction</p>	Manual Citation	Manual Title	<b>NRRS 1441.1</b>	<b>NASA Records Retention Schedules</b>
Manual Citation	Manual Title				
<b>NRRS 1441.1</b>	<b>NASA Records Retention Schedules</b>				



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**Disposition Instruction**

Cutoff Instruction                      Cut off when the agreement is expired, terminated or superseded.

Retention Period                         Destroy 15 year(s) after cutoff or when related agreement is transferred to NARA, whichever is longer.

**Additional Information**

GAO Approval                              Not Required

**Internal Agreements**

Disposition Authority Number        DAA-0255-2022-0002-0003

Case files of agreements between or within NASA Centers or organizations concerning work to be accomplished, or products, services, or resources to be provided. These agreements are routine and administrative in nature, clarify the responsibilities of both parties and describe a service or work to be accomplished and performance targets. **EXCLUDES:** Items above exclude financial transaction records associated with such agreements. These records are covered by items in Schedule 9 (GRS 1.1 -010). Also excluded are contracts, grants and other procurement managed agreements described in Schedule 5 (GRS 1.1-010, GRS 1.2-020,021,022); as well as specific types of functional agreements covered elsewhere, such as software usage agreements, non-disclosure agreements, real estate agreements, environmental agreements, substantive internal agreements maintained with the Center Director, etc.

Final Disposition                         Temporary

Item Status                                 Active

Is this item media neutral?            Yes

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

**Disposition Instruction**

Cutoff Instruction                         Cut off when the agreement is expired, terminated, or superseded, or when no longer needed for business use, whichever is longer.

Retention Period                         Destroy 3 year(s) after cutoff

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
12/17/2021	Certify	Anne Mills	Deputy Records Manager	NASA - NASA
03/07/2022	Return for Revision	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
03/08/2022	Submit For Certification	Anne Mills	Deputy Records Manager	NASA - NASA
03/08/2022	Certify	Anne Mills	Deputy Records Manager	NASA - NASA
06/21/2022	Submit for Concurrence	Richard Green	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
06/27/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/27/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/03/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office