

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0255-2024-0003

Status: APPROVED
Date Approved: 05/05/2026

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	Oral History Records
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: 1

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-0255-2024-0003

Item #	Title	Disposition
0001	Oral History Transcript Records	Permanent
0002	Oral History Audio-visual working files	Temporary

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Records Schedule Items

DAA-0255-2024-0003-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Oral History Transcript Records	
Item Description	Approved transcripts , accompanying release forms, and if included, any supplementary background information on the interviewee. Background materials include scans of personal documents and photos that interviewees brought and referred to during the interview. These materials are not compliant with NARA's permanent digitization regulations laid out in 36 CFR 1236 Subpart E, but are readable.	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off when final transcript approved.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 20 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:30GB	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0255-2024-0003-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Oral History Audio-visual working files	

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Item Description	Recordings created while conducting the interview and used to create the official transcript.
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	There is no cutoff instruction
Retention Period	Destroy when no longer needed
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	Edward Forst (Acting Archivist)	05/05/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.