

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0167-2024-0006

Status: APPROVED
Date Approved: 05/05/2026

General Information

Agency or Establishment	National Institute of Standards and Technology
Record/Scheduling Group	0167 - Records of the National Institute of Standards and Technology
Records Schedule Applies To	Agency-wide
Schedule Subject	Physical Plant and Building Services 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-0167-2024-0006

Item #	Title	Disposition
0001	Architectural, Design, Modification, Service Drawings, Master Plan, and Related Records of Mission-Critical NIST-owned buildings and grounds	Permanent
0002	Other Preliminary Designs, Plans, Modifications, and Routine Drawings of Mission-Critical NIST-Owned buildings.	Temporary

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Records Schedule Items

DAA-0167-2024-0006-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Architectural, Design, Modification, Service Drawings, Master Plan, and Related Records of Mission-Critical NIST-owned buildings and grounds	
Item Description	Record set of final and as-built original architectural and building plans, site plans, master plans, and building specifications.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-167-92-001/54a	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: When the built asset, facility, or equipment is abandoned, dismantled, disposed of, or is removed from Federal inventory.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer 30 years after cutoff.	
ADDITIONAL INFORMATION		
Current Records Format	Analog blueprints:473 Cubic Feet ; Digital still images:145gb	
Approximate first year of records covered by this authority	1956	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/1956 To: 12/31/1995	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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DAA-0167-2024-0006-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Other Preliminary Designs, Plans, Modifications, and Routine Drawings of Mission-Critical NIST-Owned buildings.	
Item Description	Records include preliminary designs and drafts for modifications, routine drawings and plans (e.g. electrical, mechanical, plumbing,) and all other related files.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-167-92-001/54b	No	
N1-167-92-001/54c	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off when the built asset, facility, or equipment is abandoned, dismantled, disposed of, or is removed from Federal inventory.	
Retention Period	Other: Destroy after cutoff when no longer needed for agency business.	
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.