

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0167-2025-0004

Status: APPROVED
Date Approved: 07/15/2026

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	Congressional and Legislative Affairs 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: 7

Number of Temporary disposition items: 7

Number of Permanent disposition items: 0

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-0167-2025-0004

Item #	Title	Disposition
0001	Appropriation and Authorization Records	Temporary
0002	Legislative Proposals	Temporary
0003	Congressional Hearings Records	Temporary
0004	State Files and Constituent Correspondence	Temporary
0005	Current Legislation Records	Temporary
0006	Weekly Reports/Legislative Summary	Temporary
0007	Hearing and Markup Reports	Temporary

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Records Schedule Items

DAA-0167-2025-0004-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Appropriation and Authorization Records	
Item Description		Files documenting the amount of money Congress appropriates or authorizes for operating functions for each fiscal year.	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			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		Superseded Items	
Superseded Item		Item Superseded in Part?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/ 82		No	
Is this item a deviation from the GRS?		No	
DISPOSITION INSTRUCTION			
Final Disposition		Temporary	
Retention Period		Other: Destroy when 6 years old.	
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?		No	
GAO Approval Required		No	

DAA-0167-2025-0004-0002		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Legislative Proposals		
Item Description	Legislative proposals and comments on proposals that concern NIST.		
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	

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N1-167-92-001/ 83	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 6 years old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0167-2025-0004-0003		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Congressional Hearings Records		
Item Description	Testimony, written statements, press releases, and hearing reports of Congressional committees.		
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/ 84	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Retention Period	Other: Destroy when 6 years old.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

DAA-0167-2025-0004-0004		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		State Files and Constituent Correspondence	

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Item Description	Correspondence to NIST from members of Congress, and replies to Congress or Congressional constituents.	
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/ 85	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Break files at the end of each Congress (2 years).	
Retention Period	Other: Destroy when 6 years old.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0167-2025-0004-0005	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Current Legislation Records	
Item Description	Legislation and comments on legislation before Congress that concerns NIST or that was submitted by NIST.	
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/ 86	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Temporary
Cutoff Instructions	Other: Break files at the end of each Congress (2 years).
Retention Period	Other: Destroy when 6 years old.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0167-2025-0004-0006		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Weekly Reports/Legislative Summary		
Item Description	Weekly reports and summaries of legislation affecting NIST submitted to the Department of Commerce that contain information on hearings, markups, Congressional visits, courtesy calls, NIST grant announcements, and meetings.		
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/ 87	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Temporary		
Cutoff Instructions	Other: Break files at the end of each Congress (2 years).		
Retention Period	Other: Destroy when 4 years old.		
ADDITIONAL INFORMATION			
Are any of the records covered by this item national security classified?	No		
GAO Approval Required	No		

DAA-0167-2025-0004-0007		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title		Hearing and Markup Reports	

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Item Description	Summaries of Congressional hearings and markups, comments or positions of members of Congress, and similar records related to pending legislation or issues affecting NIST.	
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/ 88	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Break files at the end of each Congress (2 years).	
Retention Period	Other: Destroy when 10 years old.	
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)	07/15/2026



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.