

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0167-2025-0005

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 Subdivision
Major Subdivision	Director's Office
Schedule Subject	Records of the Director's Office
Additional Schedule Information	The records listed in this section of the schedule are located in the Office of the Director and are usually filed alphabetically according to subject matter. The records document the essential decisions, policies, procedures and program activities of NIST.
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: 4

Number of Temporary disposition items: 0

Number of Permanent disposition items: 4

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-0167-2025-0005

Item #	Title	Disposition
0001	Director's Administrative Correspondence Subject Files	Permanent
0002	Deputy Director's Administrative Correspondence Subject Files	Permanent
0003	Associate Director's Administrative Correspondence Subject Files	Permanent
0004	Director of Congressional and Legislative Affairs Correspondence Subject Files	Permanent

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Records Schedule Items

DAA-0167-2025-0005-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Director's Administrative Correspondence Subject Files		
Item Description	Official copies of all correspondence, memoranda, annual reports and program area reports; long range planning records; speeches, addresses, or presentations made by the Director; and other materials documenting NIST programs, policies, procedures, decisions, initiatives, long range planning, organization, functions, and other administrative matters.		
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			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	Superseded Items		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/ 21	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Other: Break files annually.		
Are there multiple instructions for this item?	No		
Transfer Instruction	Other: Transfer to the National Archives when 15 years old.		
ADDITIONAL INFORMATION			
Current Records Format	Analog - Paper Records:196 cubic feet ; Scanned/Digitized - Textual Records:75 gigabytes		
Approximate first year of records covered by this authority	1901		
End year of records covered by this authority	Still being created		
Date span of the initial transfer	From: 01/01/1901 To: 12/31/2011		
Frequency of transfer	1		
Are any of the records covered by this item subject to a FOIA exemption?	No		

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DAA-0167-2025-0005-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Deputy Director's Administrative Correspondence Subject Files	
Item Description	Official copies of all correspondence, memoranda, reports, and other records received and sent by the Deputy Director documenting NIST programs, policies, procedures, decisions, initiatives, long range planning, organization, functions, and other administrative matters.	
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
N1-167-92-001/23	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Break files annually.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives when 15 years old.	
ADDITIONAL INFORMATION		
Current Records Format	Analog - Paper Records:20 cubic feet ; Scanned/Digitized - Textual Records:20 gigabytes	
Approximate first year of records covered by this authority	2003	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/2003 To: 12/31/2011	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0167-2025-0005-0003	STATUS: Active
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ITEM GENERAL INFORMATION		
Item Title	Associate Director's Administrative Correspondence Subject Files	
Item Description	Official copies of correspondence, memoranda, reports, and other records of the Associate Director documenting NIST program management, operations, planning, organization, decisions, policies, procedures, and other administrative matters.	
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/ 24	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Break files annually.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives when 15 years old.	
ADDITIONAL INFORMATION		
Current Records Format	Analog - Paper Records:7 cubic feet ; Scanned/Digitized - Textual Records:10 gigabytes	
Approximate first year of records covered by this authority	1946	
End year of records covered by this authority	Still being created	
Date span of the initial transfer	From: 01/01/1946 To: 12/31/2011	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

DAA-0167-2025-0005-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Director of Congressional and Legislative Affair's Correspondence Subject Files

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Item Description	Official copies of correspondence, memoranda, reports, and other records of the Director of Congressional and Legislative Affairs documenting the organization's program management, operations, planning, organization, decisions, policies, procedures, and other administrative matters.
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?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Break files annually.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives when 15 years old.
ADDITIONAL INFORMATION	
Current Records Format	Scanned/Digitized - Textual Records:11 gigabytes
Approximate first year of records covered by this authority	2025
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2025 To: 12/31/2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	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.