

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0330-2023-0002

Status: APPROVED
Date Approved: 08/20/2025

General Information

Agency or Establishment	Office of the Secretary of Defense
Record/Scheduling Group	0330 - Records of the Office of the Secretary of Defense
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Under Secretary of Defense for Intelligence & Security (USD (I&S))
Minor Subdivision	All-domain Anomaly Resolution Office (AARO)
Schedule Subject	Unidentified Anomalous Phenomena Records
Additional Schedule Information	AARO serves as the authoritative office of the Unidentified Aerial Phenomena (UAP) and UAP-related activities for the DoD. The mission of the AARO will be to "synchronize efforts across the Department and with other Federal departments and agencies to detect, identify, and attribute objects of interest in, on, or near military installations, operating areas, training areas, special use airspace, and other areas of interest, and, as necessary, to mitigate any associated threats to safety of operations and national security." This includes anomalous, unidentified space, airborne, submerged, and trans-medium objects.
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

National Archives and Records Administration
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Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 1

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration
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Outline of Records Schedule Items for DAA-0330-2023-0002

Item #	Title	Disposition
0001	U.S. Unidentified Anomalous Phenomena Program : UAP-Related Program/Activity Reporting	Permanent
0002	U.S. Unidentified Anomalous Phenomena Program : AARO Congressional Reports and Briefings	Permanent
0003	U.S. Unidentified Anomalous Phenomena Program : AARO Public Website	Temporary
0004	U.S. Unidentified Anomalous Phenomena Program : AARO Public Response Data	Permanent

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Records Schedule Items

Group Title	U.S. Unidentified Anomalous Phenomena Program
Group Description	Government records on Unidentified Flying Objects (UFOs) and Unidentified Anomalous Phenomena (UAPs)
DAA-0330-2023-0002-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	UAP-Related Program/Activity Reporting
Item Description	AARO finished reports, summaries and analysis including but not limited to interviews, assessments, data, analysis, contacts, or other materials or records relating to the reporting of UAP sightings or encounters. Files include but are not limited to raw or incoming reports, applicable data analysis, and final approved analysis or disposition.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	N/A
Manual Title	OSD Records Disposition 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	Other: Cut off at the end of the calendar year in which the case is resolved
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	50 U.S. Code § 3373.
Current Records Format	Digital audio:3 gb ; Digital moving pictures:3gb ; Digital still images:1 gb ; Textual data:50 gb ; Presentation formats:1 gb
Approximate first year of records covered by this authority	2023

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End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2023 To: 12/31/2023
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information, FOIA (b)(7c) Law Enforcement, FOIA (b)(7e) Law Enforcement
DAA-0330-2023-0002-0002 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	AARO Congressional Reports and Briefings
Item Description	This includes the finished reports, cited reference materials, and any supporting transcripts or material. Reports may be summary, special requests, or annual.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	N/A
Manual Title	OSD Records Disposition Schedules
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 after submission to Congress
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	50 U.S. Code § 3373.
Current Records Format	Textual data:60 mb ; Presentation formats:2 mb

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Approximate first year of records covered by this authority	2023
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2023 To: 12/31/2023
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information, FOIA (b)(7a) Law Enforcement, FOIA (b)(7c) Law Enforcement, FOIA (b)(7e) Law Enforcement
DAA-0330-2023-0002-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	AARO Public Website
Item Description	Contents include but not limited to copies of publicly available records, audio and video recordings, mission statement, links to open-source resources for tracking objects in the air and space domains and other items of interest. Postings are always duplicates of records from items 0001 and 0002.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	N/A
Manual Title	OSD Records Disposition 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	Cut off after supersession/update
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	

National Archives and Records Administration
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Legal citation related to record retention (if applicable)	50 U.S. Code § 3373.
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
DAA-0330-2023-0002-0004 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	AARO Public Response Data
Item Description	FILE DESCRIPTION: The file contains all the personal contact data received via the secure mechanism. The data is intended to provide initial contact with AARO and provides sufficient data to enable AARO to contact the individual(s) for interview. Not every person who submits his/her data will be contacted or interviewed. However, the file contents include the submitted data, subsequent AARO validation of the data, adjudication and disposition of the personal information to include subsequent contacts for additional details or informational interviews. This record set will not include any of the information derived from the interview. Note: Data only includes list of Individuals interviewed, no information from the interview is contained in this item. Information gathered in interview is filed with item 0002.
Is this item media neutral?	No
Media limitation	Digital only
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	N/A
Manual Title	OSD Records Disposition Schedules
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 at end of Fiscal year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff

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ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	50 U.S. Code § 3373
Current Records Format	Textual data:2 mb ; Web records:2 mb
Approximate first year of records covered by this authority	2023
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/2023 To: 12/31/2023
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(1) National Security, FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law, FOIA (b)(6) Personal Information, FOIA (b)(7a) Law Enforcement, FOIA (b)(7c) Law Enforcement, FOIA (b)(7e) Law Enforcement

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	08/20/2025



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.