Records Schedule Number: DAA-0255-2016-0005

Status: APPROVED
Date Approved: 01/26/2017

#### **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	External Release of NASA Software	
Additional Schedule Information	Once approved, this schedule will become NASA Records Retention Schedule 2/Item 7.8 A&B.	
Is There a Classified Version of This Schedule?	No	
Is consultation and coordination with Tribal Governments required?	Predate requirement	

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Records Schedule Number: DAA-0255-2016-0005

Status: APPROVED
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#### **Item Count**

Total number of disposition items: 2

Number of Temporary disposition items:  $\boldsymbol{2}$ 

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Records Schedule Number: DAA-0255-2016-0005

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#### Outline of Records Schedule Items for DAA-0255-2016-0005

Item #	Title	Disposition
0001	SOFTWARE USAGE AGREEMENTS : Electronic software release records	Temporary
0002	SOFTWARE USAGE AGREEMENTS: Paper or other copies of records	Temporary

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Records Schedule Number: DAA-0255-2016-0005

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#### **Records Schedule Items**

Group Description  Software usage agreements or other software release records. These records serve as the legal instrument(s) in releasing NASA software to recipient requesters and defining the terms and conditions of release. The records include the recipient's names and contact information, together with the date of transfer and name/version of software transferred.  DAA-0255-2016-0005-0001  STATUS: Active  ITEM GENERAL INFORMATION  Item Title  Electronic software release records  Is this item a Big Bucket?  MANUAL CITATION  Agency Code  NRRS 1441.1  Manual Title  NASA Records Retention Schedules  SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS  Does this item supersede existing disposition authorities?  Is this item a deviation from the GRS?  DISPOSITION INSTRUCTION  Final Disposition  Retention Period  Active Temporary  Destroy 50 year(s) after software release or when no longer needed for business purposes occurs, whichever is later  ADDITIONAL INFORMATION  Are any of the records covered by this item national security classified?  GAO Approval Required  Requested and Received  DAA-0255-2016-0005-0002  STATUS: INACTIVE - NOT FOR USE	Group Title	SOFTWARE USAGE AGREEMENTS	
software to recipient requesters and defining the terms and conditions of release. The records include the recipient's names and contact information, together with the date of transfer and name/version of software transferred.  DAA-0255-2016-0005-0001 STATUS: Active  ITEM GENERAL INFORMATION  Item Title Electronic software release records  Is this item media neutral? Yes  Is this item a Big Bucket?  MANUAL CITATION  Agency Code NRRS 1441.1  Manual Title NASA Records Retention Schedules  SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS  Does this item supersede existing disposition authorities?  Is this item a deviation from the GRS?  DISPOSITION INSTRUCTION  Final Disposition Temporary  Retention Period Destroy 50 year(s) after software release or when no longer needed for business purposes occurs, whichever is later  ADDITIONAL INFORMATION  Are any of the records covered by this item national security classified?  GAO Approval Required Requested and Received  DAA-0255-2016-0005-0002 STATUS: INACTIVE - NOT FOR USE  ITEM GENERAL INFORMATION  Item Title Paper or other copies of records  HANUAL CITATION  MANUAL CITATION  MANUAL CITATION		Software usage agreements or other software release records.	
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DAA-0255-2016-0005-0002  STATUS: INACTIVE - NOT FOR USE  ITEM GENERAL INFORMATION  Item Title Paper or other copies of records  Is this item media neutral? Yes  Is this item a Big Bucket?  MANUAL CITATION	classified?		
ITEM GENERAL INFORMATION  Item Title Paper or other copies of records  Is this item media neutral? Yes  Is this item a Big Bucket?  MANUAL CITATION	11 1	•	
ITEM GENERAL INFORMATION  Item Title Paper or other copies of records  Is this item media neutral? Yes  Is this item a Big Bucket?  MANUAL CITATION	DAA-0255-2016-0005-0002	STATUS: INACTIVE - NOT FOR	
Item Title Paper or other copies of records Is this item media neutral? Yes Is this item a Big Bucket?  MANUAL CITATION		USE	
Is this item media neutral? Yes Is this item a Big Bucket?  MANUAL CITATION	ITEM GENERAL INFORMATION		
Is this item a Big Bucket?  MANUAL CITATION	Item Title	Paper or other copies of records	
MANUAL CITATION	Is this item media neutral?	Yes	
	Is this item a Big Bucket?		
Agency Code NRRS 1441.1	MANUAL CITATION		
	Agency Code	NRRS 1441.1	

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Records Schedule Number: DAA-0255-2016-0005

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Manual Title	NASA Records Retention Schedule			
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS				
Does this item supersede existing	No			
disposition authorities?				
Is this item a deviation from the	No			
GRS?				
DISPOSITION INSTRUCTION				
DO NOT USE. Per NASA email 5/23/2025. this item is obsolete. on 06/02/2025.				
Final Disposition	Temporary			
Retention Period	Other: Destroy when record-keeping electronic version is created,			
	or when reference value ceases, whichever is later.			
ADDITIONAL INFORMATION				
Are any of the records covered by				
this item national security				
classified?				
GAO Approval Required	No			

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Records Schedule Number: DAA-0255-2016-0005

Status: APPROVED
Date Approved: 01/26/2017

#### **Signatory Information**

Action	User	Date
Approve	David Ferriero	01/26/2017

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