

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

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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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 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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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 Items

Group Title	SOFTWARE USAGE AGREEMENTS
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 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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	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?	No
Is this item a deviation from the GRS?	No
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
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	NRRS 1441.1

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Manual Title	NASA Records Retention 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	
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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Signatory Information

Action	User	Date
Approve	David Ferriero	01/26/2017