

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0255-2017-0007

Status: APPROVED
Date Approved: 09/08/2017

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	PHOTOGRAPHS/STILL PICTURES AND MOVING IMAGERY
Additional Schedule Information	Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.
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: 3

Number of Temporary disposition items: 2

Number of Permanent disposition items: 1

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-0255-2017-0007

Item #	Title	Disposition
0001	PHOTOGRAPHS : STILL PICTURES AND MOVING IMAGERY : NOTEWORTHY IMAGERY	Permanent
0002	PHOTOGRAPHS : STILL PICTURES AND MOVING IMAGERY : ROUTINE IMAGERY	Temporary
0003	PHOTOGRAPHS : STILL PICTURES AND MOVING IMAGERY : COPIES AND NEAR DUPLICATES OF IMAGERY	Temporary

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Records Schedule Items

Group Title	PHOTOGRAPHS : STILL PICTURES AND MOVING IMAGERY
Group Description	Imagery records document the work of the National Aeronautic and Space Administration and provide a visual record of NASA events, facilities, programs, projects, and communications. They may include unique, historically significant imagery documentation, communications materials, events, testing and documentation supporting the mission of NASA, as well as routine non-historic documentation.
DAA-0255-2017-0007-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	NOTEWORTHY IMAGERY
Item Description	<p>Still or video imagery of center or agency subjects or activities of significant or historic documentary value. Records categories are institutional, education and communication (public affairs), and may include the following:</p> <ul style="list-style-type: none">• portraits and imagery documentation of high-ranking or notable NASA employees;• imagery of center or agency events including dignitary visits, space milestone anniversary celebrations or memorials,• images of potentially endangered flora and fauna existing within and around NASA sites,• imagery of industry or technology collaboration and historic facilities;• completed still images or productions either aired on NASA TV or as official NASA releases through other media outlets, including social media.• completed productions or new artwork/imagery created from b-roll or altered imagery. <p>All permanent multimedia records will be sent to the National Archives in the highest resolution captured in a current, readable format with an accompanying proxy or low resolution JPG for reference. Accessioned imagery should include all metadata and sidecar caption files associated with the permanent record.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	

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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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-255-89-005 / 2/23/B/5	No	
N1-255-94-001 / 1/54 Audiovisual records only	Yes	N1-255-94-001 / 1/54 Audiovisual records only
N1-255-94-001 / 1/74/D/1/A	No	
N1-255-94-001 / 1/74/D/1/C	No	
N1-255-94-001 / 1/74/D/2	No	
N1-255-94-001 / 1/74/D/3	No	
N1-255-94-001 / 1/86/A/2	No	
N1-255-94-001 / 2/23/B/1/A	No	
N1-255-94-001 / 2/23/B/1/B	No	
N1-255-94-001 / 2/23/B/1/C	No	
N1-255-94-001 / 2/23/B/2/A	No	
N1-255-94-001 / 2/23/B/2/B	No	
N1-255-94-001 / 2/23/B/2/C	No	
N1-255-94-001 / 2/23/B/2/D	No	
N1-255-94-001 / 2/23/B/2/E	No	
N1-255-94-001 / 2/23/B/4/A	No	
N1-255-94-001 / 2/23/B/4/B/1	No	
N1-255-94-001 / 2/23/B/4/B/2	No	
N1-255-94-001 / 2/23/B/6/A/1	No	
N1-255-94-001 / 2/23/B/6/A/2	No	
N1-255-94-001 / 2/23/B/6/B/3	No	
N1-255-94-001 / 2/23/C/3	No	
N1-255-94-001 / 2/24/A/1	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: CUT OFF ANNUALLY AT END OF THE CALENDAR YEAR.	
Are there multiple instructions for this item?	No	

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Transfer Instruction	Other: TRANSFER TO THE NATIONAL ARCHIVES IN 5 YEAR BLOCKS WHEN THE MOST RECENT RECORDS ARE 5 YEARS OLD.	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0255-2017-0007-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	ROUTINE IMAGERY	
Item Description	<p>Still or video imagery that does not document historically significant center or agency subjects, events, or activities. Records may include:</p> <ul style="list-style-type: none"> imagery of training classes or meetings, employee award events, retirement ceremonies, and routine activities common to most Government agencies (e.g., CFC campaigns, history month events, blood drives, etc.); non-substantive commentary video; internal imagery communications of short-lived value. 	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-255-94-001 / 1/67	No	
N1-255-94-001 / 1/71/D/1/B	No	
N1-255-94-003 / 2/23/C/3	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUT OFF ANNUALLY AT END OF CALENDAR YEAR.	

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Retention Period	Other: DESTROY 7 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0255-2017-0007-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	COPIES AND NEAR DUPLICATES OF IMAGERY	
Item Description	Duplicate copies of all imagery, and views or footage similar to and shot at the same time as selected imagery in items A and B above.	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-255-94-001 / 1/74/D/1/C	No	
N1-255-94-001 / 1/74/D/4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: CUTOFF ANNUALLY AT THE END OF THE CALENDAR YEAR.	
Retention Period	Other: DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	Requested and Received	

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Signatory Information

Action	User	Date
Approve	David Ferriero	09/08/2017