

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0255-2024-0002

Status: APPROVED
Date Approved: 08/20/2025

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	Agency Archival Collections
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: 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: 0

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Records Schedule Number: DAA-0255-2024-0002

Status: APPROVED
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Outline of Records Schedule Items for DAA-0255-2024-0002

Item #	Title	Disposition
0001	Archival Collections	Temporary
0002	Archival Collection Management and Administration	Temporary

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Records Schedule Number: DAA-0255-2024-0002

Status: APPROVED
Date Approved: 08/20/2025

Records Schedule Items

DAA-0255-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Archival Collections	
Item Description	<p>Agency and Center archival collections created and maintained for preservation and access to materials that the agency considers historically, technologically, scientifically, culturally, and/or intrinsically significant. Collections may include, but are not limited to:</p> <p>Records that have enduring historic value to the Agency but are not appropriate for permanent retention by the National Archives,</p> <p>Copies of permanent records that have been accessioned by the National Archives,</p> <p>Associated transfer documentation, deeds of gift, archival descriptions, finding aids, and metadata</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	NRRS 1441.1	
Manual Title	NASA Records Retention Schedule	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-255-09-001/1/9/A	No	
N1-255-09-001/1/9/B	No	
N1-255-09-001/1/10	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	There is no cutoff instruction	

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Retention Period	Other: Retain for the lifetime of the agency/agency archival program. In the event of the dissolution the NASA archives, the agency may work with NARA to donate these records to other institutions under 36 CFR 1226.26
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0255-2024-0002-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Archival Collection Management and Administration	
Item Description	Records related to the overall development and maintenance of archival collections including, but not limited to: collection development policies, preservation and protection plans, and processing workflows.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	NRRS 1441.1	
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		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when superseded or obsolete.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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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.