

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0255-2025-0001

Status: APPROVED
Date Approved: 04/14/2026

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	Inventions and Contributions Board
Additional Schedule Information	The Inventions and Contributions board was established as part of the Space Act of 1958 and is governed by 14 CFR 1209 Subpart 4. These proposed schedules reflect an update to our current schedule to match current operational processes and business needs.
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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Outline of Records Schedule Items for DAA-0255-2025-0001

Item #	Title	Disposition
0001	Minutes of the meetings of the Inventions and Contributions Board	Temporary
0002	Inventions and Contributions Board Award Case Files	Temporary

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Records Schedule Items

DAA-0255-2025-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Minutes of the meetings of the Inventions and Contributions Board	
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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		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	Superseded Items	
Superseded Item	Item Superseded in Part?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
N1-255-94-001/1/16/A/1	No	
N1-255-09-001/1/16/A/2	No	
N1-255-09-001/1/16/A/3	No	
N1-255-09-001/1/16/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 30 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0255-2025-0001-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Inventions and Contributions Board Award Case Files	
Item Description	Award packages including, but not limited to, the nomination, evaluations, correspondence, and supplementary information.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		

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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
N1-255-94-001/1/16/C	No	
N1-255-09-001/1/16/D	No	
N1-255-09-001/1/16/E	No	
N1-255-09-001/1/16/F/1	No	
N1-255-09-001/1/16/F/2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after final action (award, non-selection, appeal)	
Retention Period	Destroy 6 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	Edward Forst (Acting Archivist)	04/14/2026



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.