

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0255-2025-0005

Status: APPROVED
Date Approved: 07/15/2026
Last Modified: 07/22/2026

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	Agency Publications and Communications Materials
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: 0

Number of Permanent disposition items: 2

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-0255-2025-0005

Item #	Title	Disposition
0001	Agency Publications and Communications Materials	Permanent
0002	Posters	Permanent

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Records Schedule Items

DAA-0255-2025-0005-0001		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Agency Publications and Communications Materials		
Item Description	Final products created for external communications documenting NASA programs and activities that contribute to the agency's mission. This includes, but is not limited to, news releases and materials prepared for media, fact sheets, biographies, speeches of senior officials, histories, formal publications, and high level blog and social media posts of senior officials.		
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 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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			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	Superseded Items		
Superseded Item	Item Superseded in Part?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	
N1-255-05-001 / 1/39/A	No		
N1-255-94-001 / 1/54/A	No		
N1-255-94-001 / 1/62/A	No		
N1-255-94-001 / 1/64/A	No		
N1-255-94-001 / 1/9/C	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Cutoff Instructions	Cut off at end of Calendar year.		
Are there multiple instructions for this item?	No		
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff		
ADDITIONAL INFORMATION			
Current Records Format	Born Digital - Textual Data:100 GB ; Born Digital - Web Records:100 GB		
Approximate first year of records covered by this authority	2000		

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End year of records covered by this authority	Still being created
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0255-2025-0005-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Posters	
Item Description	Posters relating to the programs and mission of NASA created for hard-copy distribution, and still existing in printed form, have intrinsic value in that form, and should be transferred in hard copy to NARA. Transfer all other posters as digital files.	
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
N1-255-94-1 / 1/59/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives immediately after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Analog - Posters:1 ; Born Digital - Posters:10	
End year of records covered by this authority	Still being created	
Are any of the records covered by this item subject to a FOIA exemption?	No	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	07/15/2026



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.