

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0255-2023-0002

Status: APPROVED  
Date Approved: 02/09/2024

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## 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	Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Case Files
Additional Schedule Information	The SBIR/STTR program is a small business investment program coordinated by the Small Business Administration used by NASA to provide seed money for technology development. Our current schedules no longer reflect our SBIR process. This schedule will replace items N1-255-09-001/2/6/A through N1-255-09-001/ 2/6/F.
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: 1

Number of Temporary disposition items: 1

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-0255-2023-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Case Files	Temporary

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Records Schedule Items

<b>DAA-0255-2023-0002-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STRR) Case Files	
Item Description	Proposals, evaluations, and other materials related to the review of SBIR/STTR applications regardless of phase or selection status.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>MANUAL CITATION</b>		
Agency Code	NRRS 1441.1	
Manual Title	NASA Records Retention Schedules	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	<b>Superseded Items</b>	
Superseded Item	Item Superseded in Part?	Explanation
N1-255-09-001/ 2/6/A	No	
N1-255-09-001/ 2/6/B	No	
N1-255-09-001/ 2/6/C	No	
N1-255-09-001/ 2/6/D	No	
N1-255-09-001/ 2/6/E	No	
N1-255-09-001/ 2/6/F	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off after final action (non-selection, completion, termination)	
Retention Period	Destroy 3 year(s) after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	02/03/2023
Approve	Colleen Shogan	02/09/2024