

National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001



Reply to Attn of: **Office of the Chief Information Office**

SEP 06 2017

Mr. David S. Ferriero
Archivist of the United States
National Archives and Records Administration
Room 2100
8601 Adelphi Road
College Park, MD 20740-6001

Dear Mr. Ferriero,

Thank you for the opportunity to review and respond to the National Archives and Records Administration (NARA) draft FY2018-2022 Strategic Plan. NASA applauds your transformation process and your strategic goals of broadening public access to valuable government records, improving customer service, modernizing Federal records management, and empowering your workforce to fulfill your mission.

Under the strategic goal, **Maximize NARA's Value to the Nation**, the proposed objective, *'By December 31, 2022, NARA will no longer accept transfers of permanent or temporary records in analog formats and will accept records only in electronic format and with appropriate metadata'*, is of significant concern to NASA. Our response includes a request to reevaluate this objective and two possible options for your consideration. Implementation of the objective, as written, has a major impact on NASA.

NASA currently has 3,060 accessions of probable permanent analog records, totaling 33,097 boxes of records, in Federal Records Centers (FRCs). Of those, 406 accessions are not due for disposition until after 2022. There are roughly 70 additional transfers of over 1,200 boxes of probable permanent records at NASA Centers. These figures address only permanent analog records. The exclusion of temporary records may exponentially increase the impact to our Agency.

NASA is referring to these records as "probable" or "potentially" permanent because our Records Management personnel are reassessing whether the records are correctly scheduled as permanent before transferring them to the Archives. Assuming they are all permanent records, your milestone would require NASA's completion of an average of 626 transfers each year over the next five years.

Over the past three years, NASA has processed an average of 228 transfers per year. NASA does not have the personnel necessary to process the volume required to transfer all NASA legacy analog records to the Archives by December 31, 2022. Nor does NASA have the

fiscal resources to digitize the large volume of analog records not required in digital format by our Agency.

With these considerations, NASA recommends that NARA consider one of the following actions, in lieu of the objective as currently written:

- (1) Not establish a final date by when NARA will no longer accept transfers of analog records until you have collaborated with all other Agencies with significant volumes of permanent records, or
- (2) Extend the NARA objective milestone by at least two full years to end of CY2024.

Thank you again for the opportunity to review and comment on NARA's draft Strategic Plan. If you have additional questions, please contact the NASA Records Officer, Ms. Patti Stockman, at 202-358-4787, or patti.stockman@nasa.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Renee P. Wynn", is written over a horizontal line.

Renee P. Wynn
NASA Chief Information Officer