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**Description of Records of the  
National Aeronautics and Space Administration**

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## National Advisory Committee for Aeronautics (Predecessor)

Special Program Files Regarding Weather .....	4
---	---

## George C. Marshall Space Flight Center

Administration Program and Support, .....	4
Administrative Services Division.....	5
Advanced System Office.....	5
Astrionics Laboratory .....	5
Astronautics Laboratory .....	5
Central System Engineering .....	6
Engine Program Office .....	6
Engineering and Documentation .....	6
Facilities and Design Office.....	7
Industrial Operations .....	7
Management Services Office .....	7
Office of Manned Space Flight, Executive Staff .....	9
Office of Manned Space Flight, Launch Operations Directorate, Directorate of Design Engineering .....	10
Office of Manned Space Flight, Office of the Director .....	10
Office of the Director .....	11
Office of the Director, Program Development .....	13
Operations Office.....	14
Payloads Project Office, Tethered Satellite System Project Office .....	14
Program Development Office .....	14
Propulsion and Vehicle Engineering Laboratory .....	15
Public Affairs Office .....	15
Reactor in Flight Project Office .....	17
Requirements and Integration Division.....	17
Research and Development Office .....	17
Research and Technology Projects Branch.....	18
Research Planning Office.....	18
Resource Management Office.....	18
Saturn Apollo Program Office .....	19
Saturn I/IB Program Office .....	19
Saturn IU/GSE Office .....	20
Saturn Program Office.....	20
Saturn Projects Office .....	23
Saturn S-IVB Stage Project Office.....	25
Saturn V Program Office.....	25
Science and Engineering Office .....	26
Skylab Program Office.....	27
Skylab Projects Office .....	29
Solid Rocket Engineer's Office .....	31
Space Science Project Office.....	31
Space Station Projects Office.....	32
Spacelab Project Office, Office of the Program Engineer.....	32
Systems Analysis and Integration Laboratory .....	33
Technical Services Office .....	33
Technical Staff Office .....	33
Technology Utilization Office .....	33

## **John F. Kennedy Space Center**

Administrative Services Office .....	34
Administrative Services Office, Issuance and Forms Management Section.....	34
Directorate of Design Engineering .....	34
Directorate of Design Engineering, Project Integration Office, LC-39 Area Management Branch .....	35
Directorate of Design Engineering, Requirements and Resources Office, Real Estate Branch.....	35
Directorate of Technical Support.....	35
Installation Support Directorate, Documentation and Data Management Branch .....	35
Launch Vehicle Operations Office .....	36
Office of Chief Counsel .....	36
Office of the Deputy Director .....	36
Office of the Director.....	36
Office of the Director of Information Systems .....	37
Office of the Director of Technical Support .....	37
Office of Manned Space Flight, Office of the Director .....	37
Office of Manned Space Flight, Public Affairs Office .....	37
Personnel Office, Systems Training and Employee Development Branch .....	38
Public Affairs Office .....	38
Public Information Branch .....	39
Quality Assurance Directorate .....	39
Resources and Financial Management Office .....	39
Shuttle Projects Office.....	39
Spacecraft Operations Office.....	40
Support Operations Office.....	40
Technical Services Office .....	40
Technology Office .....	40

## **John C. Stennis Space Center**

Office of External Affairs.....	41
---------------------------------	----

## **Centers for Disease Control**

Interagency Committee on Back Contamination.....	41
--	----

National Aeronautics and Space Administration  
Record Group 255  
1936 – 2009

**Established:** As an independent agency by the National Aeronautics and Space Act (72 Stat. 426), July 29, 1958.

**Predecessor Agencies:**

- National Advisory Committee for Aeronautics (NACA, 1915-58)

**Functions:** Conducts research on problems of flight. Develops aeronautical and space vehicles. Explores outer space. Participates in international programs for the peaceful development of space technology.

## **National Advisory Committee for Aeronautics (Predecessor)**

Special Program Files Regarding Weather, 1935 – 1964. NAID Identifier 4688081. This series contains correspondence, notes from meetings, and questionnaires. Topics include how weather affects aircraft during flight and the hazards associated with lightning.

## **George C. Marshall Space Flight Center**

### **Administration Program and Support, ca. 1961 – ca. 1974**

Alien Scientist Program Files, ca. 1958-1971. NAID Identifier 3620341. This series contains memos, applications for employment, correspondence, progress reports, and employment contracts. The series documents the program by which the National Aeronautics and Space Administration (NASA) employed foreign scientists and engineers to work in various positions. Topics include terms of employment, background of the applicants, contract negotiations, compensation arrangements, establishing citizenship, and job descriptions. The series also includes some letters of introduction from scientists and engineers inquiring about NASA employment.

Boards, Panels, and Committee Files, 1967-1968. NAID Identifier 2655187. This series contains reports, memos, minutes, and presentations related to numerous projects and activities.

Logistics Decision Documents, 1971-1973. NAID Identifier 2642321. This series contains correspondence and memos regarding procurement of materials and operating procedures.

Management Issuances, 1967-1972. NAID Identifier 2642317. This series contains instructions and orders from management regarding day to day administrative and technical operations.

Technology Utilization Technical Reports, 1968-1970. NAID Identifier 2642063. This series consists of correspondence, user guides, and technical reports regarding technology utilization.

## **Administrative Services Division, ca. 1961 – ca. 1974**

Forms Management Files, 1961-1965. NAID Identifier 2655182. This series consists of forms submitted to request printing and binding of documents.

Management Issuances, 1961-1966. NAID Identifier 2674622. This series contains orders from management regarding facility operating procedures, technology management, and outside contractors.

Organizational Issuances, 1968-1974. NAID Identifier 2655196. This series contains management issuances regarding operating procedures in various manufacturing and engineering laboratories.

## **Advanced System Office, ca. 1961 – ca. 1967**

Apollo Lunar Landing Mission Symposium and Project Contract Files, 1961-1966. NAID Identifier 2660773. This series contains files documenting the proceedings and papers presented at the symposium held June 25-27, 1966. The series also contains correspondence, technical reports, and contracts made with private companies.

Industrial Operations Staff Meeting Minutes, 1963-1967. NAID Identifier 2674627. This series consists of minutes from meetings regarding technical, logistical, management, and administration issues.

Orion Project Files, 1961-1963. NAID Identifier 2660779. This series contains correspondence, technical reports, financial reports, and project proposals. The Orion Project studied the possibilities of using nuclear energy for space travel.

Project Contracts Advanced Studies, 1961. NAID Identifier 2660768. This series contains case files related to research and development contracts. The series also contains the "Flight Performance Handbook for Orbital Operations."

## **Astrionics Laboratory, 1961 – 1967?**

Saturn Guidance System and Operations Files, 1961-1967. NAID Identifier 2674624. This series contains research and development case files for ground based systems, guidance control, and digital systems related to the Saturn V. The series also contains internal correspondence, memos, and test reports.

Saturn Research and Development Contracts Case Files, 1961-1967. NAID Identifier 2679396. This series contains correspondence, project proposals, procurement requests, funding reports, and technical reports exchanged between National Aeronautics and Space Administration (NASA) engineers and administrators and outside contractors. Topics include administration, financing, logistics, personnel, and scheduling.

## **Astronautics Laboratory, ca. 1963 – ca. 1973**

Launch Vehicle Branch Correspondence Files, 1965-1967. NAID Identifier 2945899. This series contains file copies of memos and correspondence from George C. Marshall Space Flight Center administrators, engineers, and contractors regarding a wide array of issues related to launch vehicles. Topics include contracts, testing, engineering issues, meetings, project review, management, scheduling, procurement, flight review, and facilities.

Research and Development Correspondence and Progress Reports, ca. 1963-1968. NAID Identifier 3834553. This series contains memos, correspondence, progress reports, handwritten notes, engineering drawings, weekly activity reports, cost analysis reports, and procurement requests. Some of the records refer to the Skylab Project. The correspondence and reports were exchanged chiefly with the Propulsion and Vehicle Engineering Office at the George C. Marshall Space Flight Center (MSFC). The records document a number of technical and engineering issues related to various components of the Saturn Project. Topics include hydraulics, flight evaluation, materials, and component design.

Saturn Project Office Correspondence, 1963-1965. NAID Identifier 3053917. This series contains file copies of memoranda, correspondence, engineering drawings, reports, presentations, and form documents. The majority of the correspondence was exchanged between engineers and administrators at the George C. Marshall Space Flight Center (MSFC). Topics include testing, hardware, documentation, technical issues, engineering, change requests, contractors, scheduling, meetings, procurement, and testing standards.

## **Central System Engineering, 1961 – ?**

Central Systems Engineering Reports, 1961-1966. NAID Identifier 2723170. This series contains technical engineering reports issued by government agencies and private contractors. The series also contains memos, letters of transmittal, and interface control documents. Topics include insulating, metal joining, and ceramics.

Saturn Interface Control Document Logs, 1966-1967. NAID Identifier 2723203. This series contains monthly logbooks listing documents that were released or revised for the Saturn IB and Saturn V vehicles. The entry for each document lists the working group which created the document, its release date, and an alpha-numeric code. Each entry also indicates if the document is the original or a revision.

## **Engine Program Office, ca. 1967 – ca. 1970**

Engine Test Reports, 1967-1970. NAID Identifier 3053930. This series contains reports of engine test firings at Arnold Air Force Station in Tennessee. The reports detail the sequence of events for each static firing, tabulation data, data summaries, engineering drawings, and charts. The majority of the engines tested were J-2s. The tests were conducted and the reports were submitted by ARO, Inc., under the direction of the George C. Marshall Space Flight Center (MSFC). The series also contains correspondence, handwritten notes, memos, engineering work request forms, field directive documents, and photos.

## **Engineering and Documentation, ca. 1967 – ca. 1972**

Retrenchment Studies, 1967-1968. NAID Identifier 2749481. This series contains presentations, reports, meeting minutes, memos, correspondence, and vugraphs. Vugraphs were overhead projected slides used in presentations. Topics include proposals for reallocation of resources, personnel, outside contractors, and facilities in light of budget restrictions.

## **Facilities and Design Office, ca. 1965 – ?**

Installation Property Files, 1972-1977. NAID Identifier 2791169. This series contains memos, correspondence, engineering test reports, technical reports, engineering studies, technical drawings, construction proposals, construction schedules, status reports, cost analysis, presentations, and facilities utilization plans. Topics include space shuttle engine test facilities, structural modifications, solid rocket motors, facilities management, and utilization.

## **Industrial Operations, ca. 1960 – ?**

Documents Relating to Changes in the Scope of the Saturn Project, 1963-1966. NAID Identifier 2749476. This series contains memos, correspondence, work orders, test reports, surveys, technical reports, and training questionnaires. The records document changes made to existing contracts, engineering projects, human resources, facilities, and policies.

Documents Relating to the Regrading of Classified Material, 1960-1962. NAID Identifier 2825692. This series contains memos, correspondence, handwritten notes, and management issuances regarding the declassification or downgrading of classified documents and photographs. The documents are listed with their current status as well as their regraded status. The series also contains request forms for the downgrading of documents.

Saturn Test Plan Item Reports, ca. 1964-ca. 1967. NAID Identifier 4319734. This series contains Saturn Test Plan Item reports. The reports consist of memos, correspondence, computer data printouts, engineering drawings, and photos. The majority of the reports were prepared and submitted to the George C. Marshall Space Flight Center (MSFC) by private contractors. Each report pertains to a specific component or engineering issue related to the Saturn project, specifically the Saturn S-IV-B stage.

## **Management Services Office, 1960 – ca. 1975**

Administrative Program Documents, 1962-1966. NAID Identifier 2771985. This series contains yearly reports which established program objectives and assigned responsibility and deadlines to meet the objectives. The series also contains memos and correspondence regarding the regrading of documents.

Administrative Regulations and Procedures Files, 1960-1963. NAID Identifier 2825690. This series contains memos, correspondence, circulars, management issuances, and official forms. The records document administrative procedures prescribed by management, their implementation, and the parties responsible. Topics include personnel, promotion, procurement, payroll procedures, travel, delegation of authority, documentation, and submission of reports.

Administrative Regulations and Procedures Files, 1960-1967. NAID Identifier 2406708. This series contains memos, correspondence, and circulars. These circulars were issued by management to disseminate rules, procedures, and protocols dealing with personnel, contractors, the general public, facility management, materials, and property.

Chronologies of the George C. Marshall Space Flight Center, 1966-1967. NAID Identifier 2749485. This series consists of two historical publications, each covering a period of one year. The records document noteworthy events at the facility and its related government and contractor organizations. The records also contain organizational flow charts for each year documented. These charts illustrate the hierarchical management structure of the offices and departments at the facility.

Files Relating to Foreign National Visitors, 1960-1961. NAID Identifier 2825698. This series contains memos, correspondence, and reports regarding visiting foreign nationals. The visitor's country of origin, position, and purpose of visit are usually listed in the documents. The documents also list the classification level of the visits. Visitors include dignitaries, scientists, engineers, military personnel, and government employees. The series also contains Security Requirements Checklists which detail the classification specifications for prime and subcontractors.

Files Relating to Program Documentation and Security Requirements, 1962-1963. NAID Identifier 2824920. This series consists of memos, correspondence, and administrative reports. The series also contains security requirements checklist files pertaining to outside contractors, their contracts, and their activities. Topics include communications, document reproduction, mail management, records management, forms management and design, administrative regulations and procedures publication, technical documentation, publication library services, food services administration, and other administrative services required by operating elements.

History of the George C. Marshall Space Flight Center Publication Record Sets, 1960-1964. NAID Identifier 2824890. This series consists of published accounts detailing the origins of the George C. Marshall Space Flight Center, its role in ballistic missile development, and its transfer to the National Aeronautics and Space Administration (NASA) in 1960. The records were published in-house by the George C. Marshall Space Flight Center. The illustrated historical accounts contain management charts, quarterly progress reports, financial reports, management issuances, technical reports, and supporting documentation.

Management Issuance Documents, 1963-1975. NAID Identifier 2789212. This series contains memos, correspondence, and orders from management regarding administration, facility operating procedures, technology management, personnel, public relations, budget, program objectives, engineering issues, and outside contractors. The records also contain directory charts which illustrate some of the management structure and hierarchy of Marshall Space Flight Center (MSFC).

Publication Sets of Administrative Regulations, Procedures, and Circulars, 1960-1962. NAID Identifier 2791165. This series contains record copies of administrative regulations, issued by management, as well as background papers which were used as the basis for their issuance. The series also contains Form Standardization Files which contain information detailing the

inception, scope, design, approval, and standardization of all printed or duplicated forms. Each office was required to submit these forms in order to request changes to existing forms or create new forms.

Records Management Directives, 1961-1964. NAID Identifier 2843091. This series contains directives on records management which provide guidelines for filing plans for organizational elements at the George C. Marshall Space Flight Center (MSFC). The documents refer to specific offices and the methods and procedures that should be followed for records filing, disposal, and retention. The series also contains some memos, correspondence, and handwritten notes.

Records Management Survey Files, 1961-1964. NAID Identifier 2770102. This series contains yearly surveys conducted with offices and departments regarding the handling, transfer, mailing, and maintenance of their records. The survey form questions are uniform and each office or department supplied answers germane to their preferences. The series also contains memos and correspondence.

Saturn Illustrated Chronology Publication Record Sets, 1964-1968. NAID Identifier 2824886. This series consists of a published account detailing the first eight years of the development of the Saturn booster program. The document was published in-house by the George C. Marshall Space Flight Center. Topics include rocket development, engine testing, transportation, launch facilities, construction facilities, and assembly. The records also contain numerous black and white photographs which accompany the text.

Security Classification Files, 1961-1967. NAID Identifier 2824961. This series consists of memos, correspondence, checklists, personnel security files, and related papers regarding policies and procedures developed in the administration and direction of security and protective services programs. Some correspondence concerns the classification or downgrading of documents initiated by the Management Services Office, National Aeronautics and Space Administration (NASA) headquarters, or other NASA installations. Topics include protective services, personnel security, file classification, facility security, and industrial security.

Weekly Bulletins, 1960-1975. NAID Identifier 2789509. This series contains weekly bulletins which related information and directives to employees and contractors. The bulletins also contain unofficial announcements considered useful for employees or employee organizations. Topics include administrative regulations, visitors, staff services, facilities use, public relations, special events, want ads, and health and safety.

## **Office of Manned Space Flight, Executive Staff, ca. 1960 – ca. 1985**

Historical Chronologies of Organizations and Programs, 1983-1985. NAID Identifier 2838900. This series contains chronological lists of activities, programs, projects, meetings, contract agreements, and organizational highlights over a given year. These lists contain some brief description of the items listed. The series also contains organizational charts of the management hierarchy at the George C. Marshall Space Flight Center (MSFC). Topics include personnel, contractors, testing, management, status reports, and research and development.

Minutes of Staff and Board Meetings, 1960-1973. NAID Identifier 1488169. This series of records consists of agendas, minutes, reports and lists of attendees of combined board and staff meetings. Meetings were usually called by the Director of the Marshall Space Flight Center to discuss various policy issues and include Directors Werhner von Braun and Eberhard Rees. Presentation topics included project developments, projected costs, goals, and accomplishments, often documented by presentation reports, charts, and an occasional photograph.

Upper Level Management Files, 1960-1977. NAID Identifier 4319741. This series contains letters, memos, correspondence, presentations, handwritten notes, technical reports, meeting minutes, staff reports, and program review reports. The records document the management and administration of projects, facilities, and personnel at the George C. Marshall Space Flight Center (MSFC) by the executive staff. Topics include Skylab, human resources, facilities, VIP visits, program evaluation, funding, future planning, manufacturing, contractors, scheduling, logistics, budgeting, Spacelab, and the Shuttle.

### **Office of Manned Space Flight, Launch Operations Directorate, Directorate of Design Engineering, 1960 – 07/1962**

Saturn Studies Documents, 1959-1961. NAID Identifier 2838822. This series contains technical reports, progress reports, research reports, and handwritten notes pertaining to various engineering and design studies related to the Saturn Project. The series documents feasibility and operational analyses of systems proposed for incorporation into the larger project. Topics include electrical power generation, orbital docking, reentry, orbital fueling, vehicle performance, vehicle design, and launch operations.

### **Office of Manned Space Flight, Office of the Director, 1960 –**

Director's Files, 1957-1966. NAID Identifier 1487359. This series contains correspondence, memorandums and notes reflecting policy, program development, and organizational functions. Correspondence includes information exchanged with other National Aeronautics and Space Administration facilities including the John F. Kennedy Space Center, Launch Operations Center, Michoud Operations, Mississippi Test Operations, and the Western Operations Office, (WOO). Topics include organizational formations, division assignments and office operations.

Foreign Correspondence, 1958-1966. NAID Identifier 281557. The records consist of letters from scientists seeking jobs, letters from the press requesting interviews, and letters from students and others interested in space and rocketry.

Jupiter Upper Level Management Files, 1954-1961. NAID Identifier 1634259. The records consist of correspondence, progress reports, evaluations, cost analysis, reviews, and technical data for the Jupiter launch vehicle. Topics include propulsion, engineering services, trajectory data, cooling systems, feasibility studies and operational concepts. Organized under the Army Ballistic Missile Agency, Redstone Arsenal, the records relate to the testing and performance criteria established for deployment objectives.

Project Files, 1959-1963. NAID Identifier 281552. Included are press releases, speeches, transcripts of press conferences, information plans and a few photographs. The series also includes technical and other information about some of the projects, probably used for reference and background information by the Public Affairs Office. Typical projects might pertain to a particular rocket, payload, or conference in which the Kennedy Space Center played a leading role.

Speech Files, 1954-1968. NAID Identifier 281558. The records include speeches given throughout the United States and Europe on a variety of topics. These topics include math and its impact on space; industry and space; cooperative space programs with foreign countries, Apollo and Saturn projects; and general space exploration. Some articles from journals are also included.

### **Office of the Director, 3/15/1960 –**

Associate Director's Management Files, 1970-1976. NAID Identifier 3190134. This series contains memos, correspondence, handwritten notes, management issuances, faxes, audit reports, charts, and graphs. The correspondence includes incoming and outgoing letters to members of Congress, the general public, government agencies, contractors, and National Aeronautics and Space Administration (NASA) employees. Topics include administration, scientific projects, budgeting, data processing, congressional relations, facilities, employment, testing, and procurement. Specific projects referenced include Spacelab, the Space Shuttle, the Apollo Soyuz Test Project, and the High Energy Astronomy Observatory.

Central Files, 1960-1973. NAID Identifier 2789198. This series contains staff meeting minutes, office notes, incoming and outgoing telegrams, presentations, research and development reports, reading files, memos, contracts, and contractor and congressional correspondence. The series also contains weekly notes from department heads submitted to Dr. Wernher von Braun, the first director of Marshall Space Flight Center (MSFC). These notes were reviewed and annotated by Dr. von Braun, then sent back to the appropriate departments. The weekly notes cover a wide range of administrative, engineering, and public relations issues.

Central Files, 1964-1969. NAID Identifier 2825759. This series contains memos, correspondence, management issuances, research and development reports, technical reports, daily status reports, test reports, meeting notes, handwritten notes, and flight evaluations. The series also contains National Aeronautics and Space Administration (NASA) administrators official statements and report to Congress regarding the Apollo 204 (Apollo I) accident. Topics include flight readiness, engineering, launch operations, congressional relations, experiments, project management, project administration, and contractors.

Congressional Correspondence, 1962-1964. NAID Identifier 3190131. This series contains memos, correspondence, handwritten notes, newspaper clippings, and telegrams. The majority of the correspondence was exchanged between Congressional offices and administrators at the George C. Marshall Space Flight Center (MSFC). Topics include employment requests, contracts, engineering services, grievances, congressional constituent concerns, contractors, procurement, speeches, transportation, and hardware testing.

Contractor and Corporate Records, 1958-1963. NAID Identifier 2771931. This series contains correspondence, memos, technical reports, financial reports, meeting minutes, proposals, and presentations regarding contractor activities related to various projects. Topics include financing, scheduling, personnel, transportation, construction, facility maintenance, publicity, contract changes, and contract agreements.

Director's Reading Files, 1965-1972. NAID Identifier 3190126. This series contains memos, correspondence, organizational charts, handwritten notes, and telegrams. Correspondents include contractors, private citizens, and National Aeronautics and Space Administration (NASA) employees. The records relate to a wide array of issues ranging from internal NASA matters to public relations. Topics include project management, personnel, facility collaboration, contract negotiation, contractors, tours, and visitors.

Headquarters Correspondence, 1966-1973. NAID Identifier 3190092. This series contains memos, correspondence, meeting notes, presentation notes, and handwritten notes. The records relate to various projects as communicated between National Aeronautics and Space Administration (NASA) headquarters in Washington D.C. and the George C. Marshall Space Flight Center (MSFC). Topics include space science, long-term goals, engineering objectives, industry relations, contractors, time lines, cost analysis, management, personnel, and facilities.

Management Studies Organizational Files, 1961-1975. NAID Identifier 4477345. This series contains study reports, memos, correspondence, and quarterly review reports. The series documents George C. Marshall Space Flight Center (MSFC) management of a wide array of issues ranging from day to day operation of the facility to specific programs and long term plans. Topics include propulsion and vehicle engineering, test operations, policy, public affairs, labor relations, research and development operations, personnel, administration, resources management, contracts, and career development.

Mercury Upper Level Management Files, 1958-1965. NAID Identifier 2789204. This series consists of memos, correspondence, progress reports, test reports, evaluations, financial reports, meeting minutes, and technical information for the Mercury project. Topics include engineering services, cooling systems, contractors, funding, engineering issues, research projects, tracking, reliability, manufacturing, and program management.

Records Relating to Contractors, 1960-1968. NAID Identifier 2788639. This series contains correspondence, memos, minutes, performance evaluations, program reports, progress reports, development plans, and support services contract reports. Topics include contractor management and coordination, personnel reductions, logistics, contract awards, and engineering issues.

Telegrams, 1961-1966. NAID Identifier 2788636. This series contains incoming telegrams, primarily from the National Aeronautics and Space Administration (NASA) headquarters in Washington, D.C., but also from other NASA facilities. Topics include program management, personnel, scheduling, funding, procurement, logistics, transportation, facility management, contractors, conferences, travel, press releases, and congressional relations.

Upper Level Management Files, 1958-1968. NAID Identifier 2770112. These records contain memos, correspondence, meeting minutes, surveys, technical reports, presentations, budget proposals, agendas, and organizational structure charts. Topics include management, facility operations, personnel, recruiting, wages, housing, public information, budgeting, project objectives, procurement, contractors, future planning, resource allocation, flight planning, financing, civil defense, emergency planning, documentation, and engineering.

Upper Level Management Files, 1958-1968. NAID Identifier 2575576. This series contains memos, correspondence, budget proposals, meeting minutes, presentations, conference invitations, technical reports, cost reduction reports, financial reports, future project proposals, and seminar and symposium summaries. The series also contains weekly notes submitted from the John F. Kennedy Space Center and the Michoud Assembly Facility. Also included in the series is a printed program regarding President John F. Kennedy's visit in 1962. Topics include budgeting, community relations, program management, human resources, cost reduction, future projects, official visits, security, training, contractor support, labor relations, legislation, and procurement.

Upper Level Management Files Relating to the Juno Project, 1958-1965. NAID Identifier 2788611. This series contains memos, correspondence, test reports, project reports, firing test reports, and progress reports. Topics include contractors, funding, scheduling, payloads, reliability, flight analysis, systems analysis, and tracking. Some of the documents relate to specific Juno launch vehicles.

Upper Level Management Files Relating to the Redstone Missile Project, 1951-1965. NAID Identifier 2736610. This series contains correspondence, technical reports, memos, charts, and meeting minutes regarding the Redstone missile project. Topics include administration, tracking, reliability, propellants, guidance, payloads, and missile design.

Upper Level Management Files Relating to the Saturn Project, 1958-1965. NAID Identifier 2788617. This series contains memos, correspondence, progress reports, test reports, technical reports, and meeting minutes. Topics include program management, engineering issues, funding, contractors, research projects, propellants, tracking, reliability, and manufacturing.

Vehicle Structure Reports, 1958-1968. NAID Identifier 2788624. This series contains memos, correspondence, meeting minutes, project and engineering proposals, test reports, status reports, research and development studies, and technical reports. These reports were created by National Aeronautics and Space Administration (NASA) personnel and outside contractors. Topics include tracking, reliability, safety, automation, guidance, engine issues, propellants, quality assurance, research programs, instrumentation, and ground support.

## **Office of the Director, Program Development, 1961 – ?**

Documents Relating to the Spacecraft Review Team Report, 1968. NAID Identifier 2824917. This series consists of presentations, memos, correspondence, and an engineering review report relating to spacecraft subsystems aboard the Apollo Lunar Module (LM), the Service Module (SM), and the Command Module (CM). The report was submitted jointly by Gruman Aircraft

Engineering Corporation and North American Rockwell Corporation. Topics include electrical harnesses, mechanical tubing, hydraulics, pneumatics, and environmental seals.

Records of the Hazard Identification Committee, 1968-1969. NAID Identifier 2824903.

This series consists of memos, correspondence, meeting minutes, reports, and presentations regarding the identification, treatment, and management of potential hazards to civilian and government personnel. Topics include risk management, administration, hazard identification, policy creation, and oversight.

Records Relating to the Static Testing Special Task Group, 1966-1969. NAID Identifier 2824921.

This series consists of memos, correspondence, and technical reports regarding the rationale and need to continue static firing of Saturn vehicles and stages during the post-Apollo time period. The records also contain the final report of the task group with its recommendations. Topics include man-rated and unmanned-rated vehicles, future static firing testing, economizing launch vehicle production, program evaluation, and flight performance.

## **Operations Office, ca. 1963 – ?**

Astronautics Laboratory Quarterly Progress Reports, 1970-1972. NAID Identifier 2825728.

This series contains quarterly progress reports submitted by the Astronautics Laboratory. These reports relate to the Saturn V launch vehicle, Skylab, and the Space Shuttle. Topics include research and technology development, mechanical systems, testing, propulsion, experiments, life support, and docking.

## **Payloads Project Office, Tethered Satellite System Project Office, 1992 – 1996**

Closeout Files, 1992-1996, documenting the period 1990-1996. NAID Identifier 734533. This series consists of plans, schedules, budgets, status reports, procedures, and various reports and records relating to all aspects of the Tethered Satellite System (TSS) Project. The records document all phases of the project, including initial planning, engineering, manufacturing, flight operations, and ground operations.

Tethered Satellite System Project Records Drawings, 1992-1996, documenting the period 1990-1996. NAID Identifier 4477347. This series consists of engineering drawings and technical plans regarding the Tethered Satellite System Project.

## **Program Development Office, ca. 1966 – ca. 1969**

Accident Case Files, 1966-1969. NAID Identifier 2554720. These records contain the official accident report of the "B" ministage failure of the S-II Project on December 20, 1968. They also contain technical information, memoranda, and communications concerning the hardware failure. The records also contain actions that were instigated by the official report.

Records Relating to the S-II Ullage Motor, 1966. NAID Identifier 2575568. These records contain memoranda, reports, schematic drawings, and other technical data relating to the S-II

Ullage Motor. The motor was part of the S-II stage system of the Saturn V rocket. It was developed by Rocketdyne's Solid Rocket Division in McGregor, TX. The records contain a history of the development of the project and test results of numerous motors.

## **Propulsion and Vehicle Engineering Laboratory, 1963 – 1969**

Saturn Research and Development Case Files, 1964-ca. 1965. NAID Identifier 4487002. This series contains letters, memos, correspondence, testing and scheduling reports, technical reports, presentation documents, engineering drawings, and handwritten notes. Topics include component testing, scheduling, performance evaluation, and change orders. Most of the records in the series document engineering and technical issues related to the S-IVB stage of the Saturn V rocket as well as the Saturn IB rocket.

## **Public Affairs Office, 1960 –**

Community Relations Files: Improved Services to the Public, 1965-1969. NAID Identifier 2618799. This series consists of quarterly reports and summaries submitted to the National Aeronautics and Space Administration (NASA) headquarters regarding improved services to the public. The series contains literature mailed to teachers, motivation posters, advertisements for workshops and seminars, and promotional material disseminated to the public via television and radio. The reports were part of a broader initiative by President Lyndon Johnson in 1965 to provide better service to citizens.

Director's Files, 1963-1966. NAID Identifier 2524600. These files contain internal and external correspondence and memoranda related to National Aeronautics and Space Administration (NASA) and the George C. Marshall Space Flight Center Director's Office. The incoming letters are coupled with a copy of the return correspondence.

Dr. Wernher von Braun's Personal Files, 1968-1970. NAID Identifier 2827681. This series contains memos, correspondence, handwritten notes, brochures, telegrams, and manuscripts. Much of the material relates to personal invitations to various professional meetings, awards ceremonies, military functions, educational programs, and academic conferences. The series also contains inquiries about rocket engineering, employment, religion, philosophy, space travel, and aerospace technology. Requests for autographs are also contained in the series. In cases where the requests and inquiries were answered, the correspondence is included.

Files Relating to Submitted Queries, compiled 1964-1967. NAID Identifier 2827666. This series contains memos, correspondence, handwritten notes, press releases, position statements, and query sheets. The records document the National Aeronautics and Space Administration's (NASA) internal communications and responses to outside questions about the agency's activities, programs, policies, personnel, and facilities. Topics include the Soviet Union, manned spaceflight, scheduling, contractors, technology, budgeting, international relations, and statistics.

Marshall Star, 1960-2006. NAID Identifier 1518908. This record copy of the "Marshall Star" newsletter contains news articles about employees, astronauts, projects, and Marshall Space Flight Center activities. Articles featuring former directors Dr. Wernher von Braun, Eberhard

Rees, Rocco A. Petrone, William R. Lucas, James R. Thompson, and T. Jack Lee are included. Highlights from the careers of astronauts Gordon Cooper, John H. Glenn, Alan B. Shepard, Neil Armstrong, Sally Ride and others were featured. The newsletter contains news items that disclose information about space project and programs such as Redstone, Mercury, Juno, Explorer, Saturn and Apollo. It also reveals details of experimental applications and methods.

The "Marshall Star" commented on the Space Center's programs, conferences, and notable visitors. Readers were informed of scheduled launches, projects, construction, and significant contracts awarded. The newsletter also contains articles on scientific developments, provides technical translations, and illustrates significant accomplishments with unique photographs. This publication addresses human resource issues, lists new employees, and covers human interest stories about Marshall's employees and their families.

Media Review Files, 1968-1969. NAID Identifier 2837625. This series contains memos, correspondence, manuscripts, index cards, handwritten notes, and newsletters regarding publications and presentations based on technical information drawn from National Aeronautics and Space Administration (NASA) programs and technology. The material submitted for review was written predominately by employees of contractors who worked on various NASA projects. They submitted their proposed publications to NASA officials for release approval.

News Media and Release Files, 1969-1970. NAID Identifier 2575575. The series contains official press releases from the Public Affairs Office. They include information about the facility, launches, personnel, and other activities. The records also contain responses to questions from outside the National Aeronautics and Space Administration (NASA).

News Media Files, 1961-1975. NAID Identifier 2580369. These records contain official press releases, internal memoranda, scripts, photographs, and correspondence regarding information released to the public. Topics include National Aeronautics and Space Administration (NASA) projects, contractors, technology, and personnel.

Picture Release Files, 1964-1969. NAID Identifier 2825764. This series contains official photos released by the National Aeronautics and Space Administration (NASA). The photos document a wide array of activities and images including awards ceremonies, personnel, spacecraft assembly, astronauts, transportation, engine testing, facilities, and equipment. Each photo contains some supporting information such as names of individuals, location, date, and a brief description of what is taking place.

Public Affairs Office Correspondence Files, 1962-1968. NAID Identifier 2827677. This series contains file index cards, memos, internal and external correspondence, handwritten notes, and brochures. The records document various invitations, awards, publications, requests, and inquiries received by the George C. Marshall Space Flight Center (MSFC). Much of the correspondence and requests were addressed directly to Dr. Wernher von Braun, Director of MSFC. Topics include science, engineering, religion, academia, business, international relations, publications, and education.

Publication and Media Release Review Files, 1963-1967. NAID Identifier 2827664. This series contains memos, correspondence, reports, press releases, speeches, manuscripts, photographs, diagrams, organizational charts, technical charts, academic paper abstracts, technical theses, articles, engineering and construction contracts, schematics, drawings, and artist conceptions. The records document information, images, and concepts that were deemed necessary for official review before releasing to the public or for publication. In their correspondence, National Aeronautics and Space Administration (NASA) officials indicated what, if any, changes were required before the material could be published or released to the media.

Records relating to Visitors, Tours, and Spacemobile Presentations, 1970-1973. NAID Identifier 2827671. This series contains memos, correspondence, handwritten notes, contracts, reports, and visit request forms. The records document educational events, tours, lectures, and presentations sponsored and presented by George C. Marshall Space Flight Center (MSFC) employees. The records document these events, their scheduling, locations, and number of attendees. The series also contains requests for organizations wishing to visit the facility or arrange a presentation or demonstration.

### **Reactor in Flight Project Office, 1961 – ca. 1964**

Reactor in Flight Project Research and Development Files, 1961-1964. NAID Identifier 2837637.

This series contains technical proposals, cost analyses, technical drawings, schematics, memos, correspondence, technical reports, scope of work reports, project study reports, research and development reports, safety reports, feasibility studies, and motion picture film. Many of the reports and proposals were prepared by contractors working on various parts of the Reactor in Flight Project.

### **Requirements and Integration Division, 1971 – ca. 1972**

Saturn Interface Control Documents, 1971-1972. NAID Identifier 2843130. This series contains Interface Revision Notices, which are printed forms documenting revisions, additions, and deletions of technical information related to the Saturn Project. The series also contains Interface Control Document Logs which consist of numerical listings of all Inter-center Interface Control documents.

### **Research and Development Office, 1963 – ?**

Nova Vehicle Systems Study, 1963. NAID Identifier 2637980. This series contains contractor study reports, correspondence, and technical reports.

Saturn IV-B Project Office Published Memoranda, 1966-1967. NAID Identifier 2837616. This series contains memos, correspondence, handwritten notes, technical reports, and activity reports regarding a wide array of technical and engineering issues. Topics include propulsion, contractors, rocket engines, testing, design modifications, and work assignments. According to management charts produced by the George C. Marshall Space Flight Center (MSFC), the Saturn IV-B Project Office, originally under the Saturn I/IB Program Office, was eliminated due to

organizational restructuring by 1969. The correspondence in this series pertains to Saturn IV-B stage related research and development work communicated between the Saturn IV-B Project Office and Research and Development offices at MSFC. The bulk of the material in this series pertains specifically to the Saturn IV-B stage.

### **Research and Technology Projects Branch, ca. 1960 – ca. 1973**

Studies of Proposed Technology for Advanced Manned and Unmanned Missions, 1960-1973. NAID Identifier 2579369. These records consist of descriptions of proposed technology, memoranda, cost estimates, and test results. They document new technology proposals related to various programs.

### **Research Planning Office, ca. 1963 – ?**

Project Manager's Files, 1973-1975. NAID Identifier 2838417. This series contains correspondence, memos, telegrams, technical handbooks, schematics, blueprints, diagrams, meeting minutes, progress reports, presentations, technical manuals, test reports, and handwritten notes. The series documents technical details and engineering issues related to various proposed experiments which were to be performed while a vehicle was in flight. Topics include testing, implementation, oversight, approval, scheduling, engineering, and experiment integration.

Project Meeting Files, 1969-1973. NAID Identifier 2837619. This series contains memos, correspondence, handwritten notes, experiment plan reports, meeting minutes, technical reports, newsletters, cost analyses, weekly reports, project status reports, and test reports. Topics include scheduling, budgeting, engineering, experiments, flight readiness, contracts, and experiment integration.

Space Research and Technology Study Documents, 1972. NAID Identifier 4227126. This series contains meeting minutes, memos, correspondence, handwritten notes, forecast reports, technology evaluation reports, and summary briefing reports. Topics include current research and technology activities, lunar exploration, space physics, earth observations, astronomy, communications, navigation, man-hour estimates, mission support, and the Space Transportation System (STS).

### **Resource Management Office, 1962 – ?**

Apollo Document Indices, 1964-1968. NAID Identifier 2838838. This series contains quarterly published indices containing an organized listing of the minimum essential technical and management information as identified by the Apollo Program Offices at the Office of Manned Space Flight (OMSF) and the George C. Marshall Space Flight Center (MSFC). The documents follow the directives established by the Apollo Data Management Program.

Documents related to Board Meetings and Working Group Meetings, 1962-1969. NAID Identifier 2838835. This series contains memos, correspondence, administrative reports, technical reports, end-year summary reports, meeting minutes, and handwritten notes. The records document the activities, progress, and assessments of various working groups. These

groups consisted of both National Aeronautics and Space Administration (NASA) employees and contractors. Topics include computer systems, automation, quality assurance, management oversight, integration of engineering projects, testing, scheduling, and systems analysis.

Records Relating to Management of Apollo Documents, 1964-1967. NAID Identifier 2843128.

This series contains indices, distribution lists, memos, and correspondence. The records document the management and distribution of Apollo related materials and information. They indicate which documents contractors and National Aeronautics and Space Administration (NASA) personnel and offices were to receive.

Saturn Research and Development Project Case Files, 1956-1964. NAID Identifier 2838825.

This series contains memos, correspondence, technical handbooks, technical reports, handwritten notes, technical drawings, operations handbooks, status reports, schematics, and data lists. The records document engineering and technical issues related to the Saturn Project. Topics include systems analysis, systems integration, computation, scheduling, administration, oversight, testing, vehicle assembly, flight evaluation, instrumentation, payloads, and cost analyses.

**Saturn Apollo Program Office, ca. 1966 – ca. 1972**

Saturn-Apollo Project Case Files, 1966-1967. NAID Identifier 2843070. This series contains summary reports, blueprints, technical drawings, memos, correspondence, research and developments reports, monthly progress reports, photos, meeting minutes, statements of work, technical manuals, and reference manuals. These records document the design, fabrication, funding, and oversight of various components and experiments related to the Saturn and Apollo projects.

**Saturn I/IB Program Office, ? – ?**

Documents Regarding Testing and Evaluation, 1965-1969. NAID Identifier 2843129. This series contains memos, correspondence, reports, and management issuances regarding testing of Saturn vehicles and components. The series also contains technical reports, technical manuals, and checklists relating to launch activities. The records document the technical specifications and requirements for testing and launching vehicles.

Saturn I Technical Information and Data Handbooks, 1961-1966. NAID Identifier 2679423.

This series contains the Saturn I Technical Information Handbooks (STIH) and Vehicle Data Books (VDB). The documents describe the servicing requirements for various components of the rocket such as the electrical and hydraulic systems.

Saturn IB Configuration Management Files, 1965-1970. NAID Identifier 3627949. This series contains configuration control board directives which document changes to various control boards monitoring specific systems on board Saturn vehicles. The series also contains status reports, cost analysis reports, meeting minutes, agendas, memos, correspondence, handwritten notes, and Management Review Change Data Reports. The records document the administration and implementation of hardware used to monitor and record data from Saturn vehicles before, during, and after flight.

Saturn Program Administrative Documents, 1963-1966. NAID Identifier 2843073. This series contains quarterly progress reports, management issuances, memos, correspondence, handwritten notes, research and development reports, and committee reports. Topics include procurement, facilities construction and alteration, organization, engineering, safety issues, training, records storage, funding, and management.

Saturn Project Files Related to Configuration Management, 1964-1965. NAID Identifier 2843572. This series contains computer data printouts, schematics, memos, correspondence, handwritten notes, logs, and technical drawings. The records document changes in technical documentation related to configuration control for various hardware components. The records detail the proposed changes, their acceptance or rejection, and their implementation. The series also contains records related to contract modification and solicitation.

### **Saturn IU/GSE Office, ca. 1971 – 1974**

Documents Related to Apollo 204 Accident Follow-Up Activity, 1971-1974. NAID Identifier 2843567. This series contains memos, correspondence, meeting minutes, safety review reports, technical reports, presentations, and technical safety manuals. The reports in this series were written and submitted by both National Aeronautics and Space Administration (NASA) personnel and contractors. The series documents NASA's and its contractor's assessments of technical issues related to safety in the wake of the Apollo 204 (Apollo 1) accident.

### **Saturn Program Office, ca. 1968 – 1975**

Apollo Soyuz Test Project Files, 1971-1975. NAID Identifier 3431489. This series contains memos, correspondence, mission planning reports, experiment planning reports, personnel lists, meeting notes, handwritten notes, safety reports, lectures, engineering drawings, and electrical schematics. The series details some of the technical, engineering, and logistical arrangements regarding the Apollo Soyuz Test Project (ASTP). Many documents reference contractors and agreements to provide services related to ASTP hardware. Topics include scheduling, key personnel, engineering, safety, testing, logistics, and experiments.

Atmospheric Magnetospheric Plasma in Space Project Research and Development Files, 1974-ca. 1975. NAID Identifier 3997659. This series contains operating plan reports from various offices and departments at the George C. Marshall Space Flight Center (MSFC). It also contains correspondence, memos, handwritten notes, presentations, briefings, and technical study reports. The series documents in part the research and development of the Atmospheric Magnetospheric Plasma in Space (AMPS) project. Topics include scheduling, project approval, safety and environmental health standards, payload operations, project status, applications, funding, manpower requirements, instrument requirements, and mission integration.

Calibration Rocket (CALROC) Project Files, 1969-1974. NAID Identifier 3997632. This series contains presentations, interface control documents, design review reports, correspondence, memos, engineering drawings, technical reports, proposals, telegrams, technical proposals for experiments, progress reports, and meeting minutes. Many of the reports and proposals were

submitted by contractors. The documents pertain to the Calibration Rocket (CALROC) Project used during Skylab missions. Topics include failure analysis, personnel, travel requirements, engineering, testing, and design review.

Launch Vehicle Test Specifications and Checkout Regulations, 1970-1972. NAID Identifier 3680894. This series contains Hardware Change Data Sheets, Program Control Number (PNC) log books, and Saturn IB Configuration Management Manuals. The records document configuration management and procedures for Apollo Applications and Engine Programs. These procedures and regulations were to be followed by contractors and George C. Marshall Space Flight Center (MSFC) personnel.

Lunar Roving Vehicle Documents, 1969-1972. NAID Identifier 3620290. This series contains weekly notes, memos, correspondence, technical reports, engineering drawings, photographs, program analysis reports, presentations, schedules, status reports, test reports, and operating plan reports. Many of the documents pertain to contracts with companies such as Boeing and General Motors. This series documents the development, testing, and analysis of various components of the Lunar Roving Vehicle (LRV). Topics include applications, testing, budget, and contracts in addition to numerous engineering and technical issues.

Program Reviews and Briefings, 1966-1974. NAID Identifier 4319712. This series contains presentations, management briefings, handwritten notes, and program review reports. The majority of the documents relate to the Skylab project. The series documents the review process at the George C. Marshall Space Flight Center (MSFC) as well as at the National Aeronautics and Space Administration (NASA) headquarters regarding programs at MSFC. The presentations in the series were given to NASA officials, the press, contractors, and other government officials. Topics include Skylab, management, operating modes, contractors, funding, and mission operations.

Readiness Review Documents, ca. 1972-1975. NAID Identifier 3685730. This series contains presentations, experiment review reports, action items lists, electrical schematics, engineering drawings, and maps. The records document the review, checkout, and certification process regarding numerous logistical, engineering, and technical issues related to Skylab and the Apollo Soyuz Test Project (ASTP). Topics include vehicle and experiment certification, storage, logistics, personnel, experiments, and corrosion. The reports were submitted and presented to National Aeronautic and Space Administration (NASA) headquarters.

Research and Development Case Files Pertaining to Review Panels, 1966-1975. NAID Identifier 3568224. This series contains photographs, presentations, correspondence, memos, handwritten notes, meeting minutes, progress reports, technical reports, form documents, final reports, engineering drawings, and schematics. The documents cover a wide array of administrative and technical issues regarding multiple projects at the George C. Marshall Space Flight Center (MSFC). These projects include Apollo, Skylab, and the Space Shuttle. Topics include engineering issues, future planning, contractors, travel, unmanned and manned missions, budgeting, testing, experiments, design, and personnel.

Research and Development Project Correspondence Files, ca. 1968-ca. 1975. NAID Identifier 3432876. This series contains memos, correspondence, computer data printouts, engineering drawings, technical reports, and handwritten notes. The series also contains some specification documents, such as technical manuals, related to particular subsystems of Project Apollo. Topics include contingency planning, weight management, payloads, and performance reviews.

Research and Development Project Meeting Files, 1963-ca. 1975. NAID Identifier 3432886. This series contains meeting minutes of various committees and subpanels covering a wide array of technical and engineering issues. The records indicate the location of each meeting and those in attendance. Topics include reference trajectory, flight operations, performance and dynamics, guidance systems, range safety, flight mechanics, and flight limits.

Research and Development Project Specification and Drawings Files, ca. 1966-ca. 1975. NAID Identifier 3432873. This series contains technical handbooks, technical reports, mission rules reports, meeting minutes, Interface Control Documents, Flight Mission Requirements Input Documents, systems operation manuals, memos, and correspondence. The series also contains system specification documents which record portions of the technical specifications of subsystems related to the Apollo project. Topics include various technical aspects of Apollo 12, Apollo 13, and Apollo 14, Saturn V flight mission rules, payloads, navigation, and propulsion.

Research and Development Project Specification and Drawing Files, 1967-1974. NAID Identifier 3573190. This series contains engineering drawings, memos, correspondence, technical reports, material inspection reports, Saturn Ordnance Manuals, electrical schematics, test log books, technical reports, meeting minutes, order forms, and technical manuals. The records document the application and safety of ordnance materials relating to various projects at the George C. Marshall Space Flight Center (MSFC). These include the Saturn launch vehicles and the Apollo Soyuz Test Project (ASTP). Topics include test firing range safety, mission operations, materials handling, oversight, administration, engineering, and design.

Research and Development Project Status Files, ca. 1969-ca. 1973. NAID Identifier 3432871. This series contains correspondence, handwritten notes, project status reports, technical memos, computer data printouts, engineering drawings, performance study reports, and technical handbooks. The series documents the progress of various projects at different states of development.

Saturn Engine Project Files, 1964-1975. NAID Identifier 3680634. This series contains review reports, operations manuals, summary reports, final reports, study reports submitted by contractors, engine improvement studies, progress reports, and pre-flight review reports. The records document technical, engineering, and administrative issues related to Saturn rocket engine development, testing, and application. Topics include component aging, vibration testing, facilities, engine performance, logistics, documentation, and fueling.

Saturn J-2 Engine Project Case Files, 1964-1975. NAID Identifier 3997639. This series contains originator files, monthly progress reports, quarterly progress reports, program plan reports, Saturn IB launch vehicle flight reports, storage, retrieval and launch studies, engine test reports, engine test logs, technical manuals, launch information books, and change request forms. Many of the reports were submitted by contractors. The series documents the administration,

research, development, testing, and manufacturing of the J-2 engine. Some documents also deal with the F-1 engine. Topics include testing, flight evaluation, inspection, performance ratings, propellants, project administration, contractors, scheduling, and engineering issues.

Saturn Projects Cost Studies Files, 1964-1975. NAID Identifier 3432844. This series contains memos, correspondence, handwritten notes, cost analysis studies reports, graphs, charts, presentations, weekly notes, program schedules, and photographs. The records document the analysis of the cost of various components and programs related to the Saturn launch vehicle project. The records include reports submitted to the National Aeronautics and Space Administration (NASA) by contractors as well as various NASA departments. The series also documents some interactions between the George C. Marshall Space Flight Center (MSFC) and the Kennedy Space Center (KSC).

Skylab and Saturn Flight Requirements Documents, ca. 1968-ca. 1975. NAID Identifier 3758195.

This series contains mission studies reports, cost studies reports, schedules, resources management study reports, vehicle assessment reports, post-mission studies reports, status reports, engineering studies reports, memos, correspondence, and handwritten notes. The records document the integration of the Skylab and Saturn projects as well as the working relationship between engineers and administrators from each program. Topics include manpower planning, budgeting, scheduling, contractors, program development, payload capability, and Saturn research and development funding history.

Skylab and Saturn Flight Requirements Documents, ca. 1971-1975. NAID Identifier 3681059. This series contains operations manuals, technical handbooks, Launch Vehicle Flight Control Reports, data requirements reports, post-flight reports, flight control procedures handbooks, and flight evaluation reports. The series also contains electrical schematics and engineering drawings, usually embedded in the reports and handbooks. The records document the development and implementation of systems monitoring and control pertaining to the Saturn launch vehicles and Skylab. Topics include data requirements, flight control procedures, timelines, booster systems, mission plans, documentation, ground support, and contingency procedures.

Solid Rocket Booster Review Documents, 1972-1973. NAID Identifier 3997677. This series contains pre-launch weekly reports, presentations, quarterly review presentations, memos, correspondence, and monthly Shuttle project reviews. This series documents in part the review process for the Solid Rocket Boosters (SRBs) and the external fuel tank. Topics include engineering issues, booster recovery, project status, facilities, scheduling, and development and production timelines.

## **Saturn Projects Office, ca. 1961 – ca. 1972**

Apollo Saturn Program Review Documents, 1966-1968. NAID Identifier 3620303. This series contains memos, correspondence, presentations, technical reports, system improvement reports, meeting minutes, engineering drawings, electrical schematics, activity reports, handwritten notes, technical manuals, assembly charts, and reading files. The records document various

engineering, administrative, logistical, and technical activities associated with Apollo and Saturn projects. Topics include program operations, testing, missions, software, electrical systems, propulsion, transportation, ground support, and facilities.

Correspondence and Memos, 1964-1968. NAID Identifier 3794005. This series contains file copies of correspondence and memos. Much of this material was exchanged with personnel from the Propulsion and Vehicle Engineering Laboratory at the George C. Marshall Space Flight Center (MSFC). The series also contains engineering drawings, proposals, and reports submitted to MSFC administrators and engineers. The records document numerous engineering and technical issues regarding research and development related to the Saturn Project. The correspondence is predominately outgoing, although there is some incoming correspondence interfiled.

Propulsion and Vehicle Engineering Laboratory Action Items and Memorandums, 1965-1967. NAID Identifier 2579938. This series contains correspondence, memos, meeting notes, and test result reports. Correspondence includes information exchanged between administrators, engineers, and contractors. Action Items generated by these notes, reports, memos, and correspondence were used to recommend specific actions to be taken by engineers and contractors.

Propulsion and Vehicle Engineering Memoranda, 1962-1963. NAID Identifier 2570260. These records concern procurement of components, engineering laboratory comments, technical revisions, equipment modifications, contract assignments, and guidelines. They also contain weekly summary activity reports and minutes of division meetings.

Reactor in Flight Project Research and Development Files, ca. 1961-1964. NAID Identifier 3792709. This series contains status reports, project proposals, memos, correspondence, handwritten notes, technical proposals, schematics, engineering drawings, monthly technical progress reports, and instrumentation data books. The records cover part of the research and development of nuclear powered rocket stages to be incorporated into the Saturn Project. Many of the reports were prepared and submitted by the Lockheed Corporation, General Dynamics, and the Douglas Aircraft Corporation. Topics include budgeting, engineering issues, lunar applications, safety, testing, engine design, instrumentation, and applications.

Saturn IV-B Project Office Correspondence, 1968. NAID Identifier 2679402. This series contains correspondence, memoranda, and technical reports exchanged between National Aeronautics and Space Administration (NASA) engineers and administrators and outside contractors. The series also contains weekly summary activity reports submitted to National Aeronautics and Space Administration (NASA) management.

S-II Stage Research and Development Files, 1967-1970. NAID Identifier 3997640. This series contains memos, correspondence, meeting minutes, contractor briefing reports, weekly activity reports, laboratory reports, and interface control documents. The series documents numerous engineering and administrative issues regarding the Saturn project, specifically regarding the S-II stage. Topics include project management, scheduling, engineering issues, delegation of authority, VIP visits, engineering changes, telemetry, fuel dispersion, and stage separation.

## **Saturn S-IVB Stage Project Office, ca. 1964 – ca. 1965**

Documents related to Transportation and Maintenance of Saturn Vehicles, 1964-1965. NAID Identifier 3000017. This series contains transportation logs, memos, correspondence, telegraphs, reports, and meeting minutes. Much of the correspondence is between National Aeronautics and Space Administration (NASA) personnel and the Douglas Aircraft Company. Topics include air and water transportation, spare parts, engineering, scheduling, maintenance, electrical equipment, launch support, servicing, training, ground support, pneumatics, software, and computer systems.

## **Saturn V Program Office, 1963 – ca. 1968**

Apollo Lunar Module Milestone Documents, 1963-1964. NAID Identifier 2843576. This series contains memos, correspondence, news clippings, schematics, technical drawings, presentations, handwritten notes, and reports. The records document key decisions regarding the scheduling, configuration, components, systems, payloads, capabilities, and weight of the Apollo Lunar Module (LM) during the early stages of its development. The records also document some public reaction and media coverage regarding the project, its development, and its funding.

Apollo/Saturn Research and Development Project Case Files, 1963-1967. NAID Identifier 3195174. This series contains memos, correspondence, monthly financial reports, progress reports, reference manuals, presentations, technical reports, engineering drawings, and meeting minutes. The financial reports were submitted by contractors and the technical reports were prepared by George C. Marshall Space Flight Center (MSFC) employees. The series contains a significant amount of correspondence and documents exchanged between MSFC employees and the Boeing Corporation. Topics include Apollo Support Program Review, Launch Operations working groups, test results, ground support equipment, logistics, configuration management, and engineering.

Saturn Research and Development Project Reports, ca. 1963-1968. NAID Identifier 4477346. This series contains National Aeronautics and Space Administration (NASA) organizational charts, memos, correspondence, contractor reports, and project status reports. The records document a wide array of technical, engineering, and administrative issues related to the George C. Marshall Space Flight Center (MSFC) facilities and projects. Topics include facilities usage, budgeting, funding, experiments, security clearances, intercenter agreements, contractors, ground support, expenditure tracking, testing, and contracts.

Saturn S-IV Stage Research and Development Files, 1963-1967. NAID Identifier 2934363. This series contains test firing reports, general test reports, program plan reports, correspondence, contractor reports, and computer data printouts. Topics include propulsion, engineering test requirements, flight testing, project objectives, quality assurance, vehicle assembly, performance evaluation, and program management.

Saturn V S-IC Stage Test Firing Summary Data Reports, 1965-1966. NAID Identifier 4487023. This series contains static test firing reports from the Saturn V S-IC-T, S-IC-1, and S-IC-2 stage, the first stage of the Saturn V rocket. The reports present pertinent summary information about

the checkout and acceptance firings performed on this stage. The reports represent the highest level summary of the major pre-launch static firing acceptance tests of the S-IC stage. The objective of the firing tests was to evaluate the flight worthiness of the stage systems. The static firing tests were performed under conditions, within practical limits, that simulated the expected launch-flight environment.

## **Science and Engineering Office, 1961 – ca.1975**

Advanced Manned and Unmanned Mission Studies Documents, 1961-1975. NAID Identifier 2934381. This series contains program proposals, handwritten notes, memos, correspondence, project reports, procurement and transfer forms, requirement reports, and presentations. The series documents proposals and studies regarding future manned and unmanned missions. Topics include budgeting, research and development requests, future projects, quality control, and resource allocation.

Astrionics Laboratory Project Files, 1967-1972. NAID Identifier 2945895. This series contains memos, correspondence, technical reports, test reports, engineering reports, program analysis reports, and objectives reports. The records document the research and development of various systems, including guidance and control mechanisms, for the Skylab, Able, Mascot, Voyager, Saturn IB, Saturn V, High Energy Altitude Observatory (HEAO), Lunar Rover, and Shuttle projects.

Documents Regarding Proposed Experiments, 1965-1970. NAID Identifier 3431573. This series consists of memos, correspondence, handwritten notes, experiment development reports, technical drawings, technical reports, meeting minutes, electrical schematics, cost analysis studies, technical memos, and experiment proposals. The records pertain to experiments which were proposed and partially developed, but never flown. The records cover numerous types of proposed experiments.

Flight Experiments Office Project Managers Files, 1972-1974. NAID Identifier 2934376. This series contains memos, correspondence, photos, technical drawings, films, technical reports, progress reports, meeting minutes, test reports, operational procedures reports, overhead projector slides, photographs, and handwritten notes. The records document the proposal, planning, analysis and implementation of flight experiments aboard Skylab and the Apollo Soyuz Test Project (ASTP) mission.

Modular Nuclear Vehicle Study Documents, 1968-1968. NAID Identifier 2934388. This series consists of feasibility study reports conducted by National Aeronautics and Space Administration (NASA) contractors regarding the design and development of a nuclear powered booster system. The series includes records of the engineering and technical requirements for the project as well as production and timeline proposals. Topics include safety, reliability, production, structural engineering, cost analysis, systems operations, reusability, and scheduling.

Nerva Project Research and Development Case Files, 1961-1963. NAID Identifier 2934368. This series contains memos, correspondence, technical drawings, technical manuals, project proposals, technical reports, and instrumentation data books. These records document the

engineering and technical details of the Nerva Project. Topics include engineering, testing, safety, propulsion, personnel, and documentation.

Nova Vehicle Reports and Systems Studies, 1967-1971. NAID Identifier 2945894. This series contains memos, correspondence, handwritten notes, technical reports, proposals, and technical drawings. The technical drawings, reports, and proposals were submitted to the George C. Marshall Space Flight Center (MSFC) by contractors. They concern various components and engineering issues related to the Nova project. Topics include funding, scheduling, quality assurance, management approval, research and development, project planning, and technical research.

Research and Development Technical Reference Files, 1963-1970. NAID Identifier 3190103. This series contains memos, correspondence, technical reports, engineering drawings, handwritten notes, reference charts, data printouts, test reports, and reliability test reports. The records pertain to the Saturn V and Saturn IB launch vehicles, their stages, subsystems, and the engineering issues related to their research and development. Topics include testing, mechanical systems, environmental control, acceptance standards, hydraulic systems, manufacturing, test planning, instrumentation, and components.

Special Project Case Files, 1965-1967. NAID Identifier 2945898. This series contains technical manuals, quarterly reports, technical drawings, handwritten notes, academic papers, photographs, presentations, and feasibility study reports. The records document portions of various special projects under research by the George C. Marshall Space Flight Center (MSFC) and its contractors. Topics include fuel-cell development, exhibits, engine development, welding, weather forecasting, and optics.

Special Project Files, 1963-1970. NAID Identifier 3834567. This series contains quarterly progress reports, engineering drawings, handwritten notes, technical manuals, technical memos, annual report summaries, congressional presentation documents, and research and development reports. The series also contains experiment proposals written by George C. Marshall Space Flight Center (MSFC) employees. Many of the research and development reports were prepared and submitted by contractors. Topics include official visits, exhibits, scientific experiments, welding, optics, metallurgy, and fuel cell systems.

## **Skylab Program Office, ca. 1968 – ca. 1979**

Apollo Telescope Mount Experiment Files, 1969-1974. NAID Identifier 3567315. This series contains memos, correspondence, meeting notes, computer data printouts, and working group reports. The records document the design and planning stages of various experiments to be performed by the Apollo Telescope Mount (ATM), a solar observatory experiment station attached to Skylab. Topics include experiment coordination, test planning, film recovery, solar data, and photoheliograph experiments.

Congressional Committee Files, 1968-1971. NAID Identifier 2897164. This series contains reports, presentations, prepared statements, photos, meeting transcripts, meeting notes, memos, and correspondence. The documents pertain primarily to the Skylab Project. The series

documents the George C. Marshall Space Flight Center's (MSFC) reports to Congress on issues such as budgeting, project status, contractors, manpower requirements, cost reduction, manned space flight, administration, and science.

Documents related to Program Engineering Review Boards, 1968-1972. NAID Identifier 3000021. This series contains meeting minutes of the Electro Magnetic Compatibility Review Board, the Mission Requirements Panel and sub-panel, and the Aerospace Safety Advisory Panel. The series also contains memos, correspondence, reports, and handwritten notes. Topics include technical engineering issues, mission objectives, specific mission requirements, and documentation of the board's deliberations and engineering matters.

Harvard University Observatory Experiment Files, 1969-1974. NAID Identifier 3573246. This series contains memos, correspondence, test reports, engineering drawings, engineering reports, final reports, and design review documents. The records detail the design, planning, procedures, and specifications for the Harvard University Observatory Experiments flown and conducted aboard Skylab. The majority of the documents in this series pertain to the Ultraviolet Spectroheliometer S-055 experiment.

High Altitude Observatory Experiment Documents, ca. 1965-1974. NAID Identifier 3620338. This series contains incoming and outgoing correspondence, memos, handwritten notes, progress reports, technical reports, test reports, acceptance test reports, critical design review reports, and configuration identification lists. The records document the testing, engineering, and implementation of numerous experiments to be conducted aboard Skylab. Topics include failure analysis, project status, testing, and design certifications.

Hydrogen Alpha Telescope Experiment Files, 1969-1974. NAID Identifier 3431576. This series contains incoming and outgoing correspondence, memos, quarterly progress reports, handwritten notes, engineering reports, test reports, and design review reports. The records document the planning, testing, and development of certain aspects of the Hydrogen Alpha Telescope Project. Many of the reports in this series were submitted to the George C. Marshall Space Flight Center (MSFC) by private contractors.

Naval Research Laboratory Experiments Files, 1969-1974. NAID Identifier 3834558. This series contains technical progress reports, incoming and outgoing correspondence, memos, acceptance test reports, operation manuals, failure reports, critical design review reports, flight acceptance test reports, and engineering drawings. These records document in part the development and testing of various experiments initiated by the Naval Research Laboratory to be performed aboard Skylab. Topics include film, deviation approval, film camera assembly, and experiment procedures.

S-054 Flight Data Package Files, ca. 1968-1974. NAID Identifier 3432785. This series contains engineering drawings, indices to the drawings, data sheet packages, equipment logs, flight failure reports, flight telescope assembly logs, performance verification matrices, and test reports. Much of the material in this series was submitted to the George C. Marshall Space Flight Center (MSFC) by American Scientific and Engineering Company. The series documents multiple technical aspects and engineering issues related to the Apollo Telescope Mount.

Skylab Research and Development Project Case Files, 1968-1974. NAID Identifier 3000026. This series contains Test Change Notice log sheets, engineering reports, action item reports, meeting minutes, technical drawings, correspondence, memos, computer data printouts, and technical reports. The records document changes made to technical specifications relating to various Skylab components. The majority of the series relates to the airlock component. This material consists of contingency analysis reports, malfunction summaries, experiment reports, contractor test reports, meeting minutes, and correspondence.

### **Skylab Projects Office, ca. 1966 – ca. 1974**

Airlock Drawings and Specification Documents, 1966-1974. NAID Identifier 3053925. This series contains engineering drawings of components comprising the airlock mechanism for the Skylab Space Station. Many of the drawings have accompanying documentation listing changes made to the drawings and technical specifications. The documents also indicate when the drawing was issued and the names of engineers and approving officials. The series also contains parts lists, technical reports, and specification change forms.

Baseline Program Minutes and Program Review Files, 1966-1974. NAID Identifier 3053948. This series contains memos, correspondence, handwritten notes, meeting minutes, status reports, technical reports, telegrams, statements of work, and presentations. The records document the findings of engineering and program review boards to determine the status of various components, systems, and hardware. Topics include flight readiness, orbital assembly, payloads, critical design components, waste management, and cluster systems.

Biomedical Experiment Files, 1969-1974. NAID Identifier 3000045. This series contains letters, memos, correspondence, technical drawings, meeting minutes, experiment reports, contract change log forms, experiment proposals, test reports, and technical reports. The series documents the proposal, testing, and management of proposed experiments to be performed aboard Skylab. Topics include logistics, cost, scheduling, oversight, hardware development, project integration, and outcomes.

Correspondence with National Oceanic and Atmospheric Administration, 1969-1973. NAID Identifier 2637983. This series contains incoming and outgoing correspondence and meeting notes.

Experiment Acceptance Files, 1966-1974. NAID Identifier 3053942. This series consists of records detailing approved experiments associated with the Skylab Project. Files for each experiment generally contain memos, correspondence, engineering drawings, electronic schematics, materials requirements lists, experiment descriptions, and component descriptions. The series also contains application data sheets, photos, and preliminary test reports. Topics include preplanning, logistics, experiment implementation, and documentation.

Large Solar Observatory Study, 1971-1972. NAID Identifier 2641416. This series contains meeting notes, memos, and correspondence.

Mission Requirements Documents, 1966-1974. NAID Identifier 3053959. This series contains memos, correspondence, telegrams, reports, technical reference manuals, mission requirements reports, engineering drawings, handwritten notes, engineering change proposal forms, and mission requirements document logs. Topics include launch procedures, engineering, logistics, test objective, mission requirements, launch regulations, scheduling, documentation updates, materials handling, and experiments.

Program Planning and Lessons Learned Files, 1974. NAID Identifier 3098675. This series contains memos, correspondence, telegrams, reports, and handwritten notes. The series documents post-flight assessments of various issues related to the Skylab Program. Topics include project planning, in-flight issues, mission support, systems integration, testing, safety, contracts, and scientific experiments. The Lessons Learned Reports were prepared in conjunction with the Johnson Space Center (JSC) and Kennedy Space Center (KSC) engineers and administrators.

Radio Noise Burst Monitor Project Files, 1970-1972. NAID Identifier 2641414. This series contains correspondence between National Aeronautics and Space Administration (NASA) personnel and contractors. The series also contains design specification files and test plans.

Records Related to Program Reviews and Management Meetings, 1966-1974. NAID Identifier 3098679. This series contains presentations, correspondence, memos, meeting minutes, agendas, engineering drawings, contractor's reports, handwritten notes, status reports, and technical forms. The records detail how administrators, engineers, and contractors managed and communicated regarding various aspects of the Skylab Project. Topics include payloads, structural subsystems, materials requirements, flight readiness, acceptance management, data management, documentation, testing, project evaluation, test planning, onboard equipment, in-flight maintenance, and materials handling.

Skylab Experiment Files, 1968-1974. NAID Identifier 3098678. This series contains memos, correspondence, project reports, experiment requirements reports, engineering drawings, telegrams, handwritten notes, request form sheets, presentations, and meeting minutes. The experiment reports summarize and present the findings of various study groups assigned to determine the viability of experiments. The series also contains documents related to student experiments submitted and selected for inclusion. Topics include quality assurance, reliability, experiment acceptance guidelines, preliminary testing, systems requirements, data analysis, and public affairs.

Skylab Experiments Research and Development Project Files, 1967-1970. NAID Identifier 3421548. This series contains memos, correspondence, technical reports, progress reports, computer generated data sheets, technical handbooks, technical drawings, and handwritten notes. The records document portions of the research and development process of certain Skylab experiments. Topics include scheduling, safety, payloads, testing, facilities requirements, contamination, documentation, electrical power, logistics, operational procedures, and materials.

Skylab Program Directives, 1969-1974. NAID Identifier 2618779. This series consists of directives and correspondence related to the Skylab project. It includes topics such as flight

missions, organization, assignments of responsibility, work procedures, authorizations, and configuration data directives.

Skylab Project Agreement Files, 1969-1974. NAID Identifier 3834562. This series contains memos, correspondence, status reports, test reports, meeting minutes, presentations, slides, vugraphs, and feasibility study reports. Most correspondence is between the John F. Kennedy Space Center (KSC) and the George C. Marshall Space Flight Center (MSFC) regarding intercenter agreements, outside contractors, and facilities usage. The series documents the working relationship between the two facilities regarding the Skylab Project. Topics include Launch Complex 39 launch procedures, payloads, data acquisition, software, program requirements, simulators, and travel.

### **Solid Rocket Engineer's Office, ca. 1972 – ?**

Solid Rocket Booster Reports, 1975-1980. NAID Identifier 3129014. This series contains monthly and quarterly reports regarding the progress of Solid Rocket Booster development. The reports cover various technical and engineering issues such as booster separation, support equipment, project engineering and integration, logistics, and ground tests.

### **Space Science Project Office, ca. 1970 – ca. 1981**

Document to Contract Applicability Charts, 1973-1977. NAID Identifier 3129028. This series contains charts which link specific documents to their appropriate contracts. The records are handwritten on a grid which lists contracts by name, number, and contractor. For some documents the issue date is given along with indications of subsequent changes and when those changes were issued.

High Energy Astronomy Observatories Final Project Reports, 1970-1981. NAID Identifier 3129022. This series contains Final Project Reports regarding numerous components and aspects of the High Energy Astronomy Observatories Project (HEAO). The reports cover engineering, management, and technical issues. The series also contains memos, correspondence, experiment proposals, and working papers for various proposed experiments. Topics include materials procurement, experiment guidelines, scheduling, logistics, manufacturing, safety, and quality control.

High Energy Astronomy Observatories Project Case Files, 1970-1981. NAID Identifier 2842922. This series contains memos, correspondence, technical reports, status reports, reference manuals, technical manuals, schematics, technical drawings, contract agreements, statements of work, test reports, and data printouts. The series documents various projects, contractors, equipment, and experiments associated with the High Energy Astronomy Observatory (HEAO). Much of the information is technical in nature.

High Energy Astronomy Observatories Project Office Correspondence, 1973-1978. NAID Identifier 3129031. This series contains incoming and outgoing correspondence related to research and development project case files for the High Energy Astronomy Observatory Project (HEAO). The series also contains handwritten notes, engineering drawings, form sheets,

memos, and reports. Topics include monthly progress reports, acceptance reviews, contracts, scheduling, budgeting, testing, flight readiness, transportation, and cost reduction.

High Energy Astronomy Observatories Research and Development Project Case Files, 1970-1976. NAID Identifier 2838899. This series contains experiment proposals for inclusion aboard the High Energy Astronomy Observatory (HEAO). These proposals were submitted by various universities and National Aeronautics and Space Administration (NASA) facilities. The series also contains synthesis plans produced by the George C. Marshall Space Flight Center (MSFC) regarding the operation and execution of various experiments to be performed by the Energetic Gamma Ray Experiment Telescope (EGRET), as part of the HEAO. The series also contains technical reports, progress reports, statements of work, program development plans, and technical manuals.

Records Related to High Energy Astronomy Observatory Meetings and Review Boards, 1972-1979. NAID Identifier 3129027. This series contains meeting minutes, memos, correspondence, technical reports, systems review reports, and action items checklists. The series documents management and review board operations regarding the High Energy Astronomy Observatory Project. Topics include meeting scheduling, pre-flight planning, mission readiness, configuration management operations, engineering, and electrical systems.

### **Space Station Projects Office, 1984 – ca. 1994**

Selected Project Case Files for Space Station Freedom Project, 1989-1993. NAID Identifier 4487015. This series consists of Change Request documents, Preliminary/Program Design Review (PDR) files, committee review files, correspondence, and meeting minutes. The series also contains approximately 700 pages of inventory records related to the documents on microfilm. These documents describe the images contained on the microfilm. Topics include design and implementation of various components of the space station as well as engineering issues.

### **Spacelab Project Office, Office of the Program Engineer, 06/1974 – 06/1977**

Congressional Committee Files, 1974-1981. NAID Identifier 281559. The series consists of position papers and statements prepared for the Solar Energy Application Project Office staff and National Aeronautics and Space Administration officials scheduled to testify before Congressional committees; and correspondence between SEAP/MSFS staff and members of Congress, business people, and staffs of other agencies, requesting information. The records also include reports gathered from other agencies and copies of bills and laws.

Follow-on-Procurement Records, 10/1967-04/1982. NAID Identifier 281561. The material consists of bound and unbound reports, with related correspondence. Format includes lists, tables, graphs, cost studies, and drawings of structures and hardware. This material contains follow-on-procurement (FOP) documentation that the Office of Procurement does not contain nor duplicate. Material includes data on flight hardware proposals and how contractors were complying with standards set by the National Aeronautics and Space Administration (NASA) and the European Space Agency (ESA).

Historical Records, 06/1974-06/1977. NAID Identifier 281560. The material includes minutes, reports of meetings, and correspondence, leading up to the Memorandum of Understanding that created the Spacelab project.

Monthly Status Reports, 01/1974-04/1986. NAID Identifier 281562. The material consists of bound and unbound reports. Some of the reports were produced by National Aeronautics and Space Administration (NASA), others by European Space Agency,(ESA) and some by various consultants or sub-contractors. Most of the NASA reports consist of graphs, tables, and lists, usually prefaced by a brief narrative summary by the Project Manager. Most of the reports are monthly but some are quarterly.

### **Systems Analysis and Integration Laboratory, ca. 1983 – ca. 1993**

Spacelab Payload Flight Data Files, 1983-1993. NAID Identifier 3190117. This series contains reference manuals for various experiments to be performed aboard Spacelab flights 1, 2, and 3. It also contains reference manuals for various experiments performed in conjunction with the Microgravity Laboratory, Astro, and Atlas Spacelab experiment platforms flown aboard the Space Shuttle. These files include Crew Activity Books, photos, technical users manuals, cue cards, and experiment instruction files.

### **Technical Services Office, 1960 – ca. 1973**

Photographs, 1960-1973. NAID Identifier 3371052. This series consists of photographs of hardware, personnel, facilities, ceremonies, and vehicles at the George C. Marshall Space Flight Center (MSFC). The series documents images from the major manned spaceflight programs, Mercury, Gemini, and Apollo, in addition to various technical and engineering aspects related to those programs and numerous other activities at MSFC. Most photos are accompanied by a Photographer's Caption Data Sheet which lists the title of the photograph, the date it was taken, the photographer, and an identification number.

### **Technical Staff Office, ca. 1962 – 1964**

Manufacturing Engineering Working Group Meeting Documents, 1962-1964. NAID Identifier 4319714. This series contains file copies of meeting minutes of manufacturing engineering working groups. The meetings were held at the George C. Marshall Space Flight Center (MSFC) and were attended by National Aeronautics and Space Administration (NASA) employees and contractors. The series documents numerous engineering and technical issues regarding various components and stages of the Saturn family of rockets.

### **Technology Utilization Office, ca. 1962 – ca. 1975**

Technical Support Package Files, 1962-1975. NAID Identifier 3281839. This series contains Technical Support Package (TSP) files. TSP files contain varying amounts of technical documentation related to and describing aspects of engineering innovations reported in National Aeronautics and Space Administration (NASA) Technical Briefs. Technical Briefs were issued

to summarize specific innovations derived from the U.S. space program and to encourage their commercial application. The series also contains memos, correspondence, computer data printouts, and handwritten notes.

Technical Support Package Files, 1968-1969. NAID Identifier 3190096. This series contains Technical Support Package (TSP) files. TSP files contain varying amounts of technical documentation related to and describing aspects of engineering innovations reported in National Aeronautics and Space Administration (NASA) Technical Briefs. Technical Briefs were issued to summarize specific innovations derived from the U.S. space program and to encourage their commercial application.

## **John F. Kennedy Space Center**

Real Property Tract Files, 1961-1964. NAID Identifier 4492468. This series contains land deeds, memos, correspondence, closing papers, and real estate appraisal documents. The series documents the purchase of various tracts of land by the National Aeronautics and Space Administration (NASA) from private landowners. The task of purchasing the land for NASA was carried out by the Army Corps of Engineers.

### **Administrative Services Office, 12/1963 – ?**

Picture Log Books, 1960-1964. NAID Identifier 4522385. This series contains photos of individuals, groups, equipment, facilities, vehicles, parts, and instruments. The photos document Project Mercury, Sigma 7, Faith 7, Gemini-Titan, and early portions of the Saturn Project.

### **Administrative Services Office, Issuance and Forms Management Section, 12/1963 – ?**

Notices and Management Issuances, ca. 1963-1972. NAID Identifier 4522380. This series contains back up files on John F. Kennedy Space Center management issuances. The files cover administrative regulations which were converted into the issuance system which went into effect in 1965. The series also contains memos, correspondence, handwritten notes, and administrative regulations, issuances, notices, and handbooks which were not converted to the issuance system.

### **Directorate of Design Engineering, 12/1963 – ?**

Research and Development Project Files, 1965 – 1968. NAID Identifier 4726290. This series contains Work Order Analysis Reports and log book records. The records were created by the Analytical Laboratory/Bendix Department for the National Aeronautics and Space Administration (NASA). Topics include sampling and analysis of gases, liquids, cryogenics and hypergolic material for Boeing, Chrysler, A.O. Electronics, IBM, and others in support of LC-34, LC-37, LC-39, Vandenburg Air Base, and Kennedy Space Center Industrial Area. Work Order Analysis Reports detail the history of a material, system, or component, sampled and analyzed

on work order control numbers. Reports include dates, contractor, commodity, component location, procedure, specification, particle count data, and chemical analysis.

Status and Program Reports, 1960-1966. NAID Identifier 3195184. This series contains bi-weekly contract status reports, summary project status reports, quarterly progress reports, and various systems progress reports. The series also contains Launch Support Equipment Engineering Division monthly progress reports, Propellant Systems Branch progress reports, Launch Equipment Branch progress reports, Launcher/Transporter Systems Branch progress reports, Launch Systems Reliability Office progress reports, weekly notes to Dr. Debus, and Saturn progress reports.

### **Directorate of Design Engineering, Project Integration Office, LC-39 Area Management Branch, 12/1963 – ?**

Launch Complex 39 Management Files, 1965-1970. NAID Identifier 2788604. This series contains administrative and management correspondence and memos concerned with the review and control of the mission contractor's design of the Apollo Program's Complex 34 and 37 Systems, which had been salvaged. The records also contain correspondence regarding technical reports and status reports. Topics include engineering issues, project management, safety, launchpad operations, and logistics.

### **Directorate of Design Engineering, Requirements and Resources Office, Real Estate Branch, 12/1963 – ca. 1970**

Real Property Management Files, ca. 1963-1970. NAID Identifier 4499829. This series contains memos, correspondence, maps, acquisition reports, real estate appraisal forms, photos, and handwritten notes. The series documents the acquisition, appraisal, disposal, and management of land surrounding the John F. Kennedy Space Center (KSC). Topics include valuation, land leasing, budgeting, and facilities planning.

### **Directorate of Technical Support, ? – ?**

Upper Level Management Files, 1961-1975. NAID Identifier 281556. The records consist of correspondence, memoranda, and reports, some with drawings or diagrams attached. Many of the files relate to specific launches and include material such as launch plans and pre-launch checkouts.

### **Installation Support Directorate, Documentation and Data Management Branch, ca. 12/1963 – ca. 1973**

Management Issuance Documents, 1970-1972. NAID Identifier 4522375. This series contains record copies of John F. Kennedy Space Center notices that were superseded or rescinded between January 1st and December 31st of 1970. Topics include organizational structure, the Apollo program, delegation of authority, safety procedures, material handling and storage, and personnel.

## **Launch Vehicle Operations Office, 12/1963 – ?**

Launch Vehicle Operations Documents, 1965-ca. 1968. NAID Identifier 4522403. This series contains memos, correspondence, handwritten notes, and meeting minutes. The series documents the management and administration of multiple issues related to launch vehicle operations at the John F. Kennedy Space Center (KSC).

Launch Vehicle Operations Documents, 1969-1972. NAID Identifier 4499637. This series contains memos, correspondence, reports, handwritten notes, and meeting minutes. The series documents the management and administration of multiple issues related to launch vehicle operations at the John F. Kennedy Space Center (KSC). The series also contains Dr. Gruene's notes regarding Apollo missions 12, 13, and 16. Topics include manpower, cost analysis, personnel, testing, hardware, software, training, and logistics.

## **Office of Chief Counsel, 12/1963 – ?**

Legal Opinions Files, 1963-1968. NAID Identifier 4576239. This series contains Legal Review Forms prepared by the Office of Chief Counsel. The series also contains correspondence and memos pertaining to the issue addressed by each Legal Review Form. The majority of the records pertain to contracts, contract changes, and other contractor related issues.

## **Office of the Deputy Director, 12/1963 –**

Records of Top Management Officials, 1964-1977. NAID Identifier 4532632. This series contains meeting minutes, review notes, correspondence, handwritten notes, cost analysis reports, administrative reports, weekly reports, invitations, staff notes, and weekly notes. The series covers a wide array of management and administrative issues dealt with by the Deputy Director's Office. Topics include contractors, personnel, project integration, scientific studies, operating plans, visitors, public affairs, launch processing, flight operations, facilities, and budgeting.

## **Office of the Director, 12/1963 –**

Records of Top Management Officials, ca. 1960-ca. 1974. NAID Identifier 4532635. This series contains memos, correspondence, meeting minutes, weekly reports, weekly notes, handwritten notes, management reports, invitations, and congressional correspondence. The series documents the administration of activities at the John F. Kennedy Space Center (KSC) at the highest level during the tenure of Dr. Kurt H. Debus. The series also documents the interaction of the Office of the Director with various departments, contractors, government agencies, and the general public. Topics include committees, boards, public affairs, issuances, legal matters, personnel, technology utilization, Shuttle, Spacelab, Apollo, administration, facilities, and congressional visitors.

Records of Top Management Officials, ca. 1974-ca. 1979. NAID Identifier 4532638. This series contains memos, correspondence, meeting minutes, weekly reports, weekly notes, handwritten notes, management reports, invitations, and congressional correspondence. The

series documents the administration of activities at the John F. Kennedy Space Center (KSC) at the highest level during the tenure of Lee R. Scherer. The series also documents the interaction of the Office of the Director with various departments, contractors, government agencies, and the general public. Topics include committees, boards, public affairs, issuances, legal matters, personnel, technology utilization, Shuttle, Spacelab, Apollo, administration, facilities, and congressional visitors.

Records of Top Management Officials, 1981-1986. NAID Identifier 4545951. This series contains memos, correspondence, meeting minutes, weekly reports, weekly notes, handwritten notes, management reports, invitations, and congressional correspondence. The series documents the administration of activities at the John F. Kennedy Space Center (KSC) at the highest level during the tenure of Richard G. Smith. The series also documents the interaction of the Center Director's office with various departments, contractors, government agencies, and the general public. Topics include committees, boards, public affairs, issuances, legal matters, personnel, technology utilization, Shuttle, Spacelab, administration, facilities, and congressional visitors.

### **Office of the Director of Information Systems, 12/1963 – ?**

Communication Program Files, 1963-1967. NAID Identifier 4576236. This series contains handwritten notes, procurement request documents, communications service request documents, memos, correspondence, telegrams, and audit reports. Topics include electronic communication, installation of communication systems, messaging, hardware, security, personnel, and clearance.

### **Office of the Director of Technical Support, 12/1963 – ?**

Technical Support Administration Files, 1975. NAID Identifier 4492465. This series contains memos, correspondence, handwritten notes, reports, and presentation documents. The series documents the administration of technical and administrative issues related to various projects at the John F. Kennedy Space Center (KSC), including the Space Shuttle. Topics include awards, contractors, personnel, administration, procurement, equipment use, and land use.

### **Office of Manned Space Flight, Office of the Director, ? – ?**

Correspondence Files, 1962-1972, documenting the period 1947-1972. NAID Identifier 281555. The records consist of official National Aeronautics and Space Administration correspondence and reports, primarily from 1963. They also include a collection of appointment and telephone message cards prepared for Dr. Debus from 1962 to 1972. There is also personal correspondence and copies of articles and studies written by Dr. Debus from as early as 1947. Some of this material is in German and only a few of these documents are accompanied by English translations.

### **Office of Manned Space Flight, Public Affairs Office, ? – ?**

Kennedy Space Center General Information Files, ca. 1963 - ca. 1999. NAID Identifier 4576728.

This series contains promotional and historical information about the John F. Kennedy Space Center. Through images and text, the audiovisual recording covers activities and milestones at the facility and its role in implementing the National Aeronautics and Space Administration's (NASA) mandate.

News Media Files, 1965 - ca. 1975. NAID Identifier 4576730. This series contains correspondence, handwritten notes, official press releases, reports, and scripts. The series contains material released to the public regarding a variety of issues, events, and projects at the John F. Kennedy Space Center (KSC). Topics include the Apollo 11 anniversary, requests, contractors, travel, guests, and Project Gemini public affairs activities.

Public Affairs Fact Sheets, 1959 - 1964. NAID Identifier 4576731. This series contains fact sheets, news releases, memos, correspondence, and handwritten notes. The projects referenced in this series include Juno II, and Jupiter C. The series also contains documents related to press conferences and official statements to the media.

Spaceport News, 1966 – 1997. NAID Identifier 4576729. This series contains record copies of Spaceport News. This publication was produced by the National Aeronautics and Space Administration (NASA) and disseminated to John F. Kennedy Space Center (KSC) employees and contractors. The publication covers a wide variety of topics, primarily related to the processing, launching, and landing of spacecrafts for Earth orbit and deep space.

### **Personnel Office, Systems Training and Employee Development Branch, ca. 1965 – ?**

Research and Development Training File, 1965-1969. NAID Identifier 4576240. This series contains memos, correspondence, study guides, handbooks, and technical reports. Much of the material was written and prepared by contractors and references specific subsystems. Topics include safety, training, software, guidance and navigation, training, checkout procedures, and propellant.

Training Aids Files, 1966 – 1969. NAID Identifier 4656229. This series consists of training aids, training announcements, lesson plans, and study guides used in training courses for National Aeronautics and Space Administration (NASA) and John F. Kennedy Space Center (KSC) employees. The training material was submitted by contractors and covers specific stages of the Saturn rocket or the specific piece of ground support equipment for which the contractor was responsible. Topics include Saturn S-II, Local Area Network (LAN) implementation, logistics, organization and staffing, Saturn S-IV B, and engineering reliability.

### **Public Affairs Office, ? – ?**

News Releases, 1961-1964. NAID Identifier 281553. The series consists of news releases from the Kennedy Space Center (KSC), from other National Aeronautics and Space Administration (NASA) centers, and from some contractors. These contractors include Douglas Aircraft Company, Lockheed Aircraft Corporation, International Business Machines (IBM), and Radio

Corporation of America (RCA). The releases from the contractors and from other NASA centers may be information copies maintained at KSC and not record copies.

Speeches, 1961-1963. NAID Identifier 281554. The series consists of transcripts of speeches delivered by National Aeronautics and Space Administration (NASA) personnel. Speeches delivered by NASA Headquarters personnel as well as personnel from other NASA centers are included. Some of these may be information copies maintained at the Kennedy Space Center and not record copies.

### **Public Information Branch, 12/1963 – ?**

News Media Files, 1968-1975. NAID Identifier 4225121. This series contains accreditation letters, medical briefing reports, press releases, handwritten notes, experiment integration summary reports, press conference transcripts, recovery transcripts, program contingency plan reports, press accreditation files, mission director's briefing reports, mission commentary documents, correspondence, status reports, and technical information summaries. The series covers Apollo missions 8 through 17 as well as Skylab. The records document newsworthy information released from the John F. Kennedy Space Center (KSC) regarding technical, personnel, scientific, and logistical issues related to each flight.

Special Project Files, 1970-1972. NAID Identifier 4499865. This series contains monthly reports, memos, correspondence, handwritten notes, quarterly reports, and meeting documents. The series documents educational outreach activities by Kennedy Space Center (KSC) staff to students as well as the general public. Topics include research, workshops, student tours, university involvement, travel, and visitors.

### **Quality Assurance Directorate, 12/1963 – ca. 1969**

Program Safety Audit Files, 1966 – 1969. NAID Identifier 4656224. This series contains audit reports, survey reports, status reports, and special studies reports. The series also contains correspondence and memos related to the reports. Topics include equipment, contractors, and safety.

### **Resources and Financial Management Office, 12/1963 – ?**

Accounting Ledgers and Reports, 1968 - 1970. NAID Identifier 4576732. This series contains accrual ledger sheets and Corps of Engineers status reports. Topics include financial analysis and cost accounting of contractor activities.

### **Shuttle Projects Office, ca. 1969 – ?**

Shuttle Project Administration Upper Level Management Files, 1975. NAID Identifier 4499644. This series contains memos, correspondence, presentation documents, technical reports, administrative reports, meeting minutes, and test reports. The series documents the Kennedy Space Center's (KSC) role in the development of the Shuttle program. Topics include ground support and operations, equipment procurement, payloads, contractors, and testing.

## **Spacecraft Operations Office, 12/1963 – ?**

Astronaut Health Monitoring Machine Files, 1965 – 1970. NAID Identifier 4576733. This series contains bio-medical records of astronauts from the Gemini and Apollo programs. Included in these records are data from electrocardiograms, and blood pressure, respiration, and body temperature readings. The series also contains results from tilt table tests and ergometer studies.

## **Support Operations Office, 12/1963 – ?**

Launch Vehicle Operations Documents, 1964-1968. NAID Identifier 4492472. This series contains memos, correspondence, handwritten notes, technical reports, and form documents. The records include narrative and statistical reports on accomplishments including accounts of the agency's history, special reports on studies, surveys, audits and inspections, with related papers showing their inception, scope, procedure, and results. The series also contains case files on approved plans, policies, programs, projects and procedures, including project reports. Topics include supply duties, safety, contractor operations, hazardous material transportation and storage, cost analysis, and documentation.

Management Appraisal Records, 1964 – 1968. NAID Identifier 4576741. This series contains narrative and statistical reports on accomplishments, including accounts of the agency's history; special reports on studies, surveys, audits and inspections, with related papers showing their inception, scope, procedure and results; and case files on approved plans, policies, programs (including internal management improvement, records, management, and staff development programs) projects and procedures, including project reports.

Management Appraisal Records, 1970 – 1970. NAID Identifier 4576743. This series contains correspondence, memos, technical drawings, handwritten notes, and forms. The series also contains personnel authorization vouchers relating to manpower authorization changes and organizational realignments. Included are requests to increase and decrease the number of personnel.

Support Operations Systems Documents, ca. 1963 – 1968. NAID Identifier 4576738. This series contains memos, correspondence, status reports, handwritten notes, and engineering drawings regarding support operations for various systems and projects. Topics include Project Gemini, life support, fire suppression, configuration management, engineering, tracking and data acquisition, and technical shops.

## **Technical Services Office, 12/1963 – ?**

Photographs, ca. 1963 - ca. 1975. NAID Identifier 4656235. These records consist of photographs. Images include launch facilities, personnel, spacecraft, and office facilities. The photos also document testing and selected events.

## **Technology Office, 12/1963 – ?**

New Technology Clause Contract Files, ca. 1963 – 1967. NAID Identifier 4656257. This series contains files on John F. Kennedy Space Center (KSC) contracts containing the "New Technology" clause. Each file includes all of the Technology's Office correspondence with the contractors, the Procurement Office, and the Financial Management Office.

## **John C. Stennis Space Center**

### **Office of External Affairs, 1988 –**

"Lagniappe" Employee Newspapers, 1977-2001. NAID Identifier 3205906. This series contains copies of an in-house published employee periodic newsletter. The newsletters consist of bulletins or similar types of official publications that contain information relating to the John C. Stennis Space Center (SSC) facilities, operations, significant projects, mission development, personnel, social fabric, and other information of interest to National Aeronautics and Space Administration (NASA) employees, contractors, and administrators.

## **Centers for Disease Control**

Interagency Committee on Back Contamination, 1965-1972. Accession number 75A1742. The Committee was concerned with the appropriate quarantine procedures for astronauts, equipment, and samples returning from the moon. There are memorandums, letters, manuals, meeting minutes, reports, and some photographs of the committee's leadership at a conference.