

Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)
U S Department of State

2 Major Subdivision Bureau of Oceans and International Environmental Scientific Affairs

3 Minor Subdivision Space and Advanced Technology Staff (OES/SAT)

4 Name of Person with whom to confer
Shelia A Prince

5 Telephone (include area code)
(202) 261-8428

Leave Blank (NARA Use Only)

Job Number
NI-059-09-35

Date Received
6/5/09

Notification to Agency

In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date
21 May 2009

Archivist of the United States
[Signature]

6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required is attached has been requested

Signature of Agency Representative
Tasha M. Thran *[Signature]*

Title
Agency Records Officer

Date (mm/dd/yyyy)
5/20/09

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>See Attached Schedule for OES Information System U. S Space Objects Registry</p>		

**Bureau of Oceans and International Environmental Scientific Affairs
Space and Advanced Technology Staff (OES/SAT)
U.S. Space Objects Registry
Records Disposition Schedule**

The Bureau of Oceans and International Environment Scientific Affairs, Space and Advance Technology Staff (OES/SAT) maintains the official United States Space Objects Registry in accordance with Article IV of 1975 United Nations (UN) Convention on Registration of Objects Launched into Outer Space. The Registry contains records from 1959 to the present. OES/SAT provides updates to the UN Secretary-General for inclusion into UN Registry on Objects Launched Into Outer Space.

~~1a. U.S. Space Objects Registry~~

~~Description: System Input~~

~~Data manually entered into the database from faxes, letters and other documentation provided by Department of Defense (DOD), Federal Aviation Administration (FAA), and various other sources that include name of objects, name of launching state or states; appropriate designator or registration number; date and territory or location of launch; orbital parameters (nodal period, inclination, apogee, perigee); and general function and status of the space object for each items listed.~~

~~Disposition: Temporary Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, whichever is later.~~

~~DispAuthNo: GRS 20, Item 2a(4)~~

1b. U.S. Space Objects Registry

Description: Master Data File:

The Space Objects Registry is a cumulative database of all space objects launched by the United States. Data files contain the following information concerning each space object listed in the database: name of objects, name of launching state or states; appropriate designator or registration number; date and territory or location of launch; orbital parameters (nodal period, inclination, apogee, perigee); and general function and status of the space object.

Disposition: Permanent. Create database snapshot every 5 years and pre-accession to National Archives. Transfer legal custody of snapshot to NARA when 25 years old.

DispAuthNo:

1c. U.S. Space Objects Registry Reports

Description: System Output:

Reports generated and sent to UN Secretary-General for inclusion into UN Register of Objects Launched into Outer Space.

Disposition: Permanent. Cut off at end of calendar year. Transfer to NARA 25 years after cut off.

DispAuthNo: (New Item)

~~**1d. U.S. Space Objects Registry**~~

~~**Description: System Documentation:** Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, operations and maintenance guide.~~

~~**Disposition: Permanent** Transfer to the National Archives with the permanent electronic records to which the documentation relates.~~

~~**DispAuthNo:** GRS 20, Item 11a(2)~~

~~**1e. U.S. Space Objects Registry**~~

~~**Description: Backup of Files:** Electronic copy, considered by the agency to be a Federal record, of the master copy of electronic record or file retained in case the master file or database is damaged or inadvertently erased. Incremental backup are done daily, full backups are done weekly and monthly to storage area network on disc.~~

~~**Disposition: Temporary.** Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.~~

~~**DispAuthNo:** GRS 20, Item 8a~~