

Office of Commercial Space Transportation (OST)

This office encourages, facilitates, and promotes commercial space transportation activities by the United States private sector. Develops and manages the regulatory program and licensing process for commercial launch vehicle launches and associated services. Conducts safety research necessary to support sound and efficient safety standards and guidelines. Identifies and analyzes interagency, inter-agency, and international issues affecting commercial launch activities. Develops space transportation policies. Serves as the Department's primary contact with the space industry, public interest groups, the White House, the Congress, the public and other agencies with respect to commercial space transportation.

1. Directors and Associates Directors Subject Files/ General Correspondence File

Files signed and reviewed by high level administrators on program policies, directives, procedures, studies, reports, briefing papers, speeches, corporation, international organizations, Congress and other Federal agencies that relate to the administration and operation of OST.

PERMANENT Transfer to FRC when 3 years old Transfer to NARA when 10 years old (N1-398-94-4, item 2)

2 Reports/Publications Files Official public reports, studies, and projects produced by staff and/or contractors relating to commercial space transportation

2a Record Copy PERMANENT Transfer to FRC 3 years after publication of report Transfer to National Archives 10 years after publication (N1- 398-94-4, item 3a)

2b Other copies Temporary DESTROY when no longer needed for public distribution (N1-398-94-4, item 3b)

3 Commercial Space Transportation Advisory Committee (COMSTAC) files. Committee agendas, transcripts of proceedings, membership information, briefing books and minutes

PERMANENT Transfer to FRC when 5 years old Transfer to the National Archives when 15 years old (N1-398-94-4, item 4)

4 License Application File

Records include application, technical review of applications, maximum probable loss determinations and project files, risk assessment, license, license orders, and compliance monitoring documents.

Temporary DESTROY Transfer to FRC when 5 years old Destroy when 25 years old (N1-398-94-4, item 5)

5 Reading Day Files Chronological files duplicating all outgoing correspondence

Temporary DESTROY when two years old (N1-398-94-4, item 1)