

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-255-04-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-13-2003</i>	
1. FROM (Agency or establishment) National Aeronautics and Space Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Columbia Accident Investigation Board		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Bill Sikora	5. TELEPHONE NUMBER 216-433-2318	DATE <i>4-23-04</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>6</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>10/22/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Admiral Harold Gehman, ret. USN		TITLE Chairman of the Columbia Accident Investigation Board
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please See Attached.		
<i>cc Agency NAWMD, NAWME, NAWCS, NAWCT</i>			

Attachment to SF115, *Request for Records Disposition Authority*
Records of the Columbia Accident Investigation Board
NARA Job No. N1-255-04-1

This records schedule reflects the multimedia records that have been created and received by the Columbia Accident Investigation Board (CAIB) since the day of its official creation by the National Aeronautics and Space Administration (NASA) Administrator, Sean O'Keefe, on February 1, 2003. This records schedule covers only those federal records created, received, and maintained in the course of business by the CAIB.

The records of the CAIB are primarily created, received, and maintained in various electronic multimedia formats, including Portable Document Format (PDF), digital photographs, electronic audio recordings, electronic video recordings, slide presentations, graphs, drawings, and electronic mail messages in PST format, with attachments in their native format that have been converted to PDF files. Unless specifically noted in the items and subitems below, the assumption should be made that the records exist in an electronic format. The assumption should also be made that all electronic records that are identified as permanent will be transferred to the custody of the National Archives and Records Administration (NARA) in accordance with those transfer instructions specified in 36 CFR 1228.270, and related NARA guidance and standard operating procedures for the transfer of electronic media.

The purpose of this records schedule is to specify the legal disposition of the records listed on this records schedule. The access restrictions to these records will be specified in correspondence between the chairman of the Board, the NASA Administrator, and the Archivist of the United States, and on the SF258, *Agreement to Transfer Records to the National Archives of the United States*.

Item 1. *Concordance* Databases, Related Indices, Related Data Documentation, and System-related records

1.a. CAIB Document Database

The CAIB Document Database contains over 35,000 documents created and received by the CAIB during its investigation. Records in the database include testing reports, reports and related records from the CAIB Independent Analysis Team, interim recommendations, independent assessment team reports, presentations, photographic images, drawings, and correspondence. Also included are substantive electronic mail messages that have been created and received by, but are not necessarily limited to, the Board Members, Principal Investigators, and senior-level CAIB staff. This includes, but is not limited to, those messages that document procedures, opinions, advice and guidance, and other matters that relate to the work of the CAIB.

The records are in PDF format with ASCII tables. The database also includes a minimal number of MPEG (family of digital video compression standards and file formats) records.

Disposition: PERMANENT. Transfer to the custody of the National Archives of the United States following the completion of the work of the CAIB.

1.b. CTF Document Database

The Columbia Task Force (CTF) Document Database contains approximately 45,000 records that were requested by the Board, scanned into NASA's Process Based Mission Assurance (PBMA) database at Johnson Space Center, and then retrieved by the Board's contractor out of a drop-box and converted to PDF format. Generally, these are the records that the Board reviewed and utilized during its investigation into the Columbia accident. The records include links to files that were too large to be stored in either database, links where some are no longer live. Other than the PDF conversion, no records management tools have been applied to the records in the CTF database. The records in the CTF database include CAIB requests for information from NASA, reports and presentations, hardware release and debris test approval forms, images, and drawings. There is minimal duplication between the CTF and CAIB databases; however, there is significant duplication between the CAIB CTF database and the NASA PBMA database.

Disposition: PERMANENT. Transfer to the custody of the National Archives of the United States following the completion of the work of the CAIB.

1.c. Investigative Meeting Minutes Records

1.c.1. Investigative Meeting Minutes Database

The Investigative Meeting Minutes Database contains more than 69 scanned records that were created as a result of the meetings that were held by the CAIB Members and investigators that were assigned to and comprised the staffing of the CAIB. Also included are presentations by the investigators and the deliberative discussions of the CAIB.

Disposition: PERMANENT. Transfer to the custody of the National Archives of the United States following the completion of the work of the CAIB.

1.c.2. Textual copies of meeting minutes and presentations.

Printouts of meeting minutes and presentations that have been created with wordprocessing and PowerPoint applications that have been scanned into the database (item 1.c.1).

Disposition: TEMPORARY. Destroy upon verification of the images in the Investigative Meeting Minutes Database.

1.d. Financial Database

This database contains working and reference copies of contract and budgetary information related to the operation of the CAIB. NASA is responsible for maintaining the official recordkeeping copies. Included are copies of support contractor statements of work and reports of expenditures. This database does not contain NASA budget data.

Disposition: TEMPORARY. Destroy/Delete upon the termination of the Board.

1.e. Data Documentation

Information about file fields and codes in the *Concordance* databases.

1.e.1. Documentation (in PDF and/or textual formats) to those databases where the data are proposed as permanent.

Disposition: PERMANENT. Transfer to the custody of the National Archives of the United States at the time of transfer of the data that has been identified in this records schedule as having permanent value.

1.e.2. Documentation to those databases where the data are proposed as temporary.

Disposition: TEMPORARY. Destroy/Delete when superseded or obsolete, or upon authorized deletion of the related master file or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. (GRS 20, item 11.a.)

GRS
applies

1.f. System diagnostics, Backup tapes, Tracking and Control records, Queries and Sorts, Decision-making tools, and related system management records.

Disposition: TEMPORARY. Follow disposition instructions in GRS 20 and GRS24.

GRS
applies

Item 2. Interview records - Privileged witness testimonies in the format of audio recordings, electronic transcripts (Interview Database), and interview notes. Also included are the copies received from NASA of the written statements that were made by the staff of NASA's mission control and other NASA staff and contractors immediately following the Columbia accident. The database contains approximately 280 records.

2.a. Electronic and textual transcripts of privileged witness interviews, electronic 'keyed-from-paper' statements prepared by NASA staff/contractors at mission control immediately following the accident, and related supporting documentation from interviewers and interviews.

Disposition: PERMANENT. Transfer to the custody of the National Archives of the United States following the completion of the work of the CAIB.

NOTE: The National Archives of the United States will preaccession these records for archival preservation purposes at the end of the work of the CAIB. Legal custody will transfer at the end of the term of the 109th Congress in 2006.

2.b. Audio recordings of privileged witness interviews.

Recordings on nonarchival quality microcassettes.

Disposition: PERMANENT. Transfer to the custody of the National Archives of the United States following the completion of the work of the CAIB.

NOTE: The National Archives of the United States will preaccession these records for archival preservation purposes at the end of the work of the CAIB. Legal custody will transfer at the end of the term of the 109th Congress in 2006.

2.c. CAIB copies of original handwritten statements prepared by NASA staff/contractors immediately following the accident and provided to the CAIB for purposes of review. NASA maintains the original textual records. The CAIB's official recordkeeping copy is in an electronic format (item 2a).

Disposition: TEMPORARY. Destroy CAIB copies upon verification of the electronic copies of the statements (item 2.a).

Item 3. Interim and Final Report records

3.a. Final Report and related Appendices – electronic and paper copies (one each)

Disposition: PERMANENT. Transfer to the custody of the National Archives of the United States following the completion of the work of the CAIB.

3.b. Working files and notes

Disposition: TEMPORARY. Destroy/Delete upon verification of the information in the final report, or upon the completion of the work of the CAIB, whichever is later.

Item 4. Public Affairs records

Audio-visual and textual formats on compact disks (CD's and DVD's) and on VHS that contain still photographs with captions, video recordings of United States Senate briefings, lectures, conferences, press conferences, and transcripts of public hearings. One captioned copy of each digital photograph and one copy of a computer-animated presentation of the shuttle damage.

Disposition: PERMANENT. Transfer to the custody of the National Archives of the United States following the completion of the work of the CAIB.

Item 5. Public Comment records – over 3,500 electronic and paper records received from the public, including from science experts.

5.a. Public Comment Database – electronic mail messages received via the CAIB's website, scanned images of letters received via surface mail, and electronic transcripts of telephone communications with the public.

Disposition: PERMANENT. Transfer the electronic records, including any related Indices, to the custody of the National Archives of the United States following the completion of the work of the CAIB.

5.b. Original textual correspondence received via surface mail, textual notes and transcripts of telephone communications with the public, and paper printouts made for reference purposes from the Public Comment Database.

Disposition: TEMPORARY. Destroy/Delete upon verification of the information in the Public Comment Database.

Item 6. CAIB Web Content and Web Management records

The CAIB web site contains information about the activities of the CAIB and its members. Included are electronic and paper records of the CAIB's web pages, associated documentation, web site policy and planning files, records created during the implementation of the web site, electronic copies as inputs to the site, web site page content files and code (HTML-encoded pages), electronic images that the end user of the site sees (outputs), web site use and control reports (logs and statistical compilations, web site map), web site screen printouts (archives), system documentation, web design records, web site change control records, web site migration records, and system/COTS configuration software.

Disposition: TEMPORARY. Destroy/Delete upon termination of the CAIB.

Item 7. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered in this records schedule.

Disposition: TEMPORARY. Delete after recordkeeping copy has been produced.