

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
National Aeronautics and Space Administration (NASA)

2. MAJOR SUBDIVISION
NASA Headquarters

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Patti F. Stockman, NASA Records Officer

5. TELEPHONE
(202) 358-4787

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-255-05-1

DATE RECEIVED
10-22-2004

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
11/3/08

ARCHIVIST OF THE UNITED STATES
Allen [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 1 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; or has been requested.

DATE Wed, Oct 6, 2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patti F. Stockman</i>	TITLE NASA Records Officer, NASA Headquarters, Code AO
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
NRRS 1/39	See Attached.	N1-255-94-1 NRRS 1/39 (complete)	

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Item No.: NRRS 1/39

GRS or Superseded Job Citation: N1-255-94-1
NRRS 1/39 (complete)**Description of records and proposed disposition**

NASA Periodic Information Series--House Organs

Periodic newsletter, bulletins, or similar types of official Center publications that contain information relating to Center facilities, operations, significant projects, mission development, personnel, social fabric, and any other information of interest to NASA employees.

- A. Record copy 1. PERMANENT. Transfer one copy of each issue to NARA annually in one-year blocks at the end of each calendar year. If in electronic format, transfer in accordance with 36 CFR § 1228.270 and current NARA guidance.
- B. Record copy 2. TEMPORARY. Transfer a second copy of each issue to local Center History Office. Destroy when no longer needed.
- C. Hard copy originals used to create imaged record copy on electronic media. TEMPORARY. Destroy/delete after verification of electronic record copy.
- ~~D. Electronic copies of records created using electronic mail, messaging systems, paging systems and word processing applications and used solely to generate a recordkeeping copy of publication. Also electronic records created and maintained for the purpose of updating, revising, or disseminating.~~
- ~~1. Copies that have no further administrative value after recordkeeping copy made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories including those on hard disk, network drives, shared drives, and all other electronic applications that are used only to produce the recordkeeping copy.~~

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.
 - ~~2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.~~

TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.

GOVERNED
BY GRS 20,
ITEM 14.

National Archives and Records Administration (NARA)
Technical Evaluation of Potentially Permanent PDF Records

Basic Descriptive Information

1. Title of records:

AeroSpace Frontiers (April 1999+), succeeding *Lewis News* (1942-March 1999)

2. Organization unit responsible for creating the records:

Community and Media Relations Office, External Programs Directorate, NASA Glenn Research Center (GRC)

3. Legal authority which specifically authorizes or requires the creation or maintenance of the records:

None that we know of.

4. Are there restrictions on access? If yes, please describe. Can the agency make a public use version of the records? Is the agency aware of the security implications associated with PDF files?

There are no restrictions on access. While its intended audience is GRC employees and retirees, it is made available to the general public as requested or needed. There is, technically, *only* a "public use version." Yes, GRC is aware of security implications associated with pdf files.

5. Arrangement:

Chronological by issue date. Issues are also identified by volume and number.

6. What is the content of the records and which agency programs does it support?

AeroSpace Frontiers supports all programs throughout the entire laboratory in its two facilities about 55 miles apart. Its intended audience is anyone who works or has ever worked at GRC.

7. Unit of analysis: (one record is created for each...) What is the unique identifier for each record (e.g., case file number, etc)?

Volume and issue number, and issue date (monthly).

8. Inclusive dates of records:

Lewis News, and *AeroSpace Frontiers* which follows it, were produced in hard copy only until 2002. From 2002 to September 2006, pdf files were produced and distributed via email announcement. A limited number of hard copies were printed for distribution to a mailing list of retirees without computer access and for other in-house purposes. NARA has the option of accessioning only the hard copy versions and abandoning the pdf files, with the possible exception below.

Four issues differ from the others. *AeroSpace Frontiers* for June, July, August and September 2006 were produced in color pdf. Nevertheless, the hard copy versions remained in b/w. If NARA wishes to obtain the most "complete" copy of these four issues, it will have to accession the pdf files.

Beginning with October 2006, GRC abandoned the pdf format and began production of *AeroSpace*

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Frontiers in a web-based environment. A freer-flowing format, it allows longer articles, more pictures, and less time spent in layout efforts. A severely limited number of hard copies are still produced in b/w for retirees who do not have web access, but the Community and Media Relations Office does not consider these truncated and abbreviated versions to be the official record of the publication.

9. Number of records:

12 per year.

10. File size of proposed transfer in megabytes or gigabytes:

We offer as an example the last b/w pdf publication (May 2006) was 1.7 MB. Using this as baseline, we suggest that the entire set from 2002 through 2006 is under 100 MB. The four color issues are, of course, considerably larger. Still, the entire set will fit tidily on one CD with plenty of room to spare.

11. Volume (annual accumulation):

None. Question does not apply to this situation, as no pdfs will be created in the future.

12. Are all the records in PDF or are the records in mixed formats? What are the other formats? How are the records related and how are they linked?

No other formats are used. Other formats were, of course, used to produce the ultimate pdf.

13. When are the records eligible for transfer to NARA?

Available as soon as NARA wishes to take them.

PDF Specific Questions

14. PDF file specification: version 1.0 1.1 1.2 1.3 1.4 1.5 or other _____.

Acrobat 6.5 or 7.0 (depending on issue date)

15. Are links to external information included in the PDF records? If yes, is the linked information considered a necessary part of the permanent record? If yes, the linked information will have to be transferred with the records. (See Section 3.2.2.1 of the NARA PDF transfer instructions)

No. Websites are referred to in issues, but are not active links.

16. Are there any comments or annotations on the records? Do they enhance the value and affect the appraisal of the records? If yes, the comments or annotations will have to be transferred with the records. (Section 3.2.2.1)

No.

17. Are there objects that are attached to the PDF document (e.g., MS Word files, MS Excel files, etc.)? If yes, please describe formats, volume. (Section 3.3)

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No. Photos are embedded.

18. Are keyed form data contained within the PDF records? If so, is it part of the PDF file or is it in a corresponding database, or both? [Note: form data can be exported from a PDF document and stored as a .FDF file. These data could be imported into a database].

No. Owners state, "You can't touch anything within the file. You can't extract from the file, nor can you copy and paste from it or to it."

PDF Guidance Requirements

19. Do the PDF records comply with the following sections of NARA's PDF transfer instructions? If not, please explain the deficiencies. Could these issues be corrected by the agency before transfer?

- a. Do the PDF records contain any security settings? If yes, please describe. (Section 3.2.1)

Nothing beyond the standard pdf settings.

- b. Can the agency deactivate all security settings for documents created after April 1, 2004? (Section 3.2.1.)

N/A

- c. If the links were determined to be part of the permanent record during the appraisal, how will the agency transfer the linked documents, files or sites? (Section 3.2.2)

N/A. Links were never created in the first place.

- d. Are keyed form data records being transferred as part of the PDF file or in a separate database or information system? (Section 3.2.2)

We think the question is not applicable to this situation.

- e. Do the PDF records contain embedded fonts? If yes, has the agency embedded all fonts, including the "base 14"? If not, can the agency embed the required fonts prior to transfer? (Section 3.3.1)

Fonts are not embedded. GRC can (and is willing to) embed them prior to transfer.

- f. Do scanned images of textual paper records converted to PDF adhere to the requirements in NWM 02.2003, MEMORANDUM TO AGENCY RECORDS OFFICERS: Expanding Acceptable Transfer Formats: Transfer Instructions for Scanned Images of Textual Records, dated December 23, 2002? (Section 3.4.1)

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N/A.

- g. Did the OCR process use compression to reduce file size? If yes, what process was used? Was the compression method lossless (i.e., no loss of data) or lossy (i.e., involves some data loss)? (Section 3.4.2)

N/A.

- h. Have the PDF records been compressed or aggregated for transfer? (Section 4.2)

Compression was used in order to shorten download time.

Finding Aids and/or Related Records

20. Are there any finding aids, indexes, or metadata for the PDF records? What is the format? Are they scheduled?

No.

21. Do the scanned or image records contain embedded searchable text based on Optical Character Recognition (OCR)? If yes, are there finding aids created from the OCR'd text? If yes, was there any "clean up" performed on the OCR'd text?

N/A.

22. Are there any external applications or executable programs used to navigate either within large PDF records or between multiple PDF records maintained as a collection? If yes, describe the application and how it is used. Can the records be viewed independent of the application? If not, can the application be transferred with the records in an approved format?

N/A.

Person(s) to contact regarding information on these questions	Telephone	Email
Doreen Zudell	216-433-5317	Doreen.B.Zudell@nasa.gov
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Technical Evaluation of Potentially Permanent PDF Records

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