

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

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

JOB NUMBER *NI-255-98-1*

DATE RECEIVED *5-12-98*

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Goddard Space Flight Center (GSFC)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
Mission Operations & Data Systems Directorate

4. NAME OF PERSON WITH WHOM TO CONFER
George Flemming, GSFC
Adria A. Lipka, NASA Records Officer

5. TELEPHONE
301-286-5425
202-358-1372

DATE _____ ARCHIVIST OF THE UNITED STATES _____

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; or has been requested.

DATE 04/28/98 SIGNATURE OF AGENCY REPRESENTATIVE *[Signature]*

TITLE
Adria A. Lipka
NASA Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>COMPUTER MEDIA - STORAGE FACILITIES (Sch. 2, Item 17) [NOTE: This item completely replaces the current Item 17 which was and shows as "Withdrawn" in the NRRS.]</p> <p>A. SPACE SCIENCE FLIGHT PROJECT AND EXPERIMENT DATA (Also see Schedule 8)</p> <p>Data which is from spacecraft and/or information-gathering instruments, used to create reduced or extracted data. these data typically represent any and all orbiting spacecraft originated data, including, but not necessarily limited to, instrument and housekeeping data. These data are used as input to Level 0 processing. Level 0 data (output from Level 0 processing) is the data which has been collected from a spacecraft, (reversed from tape recorder playback if required) merged with real-time data, and/or otherwise massaged as necessary to provide complete data sets for the Principal Investigators.</p> <p>1. GSFC Data Capture Element [e.g., GBRs (Generic Block Recording System); GRS (Generic Recording System)]</p> <p>DISPOSITION:</p> <p>Release data when 2 years old, after approval by the cognizant NASA authority. Extension may be granted on a case by case basis after written notification to the cognizant NASA authority and the NASA Records Officer. Data will not be retired to an FRC.</p> <p>CONTINUED - SEE NEXT PAGE</p>		<p align="center"><i>WITHDRAWN</i></p>

MAR - 3 1999
MHV

Withdrawn

copy to Agency NWM

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

PAGE

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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)
1	<p>2. Mission Data</p> <p>(a) Prime phase mission data, as specified in the Project Data Management Plan.</p> <p>DISPOSITION:</p> <p>The Project and the Principal Investigator will retain mission data for 2 years after capture unless an extension has been granted by the cognizant NASA authority and the NASA Records Officer. In such cases, extensions shall not exceed 35 years after data capture. Data will not be retired to an FRC.</p> <p>(b) Post-prime mission data.</p> <p>DISPOSITION:</p> <p>Post prime data may be released when no longer needed or 35 years after data capture, whichever is sooner, after written notification from the cognizant NASA authority. For post-prime missions, the data retention period shall not exceed 35 years and shall be determined by Project Office funding based on cost versus science return and as specified in the Project Data Management Plan. This data will not be retired to an FRC.</p> <p>3. Intermediate Data</p> <p>Intermediate data is that which may be created from primary data (Item 1 above).</p> <p>DISPOSITION:</p> <p>Release when no longer needed, or when 10 years old, whichever is sooner.</p> <p>B. OTHER SCIENTIFIC, ENGINEERING, AND EXPERIMENTAL DATA</p> <p>Data used in the development, fabrication, construction, testing, and/or routine operation of such things as instruments, vehicles, machinery, or spacecraft.</p> <p>DISPOSITION:</p> <p>See Disposition Instructions for A Above.</p>	<p>WITHDRAWN</p>	

MAR 1 - 1999

Mr. Roland Ridgeway
Records Officer
National Aeronautics and Space Administration
Code AO
300 E Street SW
Washington, D.C. 20546-0001

Dear Mr. Ridgeway:

Based on telephone conversations and electronic mail correspondence between yourself and Yvonne K. Wilson, we are withdrawing and returning without action Job No. N1-255-98-1 (enclosed).

Please direct any questions regarding this matter to Ms. Wilson at (301) 713-7110 ext. 246.

Sincerely,

WILLIAM G. LEFURGY
Supervisor
Life Cycle Management Division

Enclosure

Official file - NWML
Day file - NWML

cc: Job No. N1-255-98-1
Wilson

YKW:sg/02/18/99: s:\wpfiles\nasa981.ykw

File: Agency correspondence: National Aeronautics and Space Administration (1301-1a).

From: Yvonne Wilson
To: Internet:Roland.Ridgeway@hq.nasa.gov
Date: Wed, Jan 13, 1999 1:54 pm
Subject: N1-255-98-1

Roland,

You and I had discussed a few days ago that I have received the system inventory to the special project data of a closed project at Goddard. I also mentioned that Lewis is completing a system inventory for data to one of its closed projects. You and I had discussed how N1-255-98-1, Goddard Space Flight Center, Space Science Flight Project and Experiment Data records schedule just does not appear to be adequate in its coverage and in its disposition instructions for these projects. This is the schedule that Adria submitted last year, that I have been working with Goddard to get some information on; therefore, I received a system inventory. The inventory indicates to me that this is observational data from "the ISIS and Alouette spacecraftdedicated to the study of the Earth's ionosphere." I am not sure how this fits in with the schedule that seeks to provide disposition authority for "prime phase mission data as specified in the Project Data Management Plan."

Anyway, you and I had discussed withdrawing this schedule, and having each center submit schedules for the records of these closed special projects. As these schedules are developed and approved, we may begin to see a pattern where an eventual comprehensive schedule for all special projects NASA-wide could be developed.

Do you concur with withdrawing N1-255-98-1 and having Goddard and Lewis develop separate records retention schedules for their special project records (electronic only)? You and I need to figure out if there are any parts of the approved NASA schedules that these special projects may already fit under. In fact, when this item was originally submitted back in '94 as Schedule 2, item 17, states to see schedule 8. Schedule 2 also says that the experiment data is sent from spacecraft such as the Compton Gamma Ray Observatory, the Upper Atmosphere Research Satellite, etc. This does not sound like what Goddard and Lewis are wanting disposition authority for.

Can we withdraw N1-255-98-1? Can you work with Goddard on developing a records schedule? It appears to me that the records schedule could fit under withdrawn authority NASA/8/17B - data on electronic media. This will have to be written much more extensively than that.

Thank you.

Yvonne

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1- 255-98-1

Date sent: October 28, 1998

Date Received: 10/30/98

Date due to sender: November 5, 1998

Route To:
1. NWME
2.
Return to: Larry Baume, Domestic Workgroup #3, NWML, Rm 5320, AII

This job has also been sent to: _____

NWML general comments on this job: This schedule applies not only to current agency records, but also to 4240 cubic feet of magnetic tapes stored at the Washington National Records Center. The NASA records at WNRC are a number one priority in FY 1999 for the WNRC clean up project.

NWML wishes assistance in appraising these records: _____

For stakeholder unit use. Check all boxes that apply.

1. _____ does not have any interest in the records described.

2. _____ wishes to participate directly in the appraisal of these schedule items: _____

Please contact _____ Phone No. _____

3. _____ wishes to comment on SF 115 immediately. Comments are attached.

Please contact _____ Phone No. _____

4. NWME wishes to review the appraisal report.

5. Please complete: SHU does does not want a copy of completed job.

SHU Comments: _____

Date Sent: 11/2/98 SHU Signature: [Signature]

NWML Contact: Yvonne K. Wilson, Appraisal Archivist Domestic Workgroup #3	Room number: 5320 Phone No. 301-713-7110x246
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Note: As this form documents formal actions taken, it should be filed as part of the job dossier.