



# Records Management Innovation at NASA

Briefing to RACO West

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April 18, 2006





# Agenda

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- NASA Overview
- Information Challenges
- Partnerships: Maximizing resources
- Flexible Schedule Development
- Moving Forward
- Questions?





# NASA History

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1917–1958

- The National Advisory Committee for Aeronautics

1958

- National Aeronautics and Space Act established NASA

January 2004

- "A Renewed Spirit of Discovery: The President's Vision for U.S. Space Exploration"

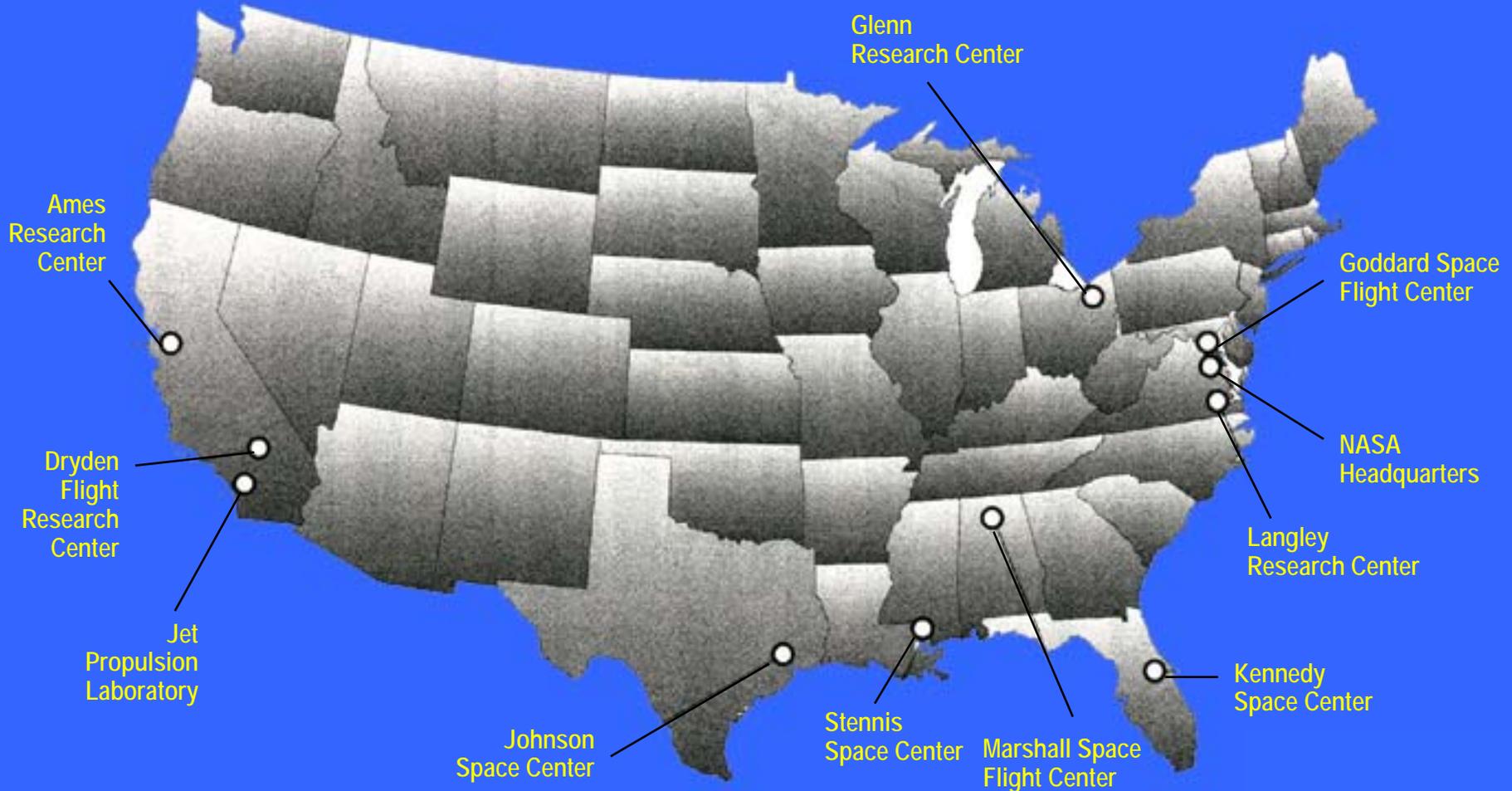
*Goal: to advance U.S. scientific, security, and economic interests through a robust space exploration program*





# Organized to Achieve the Mission

>16,000 civil servants and 43,500 contractors at Headquarters & 9 Centers





# Partial NASA Information Picture

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- Scientific and Technical Information
- Federal Records
- Web sites
- IT Systems and applications
- Information retained in myriad formats
  - Microsoft Office files
  - Geospatial files
  - PDF
  - Imagery (prints, film, digital)
  - Raw and refined data
  - Engineering drawings, including 3-D drawings
  - Databases (small administrative, and massive mainframe)
  - Air-to-ground voice transmissions





# Partnerships: Maximizing Internal Resources

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- Leveraging opportunities in NASA
  - Privacy Impact Assessments
  - Web registration process
  - On-line publications
  - Program Management training
  - Collaborative project management tools
- Forming alliances
  - Chief engineer
  - CIO management
  - Web Master community
  - Records liaison officers
  - Records custodians





# Partnerships: Maximizing External Resources

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- NASA participation in NARA-led efforts
  - Development and testing of E-record transfer guidance
  - Development of Records Management Service Component
- NARA provided training for NASA
- NARA consultation
  - Damaged records assistance
  - Policy development
  - Records appraisal
  - Inventorying records
  - Scheduling records
  - Transferring records





# Major Collaborative Effort with NARA

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## Revising NASA Program/Project Schedules

- Why revise records retention schedules?
- What was our strategy?
- What was our process?
- How were the schedules changed?
- Where to from here?





# Why revise the schedules?

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- NASA Records Retention Schedules (NRRS)
  - Outdated
  - Cumbersome and not user-friendly
  - Fail to provide for electronic records
- Freedom to Manage (F2M) issue from within NASA
  - Burden of actual compliance
  - Lack of provision for e-records
  - Submitter agreed revision strategy would lead to improved schedules.
- NRRS revision strategy heartily approved by
  - NASA F2M Task Force.





# What was the strategy?

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- Work with Agency-wide team
- Simplify schedules
  - Fewer retention periods
  - Media-neutral schedules
  - Management flexibility in retention
- Start with Program/Project (P/P) records
  - Heart of Agency's mission
  - Bulk of permanent records





# What was the process?

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- Form team: NASA RM, NARA, NASA Technical  
*(Adopted as one of NARA's National projects)*
- Inventory records
  - List all P/P record categories, starting with existing NRRS
  - Assign to retention category: Perm, 30, 15, 5, 2 years
  - Technical review
- Appraisal visits to P/P offices at each NASA Center
  - Obtain clearer understanding of records
  - Solicit feedback on initial draft schedule
  - Incorporate input into schedule
- Center reviews of modified draft





# Simplicity Achieved!

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185 NRRS items replaced by only 13!





# P/P Records Schedules: Features

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- Fewer schedule items for "Program Formulation" and "Project Management" records
- Media-neutral, for all media & formats, produced using any tool.
- Aggregates records by historical value or operational value to the program/project
- Provides 3 retention values (Notes provide examples)
  - Permanent
  - long-term temporary (5 < > 30 years after project termination)
  - short-term temporary (2 < > 15 years old)





# Moving Forward: Application

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- Applying the retention schedules to:
  - On-going legacy programs/projects
  - Capturing records of closing projects
    - Space Shuttle
    - Hubble Space Telescope
- New programs/projects
  - Exploration Systems Mission Directorate “Integrated Collaborative Environment” (ICE)
  - Constellation Program





# Questions?

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