

National Archives and Records Administration

8601 Adelphi Road College Park, Maryland 20740-6001

October 4, 2006

James Klotz

Dear Mr. Klotz:

This is in partial response to your Freedom of Information Act (FOIA) request of August 16, 2006, for all correspondence, memoranda, or administrative reports concerning the lunar landing footage tapes recently confirmed as missing from NASA. We received your request on August 18, 2006, and assigned it the tracking number NGC06-208.

In response to your request, our Accession and Disposal Branch (NWMWA) has provided all information available on accession 255-69-4099. This is the accession that originally contained the lunar landing tapes. Materials provided include:

- -The Standard Form 135's for the accession, attached to these are the withdrawal slips submitted by NASA to request the return of the majority of the material.
- -A page from a 1975 printout showing 763 cubic feet of material remaining in the accession.
- -Pages from our NARS-5 Master List for current holdings
- -A copy of a 1980 NASA directive sent to the Washington National Records Center (WNRC) detailing how NASA will handle their tapes

All of the above records are being released in full.

We are still waiting for responsive documents from the reference branch at WNRC, they may have additional correspondence with NASA concerning searches for the tapes.

You have the right to appeal this expedited processing denial within 35 days of the date of this letter. Your appeal should be addressed to the attention of the Deputy Archivist (ND) at the address above. Your appeal should indicate why you believe this response is not adequate under the provisions of the FOIA. Please mark both your letter and the envelope with the words, "FOIA Appeal." All correspondence should reference the tracking number NGC06-208.

Also, should you have any general questions on this FOIA request and its handling, feel free to contact me at (301) 837-2025; you may also call the FOIA customer service center at (301) 837-FOIA (3642).

Sincerely,

MATTHEW J. OLSEN

FOIA Specialist
Office of General Counsel

Enclosure

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UARE FEET OF SPACE	B. STORAGE	A. FILE CABINETS (No.)	FILING EQUIPMENT EMPTIE B. TRANS. FILES (No.)	C. SHELVING (Lin. Ft.)	4. CUBIC FEET OF RECORDS TRANSFERRED
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STANDARD FORM JULY 1961 EDITION GENERAL SERVICES A FPMR (41 CFR) 101-11	ADMIN.		S KANSMITTAL O RECEIPT	69810899		GROUP NO.
	_	INSTRUCTIONS	NSTRUCTIONS SIGNATURE DATE RECORDS RECEI			DATE RECORDS RECEIVED
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OPTIONAL FORM 11 REVISED FERRILARY 1971 GENERAL SERVICES ADMINISTRATION FPMR (41CFR) 101 - 114 5011 - 104

REFERENCE REQUEST — FEDERAL RECORDS CENTERS
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OPTIONAL FORM 11 REVISED FEBRUARY 1971 GENERAL SERVICES ADMINISTRATION FPMR (41CFR) 101 - 11 4 5011 - 104

REFERENCE REQUEST — FEDERAL RECORDS CENTERS

RECORDS CHARGE DIJT COPY

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OPTIONAL FORM 11 REVISED FEBRUARY 1971 GENERAL SERVICES ADMINISTRATION FPMR (41CFR) 101 - 11.4 5011 - 104

	NOTE: U	Jse a separa	te form for each	cn request.		
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OPTIONAL FORM 11 REVISED FEBRUARY 1971 GENERAL SERVICES ADMINISTRATION FPMR (41CFB) 101 - 11.4 5011 - 104

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OPTIONAL FORM 11 REVISED FEBRUARY 1971 GENERAL SERVICES ADMINISTRATION FPMR (41CFR) 101 - 11 4 5011 - 104

REFERENCE REQUEST—FEDERAL RECORDS CENTERS
RECORDS CHARGE OUT COPY

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NOTE: Use a separa	ate form for each	request.	~	
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FOR RECORD	REMARKS			· ·
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NOTE: Use a sep	parate form for each	request.		
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OPTIONAL FORM 11 REVISED FEBRUARY 1971 GENERAL SERVICES ADMINISTRATION FPMR (41CFR) 101 - 11.4 5011 - 104

REFERENCE REQUEST—FEDERAL RECORDS CENTERS RECORDS CHARGE OUT COPY

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OPTIONAL FORM NO. 11			OVERNMENT BOUTERS	/

OPTIONAL FORM NO. 11
JULY 1959
PRESCRIBED BY
GEN. SERVICES ADMIN.
FPMR (41 CFR) 101-11.4

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JULY 1959 PRESCRIBED BY GEN. SERVICES ADMIN. FPMR (41 CFR) 101-11.4

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OPTIONAL FORM NG. 11 JULY 1959 PRESCRIBED BY GEN. SERVICES ADMIN. FPMR (41 CFR) 101-11.4

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OPTIONAL FORM NO. 11
JULY 1959
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OPTIONAL FORM NO. 11 JULY 1959 PRESCRIBED BY GEN. SERVICES ADMIN.

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OPTIONAL FORM 11
REVISED FEBRUARY 1971
GENERAL SERVICES ADMINISTRATION
FPMR (41CFR) 101 - 11.4
5011 - 104

REFERENCE REQUEST—FEDERAL RECORDS CENTERS
RECORDS CHARGE OUT COPY

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OPTIONAL FORM 11 REVISED FEBRUARY 1971 GENERAL SERVICES ADMINISTRATION FPMR (41CFB) 101 - 11.4 5011 - 104

STANEARD FORM 135	77		TO BE C	LETED AT FEDERAL	RECORDS CENTER			
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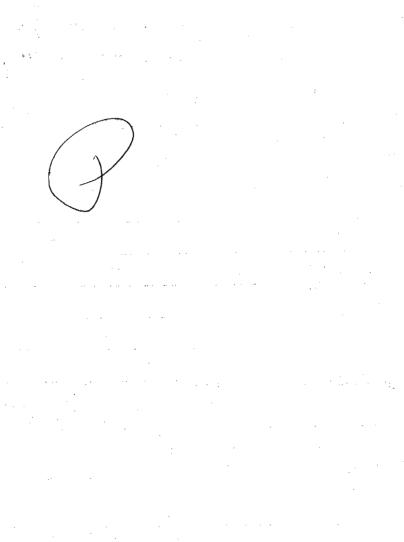
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	EXCEPTION—	Federal Records Ce Send original and xandria, Virginia,	three copies to the	TITLE CENTER ACC	ession & Dispos	al Branch				
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(5. NAME OF AGENCY CUSTODIA SAM PREECS	N OF RECORDS		6. BUILDING AND ROOM 16 WAREH		7. TELEPHONE NO.				
	8. MAY THE RECORDS BE DEST	TROYED AS SCHEDULED W	THOUT FURTHER AGENCY CONCL	JRRENCE? YES	NO .					
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	12. BOX NUMBER FRC ONLY AGENC	13.		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (Show organizational component creating records)						
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STANDARD FORM 135	BECODUC	TRANSMITTAL	TO BE COMPLET AT FEDERAL RECORDS CENTER									
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5. NAME OF AGENCY CUSTODIAN OF	RECORDS		6. BUILDING AND ROOM	NO.		7. TELEPHONE NO.						
SAM PREECS			16 WARE			4140						
8. MAY THE RECORDS BE DESTROY	ED AS SCHEDULED WITH	OUT FURTHER AGENCY CONCU		X NO		, -						
9. AGENCY OFFICIAL (Signature)	- De	ea	WAREHOUSE	SUPERVISO	OR'	11. date 9 – 8 – 69						
FRC ONLY AGENCY	13.		RDS WITH INCLUSIVE DAT	DS WITH INCLUSIVE DATES mponent creating records)								
10-51	CODE NO.	RSC	DORDS TRANSFER NO.									
931-1971 e etno = 2 cuft 1931	RETTREMENT AUT	HORIZED BY (SIGNATU	IRE)	DATE								
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ULY 191 EDITION		TRANSMITTAL	ACCESSION NO.		GROUP NO.
EG. 3–1V -302,00	1		69 A 4099	5 y .	255
Send origin	instructions nal and two copies	to appropriate	SIGNATURE		DATE RECORDS RECEIVED
Ι	Federal Records Cer	nter.	TITLE		
FROM: (Name and a	ddress of Agency trans	ferring records)	TO: Federal R	ecords Center, G	SA
, GODDARD SPAC	CE FLIGHT CEN	rer		TON NATIONAL H	
GREENBELT, M		۳	WASH. I		
		ON USE OF RECORDS, IF ANY NASA AGENCY ONLY	Ţ.		
SQUARE FEET OF SPACE	CLEARED	3.	FILING EQUIPMENT EMPTIE	D	4. CUBIC FEET OF RECORDS TRANSFERRED
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NAME OF AGENCY CUSTODIA	N OF RECORDS		6. BUILDING AND ROOM NO).	7. TELEPHONE NO.
SAM PREECS				se	4140
		THOUT FURTHER AGENCY CONCL	JRRENCE? YES X	NO	11 DATE
GENCY OFFICIAL (Signature)			Warehouse Supe	rvi sor	Aug 25, 1969
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General Services Administration	17501	NATURE O	F SERVICE	
Federal Records Center NARS		FURN	ISH COPY OF	PERMANENT WITHDRAWAL
in win- dow en- velope)	_		RD(S) ONLY	
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(City) (Zone) (State)	D USE ONLY			<u> </u>
RECORDS NOT IN CENTER CUSTODY MISSING (Neither record(s), information not charge card found in container(s) specified)		TOTAL	TIME REQUIRED	SEARCHER'S
	DOCUMENT	::		INITIALS
RECORDS PREVIOUSLY CHARGED OUT TO (Name, agency and date):	INFORMATION			
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PAGE 5583

NATIONAL ARCHIVES AND RECORDS SERVICE ACCESSION NUMBER HISTORY LIST WASHINGTON NATIONAL RECORDS CENTER

09/26/05

F ACCESSION R NUMBER	SUB CT'		VOLUME		S P	BEGINNING LOCATION	ENDING LOCATION		A W R D	С	Α		DISPOSAL AUTHORITY	D		DISP DATE			END DATE	DOA	С
W 255-69A2527			00007.000		S	08490821	08490831	R		Α	Υ	NRCS	/13/17A		19	9110				592	
W 255-69A2842			00003.000			08495210		R		Α	Υ	NRCS	1&C BOARD /23/1	TECH (CON	TRIBU	IT I OI	NS	58-66	379	
w 255-69A2892	GSC		00007.000			07894611		R					/26/1A				ONTE	R TE	RM63-66	781	
W 255-69A3074	GSC		00003:000			07894455		R					/26/1A			C80		M/	AG TAPE	781	-
W 255-69A3322			00080.000			18803450		R					217/78/3/14	1			G T	APE	3 BXS	N77	
W 255-69A3322			00080.000			18803450		R					SCHED/1/2				TRA	VEL \	VOUCH67	976	
W 255-69A3377	GSC		00001.000	E	E	07802973	07802973	R					/26/1A			CAP	TRA	VEL 1	VOUCH67	187	
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W 255-69A3847			00039.000			07822130		R				NRCS					UDGE	ĒΤ Β <i>F</i>	ACKUP67	976	
W 255-69A4099	GSC CO	N	00044.000			07680631		R					/26/1A			C82				175 082	
W 255-69A4347			00005.000			08045410		R					MAG TAPE			777	C8	80	69	977	
W 255-69A4348	GSC		00027.000			07900831		R					/26/1A				ROTE	EST F	FILES66		
W 255-69A4469	GSC		00024.000			08494850		N				NRCS					G TA	APE	27 BXS	781 978	
W 255-69A4470		ADP	00072.000	5	S	18803873	18804252	R				GRS/					N AC	CCT A	ALLOT67		-
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PAGE 4348

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ACCESSION NUMBER MASTER LIST (01) WASHINGTON NATIONAL RECORDS CENTER

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ACCESSION			CDS	NON-TEXT					UTHORITY	C DATE				ND BOX			
255-69A3974		255A		1.000		08-49-52-1-2		Ν	IRRS/3/21C1	P199601	MNPR ORGANIZA						
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255-69A4382		255A		2.000	_	08-07-28-6-1		N	NRRS/8/101	P200701	APOLLO PERT 8				_		196812
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NMI 8030.3A

Date May 2, 1978

Responsible Office: SP/Program Analysis Division

Subject: POLICY CONCERNING DATA OBTAINED FROM SPACE SCIENCE

FLIGHT INVESTIGATIONS

1. INCORPORATION

The policy concerning data obtained from space flight investigations (14 CFR 1205.1) is stated in Attachment A and is hereby incorporated in the NASA Issuance System. It is applicable to all NASA installations.

2. CANCELLATION

NPD 8030.3 dated January 7, 1967.

Administrator

ATTACHMENT

A - Policy Concerning Data Obtained from Space Flight Investigations.

DISTRIBUTION

SDL-1

Published in the Federal Register under Title 14, Chapter V, Part 1205, Subpart 1 (43 F.R. 18646-18650, May 2, 1978)

18646

[7510-01]

Title 14—Aeronautics and Space

CHAPTER V—NATIONAL AERONAU-TICS AND SPACE ADMINISTRA-TION

PART 1205—SPACE SCIENCE FLIGHT INVESTIGATIONS

Subpart 1205.1—Policy Concerning
Data Obtained From Space Science
Flight Investigations

AGENCY: National Aeronautics and Space Administration.

ACTION: Final regulations.

SUMMARY: The National Aeronautics and Space Administration (NASA) finalizes revision to its policy concerning data obtained from Space Science Flight Investigations. This revision is necessary to redefine the roles and responsibilities of individuals conducting space science investigations, Federal

officials concerned with implementation of programs, and the National Space Science Data Center (NSSDC) to insure proper use and preservation of space science data. The revised policy, through the use of a Project Data Management Plan, will reduce the amount of data acquired by the NSSDC and insure that the data deposited in the NSSDC is processed in the most efficient, cost effective manner.

DATE: Effective date May 2, 1978.

ADDRESS: SRT Coordinator, Office of Space Science, National Aeronautics and Space Administration, Washington, D.C. 20546.

FOR FURTHER INFORMATION CONTACT:

Franklin G. Tate, 202-755-3833.

SUPPLEMENTARY INFORMATION: On December 28, 1977, a notice of revision to the Policy Concerning Data Obtained from Space Science Flight Investigations was published in the FEDERAL REGISTER (42 FR 64706). The purpose of the revision is to redefine responsibilities of individuals concerned with implementation of programs and the NSSDC to insure proper use and preservation of space science data in the most cost efficient manner. Interested parties were granted 30 days to submit written comments regarding the proposed revisions. No written comments were received.

The proposed revised Policy Concerning Data Obtained from Space Science regulations is hereby adopted without change, as set forth below.

ROBERT A. FROSCH, Administrator.

Subpart 1205.1—Policy Concerning Data Obtained Frem Space Science Flight Investigations

Sec.

1205.100 Scope.

1205.101 Policy.

1205.102 Responsibility.

1205.103 Support of research.

Appendix A-Glossary of terms and abbreviations.

Appendix B—Functions and operation of National Space Science Data Center.

AUTHORITY: 42 U.S.C. 2454.

Subpart 1205.1—Policy Concerning Data Obtained From Space Science Flight Investigations

§ 1205.100 Scope.

(a) This subpart continues the policy and responsibilities for reduction, analysis, reposition, preservation, and dissemination of data obtained from space science flight investigations. For glossary of terms and abbreviations, see Appendix A to this subpart.

(b) These provisions apply to all data obtained from space flight ex-

periments processed by the Space Science Steering Committee and approved by the Associate Administrator for Space Science. The policy and procedures for the conduct of the Space Science Program and the responsibilities for the selection and support of scientific investigations and Investigators are set forth in NASA Management Instruction 7100.11 and NASA Handbook 8030.6.

§ 1205.101 Policy.

- (a) In conducting space science flight experiments, NASA shall seek to:
- (1) Preserve the integrity of each investigation.
- (2) Encourage the participation of the best qualified scien. Mats.
- (3) Make the results of investigations generally available to the scientific community at the earliest practicable time.
- (4) Document the instrument performance and probable cause of malfunctions that occur.
- (b) NASA shall rely on individual scientists as Principal Investigators (PIs) to carry out a complete investigation by:
- (1) Selecting, when appropriate, associates known as Co-Investigators (COIs) who have supporting roles in the investigation.
- (2) Conceiving specific investigations.
- (3) Developing, when appropriate, the instrumentation for the investigation.
- (4) Participating actively, wherever appropriate, in the actual conduct of the investigation.
- (5) Reducing and analyzing the data obtained.
- (6) Publishing their findings as soon as practicable.
- (7) Making their Reduced Data Records (RDRs) and Analyzed Data Records (ADRs) along with supporting documentation available on a timely basis for use by the scientific community and the news media, in accordance with a Project Data Management Plan (PDMP).

(8) Decumenting any significant maifunctions which occur during the lifetime of the experiment.

- (c) For certain missions, NASA shall also rely on Guest Investigators to obtain data within the capability of a given mission, which are additional to the mission's primary objectives, and to perform an analysis of the acquired data. Such projects generally maintain a data retrieval and dissemination system or provide a data analysis system for the life of the project. In such cases the PDMP should address the exchange of information with the National Space Science Data Center (NSSDC) so it can act as a switching center by referring data requesters to the appropriate contact or making -quests on their behalf and handling the distribution. In addition, the eventual transfer of appropriate data to a more permanent repository prior to termination of the project shall be addressed in the PDMP.
- (d) For facility-class payload missions, NASA may rely on Guest Investigators to obtain and analyze data. In connection with such missions a complete analysis activity may be provided for the Investigators; this activity may involve the creation of an institute with a significant lifetime. In such cases the PDMP should address the exchange of information with the NSSDC so it can act as a switching center by referring data requesters to the appropriate contact or making requests on their behalf and handling the distribution. In addition, the eventual transfer of appropriate data to a more permanent repository prior to termination of the mission activity or institute shall be addressed in the PDMP.
- (e) A provision for the release of data obtained by the individual Investigator from the investigation shall be included in an agreement with the Investigator at the time of selection to participate. NASA shall take such action as necessary to insure that data are released as required to meet scientific, technological, and public information needs.
- (f) Foreign scientists participating in cooperative space science flight investigations shall be governed by appropriate international agreements and/or memoranda of understanding.

§ 1205.102 Responsibility

- (a) OSS. The Associate Administrator for Space Science is responsible for the issuance of implementing managment instructions and guidelines consistent with the provisions of this subpart. The Assistant Associate Administrator for Space Science (Science) is responsible for the program management of the NSSDC and for insuring that any noncompliance with PDMPs will be factored into future selection considerations.
- (b) OSS Program Scientist. (1) Each Program Scientist is responsible for establishing the data analysis policies for each mission including data sharing and collaborations on data analysis. He/she will review the PDMP to assure that data interpretation meetings will be conducted, that wide dissemination of data through presentations and publications will occur and that data and supporting information will be made available to the scientific community in accordance with the PDMP and, along with the Project Scientist, he/she will monitor the execution of the PDMP. He/she will assist NASA public affairs personnel in meeting public information needs.
- (2) Each Program Scientist will insure that the letter of notification of selection stipulates that the Principal Investigator (PI), Team Leader (TL), or Guest Investigator (GI) contributes to a PDMP prior to receipt of flight data which documents the plans for data analysis, dissemination of results and for making ADRs, RDRs and supporting documentation available to the scientific community through the designated data dissemination facility. The notification letter will further stipulate that selection for further opportunities will be jeopardized by failure to meet the commitments of the PDMP. The Program Scientist is also responsible for sending information for the Space Investigations Documentation System (SIDS) to the NSSDC after letters of notification have been

- (c) Office of Management Operations. The Head, Scientific and Technical Information Branch is responsible for the Issuance of Instructions to the Scientific and Technical Information Facility (STIF) to provide to the NSSDC a monthly listing of newly acquired articles and documents that contain information about of results from NASA-supported space science flight experiments, especially those which can be identified through the contract, grant, or NSAS Unique Project Numbers (UPN) supplied by the NSSDC.
- (d) Field installations. NASA field installations assigned project management responsibility for space science flight projects are responsible for: (1) Insuring that the project plan includes a statement within the project results (or equivalent) section that the Project Scientist or Mission Scientist, the appropriate scientific personnel associated with the investigations that comprise the mission, and the NSSDC acquisition manager will develop a PDMP. This PDMP will be approved by the project manager with concurrence signatures by the Project Scientist and the Director of the NSSDC.
- (2) Insuring that the commacts or written agreements negotiated between the PIs, TLs, or GIs institution and the project management center specify the responsibility of the PI. TL, or GI for data reduction, data analysis, publication of results, and, where appropriate, the preparation of selected ADRs, RDRs and necessary documentation for delivery to a data disseminating repository. The contracts or written agreements will stipulate that the contract number or, in the case of a NASA field center Investigator, that the UPN number appear in all reports or articles. Copies of all reports and preprints shall be sent to the STIF and to the NSSDC. This responsibility will be documented in a PDMP to which the Investigators, the Project Scientists, the NSSDC Acquisition Manager, and the appropriate scientific advisory groups will contribute.

The PDMP will commit the Investigator, where appropriate, to supply to a specified repository the following documentation upon submission of the selected ADRs and RDRs:

(i) General information about each data set, such as:

(A) Form of data set-hard copy, magnetic tape, microfiche, microfilm, photographic film, etc.

(B) Quantity of data set-number of

units of the form.

- (C) External identification for each physical unit of the data set-spacecraft, experiment, Investigator's internal ID
- (D) Time period covered by the data set.
- (E) Quantity by which data set is ordered-time, orbit number, spatial coordinate, etc.
- (F) Supporting documentation-tape formats, catalog, directory, indexes, User's Guide, etc.
- (G) Brief description of the data set (not to exceed 250 words).
- (ii) Specific information about each data set, such as:
- (A) Magnetic tape-track density, recording density, recording mode, re-cording parity, make and model number of computer used, number of files, size of physical records, logical record format with specification of each field, etc.
- (B) Photographic or microformtype of film, frame and/or reel numbers where supporting data and description are located, index of frames and each reel, assurance that all reels are quality controlled to allow proper duplication, etc.
- (C) Hard copy-assurance that copy is clean, legible and of proper contrast so it can be photographed; index or catalog if appropriate; form of binding (burst, unburst, loose leaf, bound); etc.
- (iii) A Data Users' Gulde which includes a summary of the investigation, a description of the instrument, a discussion of calibration procedures and results, a discussion of pertinent events in the operational history that might affect data interpretation, a discussion of over-all data reduction procedures used in generating the various data sets, and other information useful to a scientifically trained recipient of the data.

(iv) A list of all published articles related to the investigation by the investigator group or team and copies of all reports and preprints.

(3) Insuring that Investigators on these projects fulfill the stipulations of the contracts or written agreements pertaining to the responsibilities described in paragraph (d)(1) of this section.

(4) Delivery of EDRs to Investigators on a timely basis. Conditions for discarding or destroying EDRs shall be specified in the FDMP.

(5) Providing to the NSSDC during the writing of the project plan (and provided updates during revisions and specifically after launch) the following information:

(i) Brief statement of the mission oblectives for each launch (not to exceed

200 words).

- (ii) The names, addresses and telephone and telex numbers of the program manager, Program Scientist, project manager, and Project Scientists for each mission.
- (iii) The launch site, launch vehicle, spacecraft weight, and planned orbit parameters.

(iv) A brief description of the spacecraft, not exceeding 250 words.

- (v) For each investigation the names, addresses and telephone and telex number of all the Investigators and the relevant contract or UPN numbers.
- (vi) The name of each experiment, its weight, average power, and approximate bit rate.

(vii) A brief description of each experiment, not exceeding 250 words.

- (e) The PI, TL, or GI (NASA, Non-NASA, and foreign). At the time an investigation is selected, the PI, TL, or GI will be notified by letter signed by the Associate Administrator for Space Science of his responsibilities for data reduction, prime analysis, and the archiving of appropriate ADRs and RDRs. These responsibilities (subject in the case of foreign scientists to the specifications of the governing international agreement) will include:
- (1) Completion of data reduction and prime analysis of the data from his experiment within the period of time agreed upon between the PI, TL, or GI and the Associate Administrator for Space Science.

(2) Publication of the results of his analyses as soon as practicable.

- (3) Preparation of selected ADRs and RDRs together with the necessary background information to make them usable by other scientists as specified in the PDMP.
- (f) National Space Science Data Center (NSSDC). The Director, Goddard Space Flight Center (GSFC), is responsible for management of the NS3DC, the central data disseminating repository for data obtained from space science flight investigations. For functions and operation of the NSSDC, see Appendix B. The NSSDC Director, appointed by the Director, GSFC, is responsible for:
- (1) Implementing the NASA project plan for the operation of the NSSDC.
- (2) Recommending through the Director, GSFC, any changes in policies, procedures, and plans for the operation of the NSSDC deemed appropriate to the effective attainment of project objectives.
- (3) Preparing budget estimates for operation of the NSBDC.
- (4) Recommending fees for the computer and reproduction services performed by the Center to Director, Financial Management Divisions, NASA Headquarters, and obtaining from that office a fee schedule which is consistent with NASA practice.
- (5) Based upon information contained in the PDMPs, compiling schedules for transmission of ADRs and RDRs to the NSSDC by investigators on NASA space science flight projects.
- (6) Assigning an NSSDC acquisition manager to each flight project to participate in the development of the PDMP and to assure that the plan is carried out on an established schedule concerning the deposition of any data and documentation in the NSSDC.
- (7) Providing to the STIF a monthly listing of contract, grant, or UPN numbers for all NASA funded space science flight experiments and related investigations.
- (8) Preparing guidelines for the submission to the NSSDC of ADRs and RDRs with documentation from non-NASA missions, and disseminating these guidelines to appropriate individuals and agencies to serve in lieu of a formal PDMP.

- (9) Reporting through the Director, GEFC, to the Assistant Associate Administrator for Space Science (Science) semiannually on the data acquisition, request activities and financial status of the NSSDC operations.
- (10) Assessing adequacy of the NSSDC facilities and the effectiveness of their utilization; and recommending through the Director, GSFC, the necessary actions to meet future facility requirements.
- (11) Maintaining, protecting, and retiring NASA records in the custody of the NSSDC in accordance with the policies and practices of the NASA Records Management Program, NASA Records Disposition Handbook (NASA Handbook 1441.1A) and other pertinent management instructions.

§ 1205.103 Support of research.

The NSSDC will support investigations in space sciences by making available its scientific data and facilities. However, the NSSDC will not provide financial support for such research. The Office of Space Science will entertain proposals for space science research based on data available in the NSSDC.

Appendix A-Glossary of Terms and Abbreviations

Analyzed Data Records (ADRs). Those records which the Investigator designates as the best to display the scientific results of an experiment and provide the physical quantities by applying calibration curves or algorithms to the corrected observed quantities of the Reduced Data Records. The data may be time averaged and may incorporate model-dependent assumptions to obtain the physical quantities. Charts, graphs, tables, correlation - pefficients, model parameters, photographs, and plots are possible forms of these records.

Co-Investigator (Co-I). An associate of the Principal Investigator (PI) who is assigned a supporting role in the investigation. In addition, some data rights may be assigned to the Co-I by the PI.

Experiment. A term used interchangeably with investigation (the latter is preferred). Activity or effort aimed at the generation of data obtained by measurement of space phenomena or the use of space to observe earth phenomena and the resulting analysis of such data.

Experiment Data Records (EDRs). Those records provided to the Principal Investigator, Team Leader, Guest Investigator, Co-Investigator, or team member containing all the data from the mission required to carry out the investigation specified in the contract or launch agreement. These records may include orbital position, spacecraft attitude, instrument attitude, commands, howekeeping data, ground time, spacecraft time, data from other investigations and information as agreed upon. The exact form of these records and manner in which these data are provided may very depending upon the policies, procedures, and capabilities of the project, the payload or mission control centers, the data acquisition network, and any support processing facilities. These records shall be specified in the Project Data Manasement Plan.

Facility-Class Payload Mission. A mission in which the payload is an instrument or set of instruments which serve as a facility for a large group of Guest Trivesthaters who may be selected at different times throughout the life of the mission to participate. This type of mission may not have Principal Investigators or Team Leaders and all time data collected from such a inteston is generally maintained by the project for use by Quest investigators. Availability of data for the extentific community at large thall be specified at the Project Data Management

Plan.

Quest Investigator (GI). Investigator selected to conduct observations and obtain data within the capability of a NASA mission, which are additional to the mission's primary objectives, or for a facility-class payload mission.

Investigation. Activity or effort simed at the generation of data obtained by measurement of space phenomena or the use of space to observe earth phenomena and the

resulting analysis of such duta.

Investigator. A participent in an investigation. This term may refer to a Principal Investigator, Co-investigator, Team Leader, team member, Guest Investigator, or any other member of an investigation group.

Mission. One or more flights within an ap-

proved payload project.

Mission Scientist A scientist from a NASA field center assigned to a Speceiab mission, the Mission Scientist has similar functions as the Project Scientist with the exception of direct responsibility for the de-

velopment of any experiments.

National Space Science Data Center (NSSDC). The main central repository for solected data and documentation from space acience flight missions that serves as a disseminator of this archived data and supporting information to users throughout the international scientific community. The NSSDC, located at Goddard Space Flight Center, serves as a switching center for requesters who desire data still held individ-ually by Principal Investigators (Pis) or Team Leaders (TLs) by providing a description of the spacecraft and experiment and

the name, address and telephone number of the PI or TL. For missions involving a Guest Investigator program in association with a Fi or TL experiment or involving a facilityclass payload the role of the NSSDC shall be specified in the Project Data Management Plan.

Principal Investigator (PD. A person who conceives an investigation and is responsible for carrying it out, reporting its results, and providing appropriately selected data and supporting documentation to the scientific community in accordance with the Project Data Management Plan. The PI chaces his Co-investigators and assigns them roles and privileges. The PI is the primary point of contact with the project office regarding

the investigation.

Program Scientist A NASA Headquarters official assigned to each mission who has a number of roles and responsibilities defined in NASA Management Instruction 7100.11, Attachment D. The most relevant one for this subpart is the responsibility to establish the data analysis, data disemination, and data archiving policies for the mission, which will be documented in the Project

Data Management Plan.

Project Dala Munagement Flan (PDMP). A plan that addresses the total activity assodiated with the data acquired by a mission from the delivery of the Experiment Data Records to the Investigators to the delivery of selected reduced and analyzed records along with supporting documentation to a specified repository. The plan should provide the milestones in the data reduction, data interpretation, and resource requirements for these phases. Any planned data interpretation meetings, workshops, or other activities should be identified. The type of data records, data products, and compilations that have been selected in concert by the Investigators, the Project Scientist, the Program Scientist, the NSSDC acquisition manager, and any appropriate scientific advisory personnel for general availability to the international scientific community and for delivery to a disseminating repository, such as the MSSDC, shall be specified. For missions where the data will be maintained for many years by the project, the Principal Investigator handling a Guest Investigator program, or by an institute established by the mission, the eventual transfer of appropriate data to a more permanent archive, such as NSSDC or other repository, shall be specified. Conditions for discapiling or destroying the Experiment Thata Records shall be specified.

Experiment Data Records (EDRs). Those records provided to the Principal Investigator, Team Leader, Guest Investigator, Co-Investigator, or team member containing all the data from the mission required to carry out the investigation specified in the contract or launch agreement. These records may include orbital position, spacecraft attitude, instrument attitude, commands, howekeeping date, ground time, spacecraft time, data from other investigations and other information as agreed upon. The exact form of these records and manner in which these data are provided may vary depending upon the policies, procedures, and capabilities of the project, the payload or mission control centers, the data acquisition network, and any support processing facilities. These records shall be specified in the Project Data Management Phin.

Facility-Class Payload Minion. A mission in which the payload is an instrument or set of instruments which serve as a facility for a large group of Guest investigators who may be selected at different times throughout the life of the mission to participate. This type of mission may not have Principal investigators or Team Leaders and all the data collected from such a mission is generally maintained by the project for use by Guest Investigators. Availability of data for the extentific community at large thail be specified at the Project Data Management

Plan.

Chest investigator (GI). Investigator selected to conduct observations and obtain data within the capability of a NASA mission, which are additional to the mission's primary objectives, or for a facility-class payload mission.

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resulting analysis of such duta.

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the name, address and telephone number of the PI or TL. For missions involving a Guest Investigator program in association with a Fi or TL experiment or involving a facilityclass payload the role of the NBSDC shall be specified in the Project Data Management Plan.

Principal Investigator (Pf). A person who conceives an investigation and is responsible for carrying it out, reporting its results, and providing appropriately selected data and supporting focumentation to the scientific community in accordance with the Project Data Management Plan. The PI chooses his Co-investigators and assigns them roles and privileges. The PI is the primary point of contact with the project office regarding the investigators.

the investigation.

Program Scientist A NASA Headquarters official essigned to each mission who has a number of roles and responsibilities defined in NASA Management Instruction 7100.11. Attachment D. The most relevant one for this subpart is the responsibility to establish the data analysis, data dissembnation, and data archiving policies for the mission,

which will be documented in the Project Data Management Plan.

Project Data Management Flan (PDMP). A plan that addresses the total activity assodated with the data acquired by a mission from the delivery of the Experiment Data Records to the Inventigators to the delivery of selected reduced and analyzed records along with supporting documentation to a specified repository. The plan should provide the milestones in the data reduction. data interpretation, and resource requirements for these phases. Any planned data interpretation meetings, workshops, or other activities should be identified. The type of data records, data products, and compilations that have been selected in concert by the Investigators, the Project Scientiet, the Program Scientist, the NSSDC acquisition manager, and any appropriate scientific advisory personnel for general availability to the international scientific community and for delivery to a disceminating reposition, such as the NSSDC, shall be specified For missions where the data will be maintained for many years by the project, the Principal Investigator handling a Quest Investigator program, or by an institute established by the mission, the eventual transfer of appropriate data to a more permanent archive, such as NSSDC or other repository, shall be specified. Conditions for discarding or destroying the Experiment Dain Records shall be specified.

Project Scientist. A scientist from a NASA field center assigned to a project to manage the scientific aspects. The roles and responsibilities of this function are given in NASA Management Instruction 7100.11, Attachment E.

Reduced Data Records (RDRs). Those records prepared from the Experiment Data Records by applying corrections, where applicable, for temperature, voltage, gain change, offsets, dead time, drift and other known instrument changes, as well as eliminating unusable noisy periods and periods of questionable instrument performance. The Reduced Data Record should contain all the basic and supporting measurements obtained from the experiment, such as time position, attitude, settings of instrument by command, housekeeping data, and other information needed to analyze the data in an independent fashion. Visual data, such as photographs derived from imaging processing techniques, may also be considered as RDRs.

Scientific and Technical Information Facility (STIF). NASA's document and report acquisition and abstracting facility that produces a biweekly abstract journal, STAR, covering the aerospace report literature and a biweekly abstract journal, IAA, covering the published literature in these fields. The facility also produces microfiche copies of the report literature for primary distribution

Space Science Flight Investigations. Investigations of natural phenomena of the earth and its environment, the moon, other planets, the sun, interplanetary space, and other celestial objects and regions made from aircraft, balloons, sounding rockets, satellites, probes, and manned spacecraft for the purpose of increasing basic knowledge of these natural phenomena. Biological investigations involving the search for extraterrestrial life are included.

Appendix B—Functions and Operation of National Space Science Data Center

The National Space Science Data Center (NSSDC) has been established at the Goddard Space Flight Center to provide scientific data and facilities in support of investigations in space science.

(a) Data to be acquired. The NSSDC will

acquire or accept:

(1) RDRs and ADRs from NASA-sponsored space science flight experiments which are deemed appropriate for secondary distribution and archiving by PDMPs or directly by the Program Scientist. The vast majority of records will be from satellite borne instruments. Any departures from a PDMP shall be approved in writing by the Program Scientist, the Project Manager, and the NSSDC Director.

(2) Unclassifed ADRs and RDRs made available from space science flight experiments by other agencies in accordance with interagency agreements providing the data media meet standards for reproduction and the supporting documentation is adequate.

(3) Ground-based correlative data, only when it is considered absolutely necessary for the utilization of data in the NSSDC.

- (4) ARDs and RDRs from foreign space science flight experiments made availble by international exchange of data through the World Data Centers or by cooperative agreements.
- (b) Data not to be acquired. (1) Data obtained from operational observations made for specific applications such as weather forecasting, navigation, communication, tracking and telemetry, medical investigations, and technological investigations which contribute only to the development of space flight hardware will not be acquired by the NSSDC.

(2) Any data from space science flight experiments that is excluded from archiving

in the NSSDC by a PDMP.

- (3) EDRs (including magnetic tapes, telemetry records, exposed film and meteorite collection panels) will not be acquired by the Center.
- (c) Availability of data. Data records in the NSSDC will be available to users on the following basis:

(1) To U.S. residents and organizations upon request.

(2) To foreign nationals in accordance with procedures of World Data Center A.

(3) To foreign nationals on the basis of cooperative agreements between NASA and the space agencies of foreign governments or multi-lateral organizations devoted to space research.

(4) To foreign governments on the basis of bilateral intergovernment agreements made by the U.S. on behalf of NASA.

(d) Preservation of data. This should be specifically addressed in the PDMP. In general, data in the NSBC will be preserved for the longest practicable time consistent with the physical life of the record. Records will be reproduced to extend their storage life only if the record of their past utilization justifies such prolongation. Specific categories of data may be reproduced to extend their storage life regardless of past usage in accordance with international or interagency agreements or with the PDMP.

(e) Interface with other sources of data from NASA missions. Certain NASA missions such as those involving national facility payloads or those with Guest Investigator programs may maintain the data within the project for many years. The NSSDC will route requesters of such data to the appropriate facility or make request on their behalf depending on the agreement specified in the PDMP. The distribution of catalogs produced by such a mission shall also be determined by the PDMP.

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(f) NSSDC publications. The NSSDC will issue or provide publications as necessary to fucilitate the use of available data. Publications will include:

(1) Data wers guides. Provides the data uner the experiment information and describes the reduced data available. These will usually be written by the Investigators and supplied to the NSSDC as specified in the PDMP:

(2) Catalogs of data. Lists of all data from space science flight experiments available from the NSSDC, issued as needed. The forms in which the data are available will also be indicated; i.e., microfilm, tapes, printouts, etc. Catalogs of data available from projects that maintain their own data base, such as Guest Investigator or facility mis-sions, will also be distributed if the PDMP so specifies.

(3) Data Announcements. Announces those data sets which are known to have wide appeal when such sets become avail-

(g) Other services. The NSSDC will provide technical assistance to data users. In some cases, this may involve the conversion of data records into compatible formats to facilitate correlation of data from various sources. When facilities are available the NSSDC will provide lecture rooms, study rooms, and office space for use by visiting scientists for research involving the use of available data.

(h) User charges. (1) User charges will, as matter of policy, be in accordance with the policies set forth in the Bureau of the Budget Circular A-25 and NASA Financial Management Manual 9030. The methods to be used in computing the user charges will be reviewed by the Director, Financial Management Division, NASA Headquarters.

(2) Appropriate fees will be charged for reproduction, computer and dissemination services provided to individual users by the Data Center. The NSSDC may perform conversion of data records and general technical assistance without charge to individual users. Fees for reproduction and dissemination services may be waived by the NSSDC Director if:

(i) The cost of collecting the fee would be an unduly large proportion of the amount of the fee.

(ii) The data furnished are required to accomplish a research task approved by NASA Headquarters or field installations.

(iii) The data are to be used by a Federal, State, or local government agency or by nonprofit organization.

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