



NATIONAL  
ARCHIVES

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Administrator Charles F. Bolden, Jr.  
National Aeronautics and Space Administration  
NASA Headquarters 300 E Street, SW  
Washington, DC 20546

Dear Mr. Bolden:

The National Archives and Records Administration (NARA) is responsible for assisting Federal agencies in the proper management of records in all media to protect legal rights, promote governmental accountability, and ensure that records of enduring value are preserved and accessible over time. In carrying out this responsibility, and based on the authority granted to NARA in 44 U.S.C 2904(c)(7), NARA will be conducting an inspection of the National Aeronautics and Space Administration (NASA) in FY 12.

NASA's Space Shuttle Program has been the centerpiece of American space exploration history for over three decades. The records documenting this program are highly valuable for technical as well as general research purposes. Therefore, NARA has chosen to focus this inspection on Space Shuttle Program records and its implementation of records retention schedules and compliance with Federal records management statutes and regulations, particularly as the program is closing out.

The inspection will begin with a strategic planning session at JSC headquarters, Houston, Texas, on **May 1, 2012**. Please designate an appropriate contact person (or persons) with whom we can coordinate all aspects of the inspection including security clearances and access to facilities. If we have not received a response by **April 27, 2012**, we will assume **Patti Stockman, Agency Records Officer**, will serve as our contact.

Based on our experience with the Federal records inspection process, and on our common understanding of the importance of good records management in the Federal Government, we are confident that the inspection will be useful in supporting the missions of both NASA and NARA. If you or your staff has questions, please contact Paul Wester, Chief Records Officer for the U.S. Government at 301-837-3120, or e-mail [Paul.Wester@nara.gov](mailto:Paul.Wester@nara.gov).

Sincerely,

DAVID S. FERRIERO  
Archivist of the United States