JPL, NASA AND THE HISTORICAL RECORD:
KEY EVENTS/DOCUMENTS
IN LUNAR AND MARS EXPLORATION

Presented by

Michael Q. Hooks, Ph.D., C.A.
Chief Archivist
Jet Propulsion Laboratory

for the

Moon, Mars, Millennium:
Commemorating the 30th Anniversary
of the First Moonwalk Workshop

May 8, 1999
Agenda

JPL historical resources

JPL Archives
Regional Planetary Image Facility
JPL Public Web Sites

NASA historical resources

NASA History Office
NASA Center History Contacts

NARA
National Archives at College Park, MD
NARA – Pacific Region
  Laguna Niguel
  San Francisco

Questions and answers
JPL historical resources

JPL Archives

- Documents the history of JPL's flight projects, research and development activities, and administrative operations

- Material formats include paper, microfilm, CD-ROM, audio and video tape, and still and moving images


- Dr. Michael Hooks, JPL Chief Archivist
  M/S: 111-113
  Jet Propulsion Laboratory
  4800 Oak Grove Dr.
  Pasadena, CA 91109-8099 (michael.q.hooks@jpl.nasa.gov)
JPL Archives (cont’d)

- Operated by:
  Sherikon Space Systems, Inc.
  145 N. Altadena Dr.
  Pasadena, CA  91107
  (jplarchives@sherikon.com)
  (626) 449-1593, X15

- Hours of operation:  7:30 am – 4:30 pm, Monday – Friday
  (Closed during JPL-observed holidays)

- Access by the public
  - Document clearance required for internal documents
  - Finding aids available without restrictions
The Jet Propulsion Laboratory (JPL), an operating division of the California Institute of Technology (Caltech), performs research, development, and related activities for the National Aeronautics and Space Administration (NASA). Located in the foothills of the San Gabriel Mountains near Pasadena, California, JPL employs more than 6,000 people engaged in a variety of tasks: exploring Earth and the solar system with automated spacecraft; managing the Deep Space Network for spacecraft communications, data acquisition, mission control and radio science space study; and performing basic and applied scientific and engineering research in support of the nation's interests.

In April 1989, the JPL Archives was established to document the history of JPL's flight projects, research and development activities, and administrative operations. The Archives identifies Laboratory records of historical value, collects and preserves those records, and makes them available for research by JPL personnel, scholars, students and the general public.

If you would like additional information about JPL, see the Public Affairs Office JPL Fact Sheet.

What types of requests does the JPL Archives handle?

Requests for historical information about JPL.
Requests for specific documents, both historical and current.
See Secondary Distribution - Document Requests

For current information, see:

JPL Home Page
JPL Web Directory

E-mail the JPL Public Information Office.

If these sources do not provide the information you need, contact the Archives for further assistance.
Archives Collections

- List of Processed Accessions
- Audiovisual Materials
- History Collection
- Microfilm
- Oral History
- Publications and Miscellaneous Accessions

General Information

- Business Hours
- Access to the Archives
- Research Services
- Reproduction Requests
- Secondary Distribution - Document Requests

Archives Phone/Mail/E-mail

The JPL Archives contains collections that cover the range of Laboratory activities. Please consult our list of processed accessions to see which topics are covered. Finding aids are available for all processed accessions, and may be viewed in the Archives.

Audiovisual Materials

A collection of more than 300,000 photographs documents JPL's planetary missions and research activities from 1936 to the present. The Archives also maintains collections in motion picture film, videotape, and Compact Disk--Read Only Memory (CD-ROM) formats, primarily covering planetary missions.

History Collection

This internally created research collection contains materials pertaining to the development of the Laboratory from 1936 through 1976. Within this collection are records of Army Ordnance projects such as Corporal and Sergeant; NASA programs including Ranger, Surveyor, and Mariner; and other JPL activities. The collection is indexed by author, subject and date. A list of subject headings is also available.
The Archives microfilm collection includes more than 1000 reels of film and covers:

- Administrative Reports
- Corporal Missile
- Fluorine Test Cell
- Hydrobomb Data
- Juno Program
- Jupiter Project
- Liquid Propulsion Section
- Mariner Missions
- Ranger Missions
- Sergeant Missile
- Surveyor Missions
- Technical Reports
- Vega Project
- Viking Missions
- Wind Tunnels

There are also collections of records identified by individual names:


**Oral History**

In addition to a documentary history of JPL, the Archives has developed an oral history program at the Laboratory. Through the oral history program, unique personal experiences that may go unrecorded in written documentation are captured on audiotape and later transcribed and made available for research use. Both current and former JPL employees thus have an opportunity to offer significant information about their roles at JPL -- and contribute to the overall understanding of the Laboratory's growth and development.

See our list of interviewees. Transcripts -- hard copy or electronic files -- are available.

**Publications and Miscellaneous Collections**

The Archives preserves JPL publications, brochures, newsletters, clippings, and a small collection of NASA publications. See our list of Publications and Miscellaneous Collections.

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General Information

The Archives is open for research from 7:30 am to 4:30 pm (Pacific Time Zone), Monday through Friday, and is closed during all regular JPL-observed holidays. Visits are by appointment only.

Archives Access

Researchers planning a visit must notify the Archives of their research topic in advance. Contact the Archives for information on the availability of materials on your particular research topic.

All JPL records are considered internal documents, but they are accessible to researchers from the general public once they have been reviewed and cleared by the Laboratory for external release. This process may take from one day to several weeks, depending on whether the request is domestic or international.

Research Services

The Archives staff provides a range of research services, including assistance with locating historical records and answering questions related to JPL's projects and activities. Catalogued records are available for research use by JPL and NASA personnel, contractors and the general public.

Finding aids for catalogued records are available to researchers. Archives holdings are inventoried to the document or file folder level, and many inventories are maintained in a database accessible to patrons. Printouts of the inventory may be acquired on request.

Reproduction Requests

Photocopy reproductions of paper records and reproductions of JPL images in a variety of photographic formats are available. Contact the Archives staff for current reproduction fees and method of payment. Prepayment is required for all orders.

Secondary Distribution - Document Requests

Surplus copies of selected JPL Publications, in their original form, are available through the Archives at no charge.

Other documents are preserved on microfilm and may be reproduced for a fee.

To obtain a document, send your request by regular mail, fax or e-mail. (See mailing address and fax...
Installation of 23-foot Mirror

In May 1967, a 23-foot mirror was lifted into place in JPL's 25-foot Space Simulator. The mirror was designed to reflect light from thirty-seven high intensity xenon arc lamps down into the test area of the chamber, to simulate the intense solar radiation encountered by spacecraft outside Earth's atmosphere. The Space Simulator was featured in the April 1999 Historical Photo of the Month page.

The mirror had been delivered to JPL on a large slow-moving truck, with two vehicles trailing behind it side-by-side, both displaying "Wide Load" signs. The truck inched up the hill to the building which housed the 25-foot Space Simulator, the mirror was carefully unloaded, then lifted into place over a period of several days.

Copies of this and other historical JPL photographs are available through the JPL Archives.
JPL Archives
Processed Accessions

Administration

Office of the Director
Bruce C. Murray, 1971-1982, 3.33 Cubic Feet (C.F.)

Office of Technical Divisions
Fred H. Felberg, 1976-1978, 1.17 C.F.

Flight Projects

Earth Observing System Project, 1988-1990, 1.83 C.F.
Mariner Missions 1958-1989, 6.33 C.F.
Office of Flight Projects, 1961-1989, 1 C.F.
SEASAT Project, 1969-1979, 14.17 C.F.
Ulysses Mission, 1969-1990, 64.93 C.F.
Viking Missions, 1970-1980, 10.5 C.F.
Voyager Missions, 1958-1990, 27.3 C.F.

Research and Development

Information Systems and Civil Programs, 1973-1987, 6.93 C.F.
Low Cost Silicon Solar Array Project, 1975-1983, 17 C.F. + 1 oversize box
Office of Technology and Space Program Development, 1978-1986, 2.33 C.F.
Pathfinder Project, 1973-1987, 7.33 C.F.
Propulsion Systems, 1952-1986, 4.33 C.F.
Radioisotope Thermoelectric Generator Project, 1980-1988, 1.8 C.F.
Railroad Wheel Failure Mechanisms and Test Facility Project, 1963-1986, 2.5 C.F.
Real-Time Weather Processor Project, 1986-1987, 1 C.F.
Solar Pond Project, 1979-1984, 2.15 C.F.
Solid Propellant and Engineering Section (photographs), 1941-1982, 1.7 C.F.

Miscellaneous Collections

Roger D. Anderson (Surveyor and Viking), 1967-1976, .17 C.F.
Joseph R. Bruman (Soviet space program), 1980s, 1 binder
B.A. Goldberg (Table Mountain Site History), 1932, 1 folder
Julian Nielsen, 1960s, .33 C.F.
Walt Powell, 1936-1983, 1 C.F.
### JPL Archives

**Oral History Collection**

**Finished Transcript List**

*as of April 28, 1997*

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<th>NAME OF INTERVIEWEE</th>
<th>DATE INTERVIEW BEGAN</th>
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<tbody>
<tr>
<td>Alper, Marshall</td>
<td>07/06/87</td>
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<td>Bartley, Charles</td>
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<td>Bathker, Dan A.</td>
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<td>Edwards, Chad</td>
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<td>Evans, Robert H.</td>
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<td>Felberg, Fred H.</td>
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<td>Kármán, Theodore von</td>
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<td>Kautz, Gordon P.</td>
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JPL Archives
Publications and Miscellaneous Collections

Employee Newspapers
GALCIT-Ear, 1944-1945
Lab-Oratory, 1951-1976 (Indexed 1951-1976)

Historical Biography Collection
JPL Fact Sheet
JPL History
JPL Newsclips
Newspaper clippings
Public Affairs Office Press Releases
Reprints - Magazines

JPL Annual Reports
JPL Brochures and Pamphlets
JPL Highlights
JPL Newsletters - Various subjects
JPL Publications
JPL Special Publications (SPs)
JPL Technical Memoranda and Technical Reports
Telecommunications and Data Acquisition Progress Report

Mission Status Reports - Various subjects
Galileo Messenger
International Halley Watch Bulletin
International Halley Watch Newsletter
Magellan
Mars Observer
MSAT-X Quarterly
Parabolic Dish Project Newsletter and Parabolic Dish Technology Progress Report
V-GRAM
Vapeps

Photograph albums and indexes
Lithographs

Aeronautics and Space Report of the President, previously called Report to the Congress from the President of the United States
Information Systems Newsletter
NASA Activities
NASA Facts
NASA News Press Kit
NASA Magazine
NASA News
NASA Publications
Agena--Guidance
Agena--Management
Agena--Objectives and Planning
Agena--Schedules
AGU
AIAA, See Also: ARS, IAS
Air Force Office of Scientific Research, See: AFOSR
Aircraft--Atomic/Nuclear
Aircraft--Design
Aircraft--Jet
Aircraft--Pilotless
Aircraft--Propellants
Aircraft--Propulsion
Aircraft--Rocket, See Also: X-15
Allegheny Ballistics Laboratory, See: ABL
Alouette
American Geophysical Union, See: AGU
American Institute of Aeronautics and Astronautics, See: AIAA
American Rocket Society, See: ARS
Ames Research Center, See: ARC
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ARCADE
ARGMA
ARGMA--Organization
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Langley AFB  
Langley Field, See: LRC  
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Launch Operations, See Also: NASA--Launch Operations  
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Luna  
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Lunar Exploration, See Also: US Lunar Program; US Lunar Program--Manned;  
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JPL historical resources

Regional Planetary Image Facility
- Contains images, topographic maps, and geologic maps of planets and their satellites taken both from Earth and in space

- Public web site: http://pds.jpl.nasa.gov/rpif.htm

- Debbie Martin, Data Manager
  M/S: 202-101
  Jet Propulsion Laboratory
  4800 Oak Grove Dr.
  Pasadena, CA 91109-8099
  (jplrpif@jpl.nasa.gov), (818) 354-3343
The JPL Regional Planetary Image Facility (RPIF) contains images, topographic maps, and geologic maps of the planets and their satellites taken both from Earth and in space. Our collection is updated as new imagery and data products become available. The RPIF is intended for use by individuals and groups who use photographic and cartographic material of the planets in their research programs. These programs include geologic, photometric, colorimetric, photogrammetric, and atmospheric dynamical studies. Educators, students, NASA principal investigators and others at various institutions throughout the country are encouraged to use the RPIF's capabilities.

The RPIF is used to study and select lunar and planetary imagery for research. This research may include the study of planetary surfaces and atmospheres. In special circumstances, it is possible to reproduce a few photographs at the user's expense. A library staff member is available to assist with the ordering of materials for users' retention.

Other NASA RPIFs exist at different locations.

**Our Holdings**

The RPIF maintains a inventory on these web pages indexed by mission name and photo product. Presently, further research is available by visiting the JPL RPIF. To schedule a visit, please contact the JPL RPIF library staff.

Below are locators for the JPL RPIF data holdings. Data may be located by mission or by medium.

**Locate By Mission**

- **Mariner 4** - Mars Flyby Mission 1964 - 1967
- **Surveyor** - Five Lunar Lander Spacecraft 1966 - 1968
- **Apollo** - NASA Manned Missions Lunar Nine Orbiters With 6 Landings 1968 - 1972
- **Mariner 6** - Mars Flyby Mission 1969
- **Mariner 7** - Mars Flyby Mission 1969
- **Mariner 9** - Mars Flyby Mission 1971 - 1972
- **Mariner 10** - NASA Mission to Venus and Mercury 1973 - 1975
- **Voyager** - NASA Missions to Jupiter, Saturn, Uranus, Neptune 1977 - Present
JPL historical resources

JPL public web site: http://jpl.nasa.gov

- Features include information on past missions
  and directory of public web sites
Mars rover test drive racks up miles and smiles

It is the ultimate test drive for the newest otherworldly vehicle. A few practice spins around an ancient lake bed in the Mojave desert this week with the next-generation Mars rover are helping NASA scientists and engineers learn more about driving the real thing on Mars.

"It's pretty exciting out here. We want to rack up a lot of miles and see how far this rover can go," said Dr. Raymond Arvidson, a geologist from Washington University in St. Louis, MO, and mission director for the field tests. "We are doing an 'end-to-end' test, using systems similar to what we will use on Mars. These test drives will help ensure that we will have a successful Mars rover mission."

(Full Story) 4/29/99
JPL Past Missions

Solar System Exploration
- Magellan
- Mariner 2
- Mariner 4
- Mariner 5
- Mariner 6, 7
- Mariner 9
- Mariner 10
- Mars Observer
- Mars Pathfinder
- Pioneer 10
- Pioneer 11
- Ranger
- Surveyor
- Viking 1, 2

Earth Sciences
- NASA Scatterometer
- Seasat
- Spaceborne Imaging Radar-C
- Spaceborne Imaging Radar-A
- Spaceborne Imaging Radar-B

JPL

Current
Future
Proposed
Past
NASA historical resources

NASA History Office

- Holds reference documentation on major aeronautics and astronautics programs, in addition to information about key NASA and National Advisory Committee on Aeronautics (NACA) officials, and NASA policy

- Extensive publications program

- Public web site:
  http://www.hq.nasa.gov/office/pao/History/history.html

- Dr. Roger Launius, NASA Chief Historian
  Code ZH
  National Aeronautics and Space Administration
  Washington, DC  20546-0001
  (histinfo@hq.nasa.gov)
  (202) 358-0383
Current Events in NASA History - Find out about all of our recent and upcoming events, as well as hot off the presses and forthcoming publications, the current issue of "NASA History News & Notes," and our new Web sites! Also, click here to view our What’s New Page.

Publications - Find out about ordering our publications, viewing many of these on-line, or review a comprehensive list of all NASA History publications and their availability. This page also contains links to back issues of our newsletter.

Historical Subjects - Search through the bulk of our reference documentation on major aeronautics and astronautics programs, in addition to information about key NASA and NACA (1915-1958) officials, policy documents, statistics, and our timeline of air and space achievements. This page also has a link to our new "hot topics" page.

Other Resources - Check out this page for sites that are external to the NASA History Office. Here you will find links to our newest monograph entitled Research in NASA History, NASA headquarters, the headquarters library, and the NASA Image eXchange, our various field centers and their historical information, as well as links to other space agencies, the National Archives and Records Administration, and interesting aerospace history sites.

NASA Web Site Privacy Statement

Updated July 27, 1998
Recent History Publications: Click here to view descriptions and ordering information for some of our most recent publications.

NASA History News and Notes: Click here to view the current issue or back issues of the quarterly newsletter of the NASA History Program.


NASA History Series Publications: A comprehensive list of books published under the auspices of the NASA History Program since the creation of the agency. Many of these books will be placed on-line in the future, so please check below periodically.

Aeronautics and Space Report of the President: Check out the latest version of the annual "President's Report. This report contains information on aerospace activities conducted by Federal agencies during the fiscal year, as well as useful budget and other appendices.

Ordering NASA History Books from GPO: Browse our new color brochure showing ten exciting and useful titles in NASA History. Once you know which books you want to buy, you can print out a form and fax it directly to the Government Printing Office.

NASA History: 1997 in Review: This is a good summary of the NASA History Office's many publications, conferences, and other achievements during the last year.
Hot History Topics/Frequently Asked Questions

Information on John Glenn's flying in space again. This page has links to biographical information on Glenn, his Mercury Flight, spacelift and again, and more.

Apollo. Click here for general Apollo Information. Click here for information about the Apollo 204 accident. Click here for Apollo 11 information. Click here for Apollo 13 information.

Martian exploration. Click here to see information from the Office of Space Science about Mars. Click here to view a chronology of U.S. and Russian/Soviet probes. Click here to view an updated selected bibliography.

Shuttle. Click here for general information about shuttle history. Click here for specific information about the Challenger accident.

Astronaut information. Get biographical material on current, former, and deceased astronauts, as well as the very useful Astronaut Factbook.

Sputnik and the Dawn of the Space Age

X-Planes or Summary table of X-Planes

Students and Teachers. Please check out the NASA Education home page for information on how to access educational materials. Spacelink is also an excellent site to search.

Images. The NASA Public Affairs Office, Code PM, runs a photo library that sells photos to journalists and the general public. Please call this office at 202-358-1900 or fax them at 202-358-4333 to order glossy photos. The NASA Image Exchange (NIX) has many photos from headquarters and field centers on-line. Several NASA field centers also have good photo galleries. The NASA public affairs office has a hot topics page, which includes links to pages with movies and various electronic images. In addition, the NASA Center for Aerospace Information (CASI) has a video catalog on-line in pdf format or you may email CASI.

Spinoffs: view the annual Spinoff's publication on-line or search the useful Spinoffs database.

NASA History Publications: what's in print, out of print, on-line, and how to purchase these books. If you are looking for old technical reports and the like, try CASI's home page or email CASI.
Research in NASA History

A Guide to the NASA History Program
NASA historical resources

NASA History at the Centers

• History offices or other history contacts exist at all the NASA Centers
• Focus is on the history of their particular Centers
National Aeronautics and Space Administration

History at the Centers

- Ames Research Center
- Dryden Flight Research Center
- John H. Glenn Research Center at Lewis Field
- Goddard Space Flight Center
- Jet Propulsion Laboratory Archives
- Lyndon B. Johnson Space Center, Gopher Server to Historical Archives located at Rice University.
- Lyndon B. Johnson Space Center on-line photo archives
- John F. Kennedy Space Center
- Langley Research Center
- George C. Marshall Space Flight Center
- John C. Stennis Space Center

NASA Photo Gallery

- NASA Image eXchange (NIX): The NIX site includes links to photo databases at several centers. It is a convenient, user-friendly way to search by NASA photo number or by keyword.

NASA Center Directors

- Chronological List of Center Directors

Updated March 25, 1999
Roger D. Launius, NASA Chief Historian
Steve Garber, NASA History Web Curator
For further information E-mail histinfo@hq.nasa.gov
NARA (National Archives and Records Administration)

- Public web site: http://www.nara.gov/

- NASA’s historical records stored at National Archives at College Park, MD (Archives II)
  8601 Adelphi Road
  College Park, MD 20740-6001
  (inquire@arch2.nara.gov)

- California
  - NARA – Pacific Region
    - Laguna Niguel
      24000 Avila Road
      Laguna Niguel, CA 92677-3497
      (949) 360-2641
      (archives@laguna.nara.gov)
• California
• NARA – Pacific Region (San Francisco)
  1000 Commodore Dr.
  San Bruno, CA 94066-2350
  (archives@sanbruno.nara.gov)

• NASA records classified as Record Group 255
National Archives and Records Administration

...to ensure ready access to essential evidence...that documents the rights of American citizens, the actions of federal officials, and the national experience...

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questions and comments
Research Hours
Monday & Wednesday 8:45 am - 5:00 pm
Tuesday, Thursday & Friday 8:45 am - 9:00 pm
Saturday 8:45 am - 4:45 pm
Closed Sunday

Mailing/Visiting Address
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

Location and Directions
Archives II is located at 8601 Adelphi Road, near the University of Maryland's College Park campus. From I-495 (The Capital Beltway) take exit 28B for New Hampshire Avenue (Route 650) south. Once headed south on New Hampshire, take a left at the second light onto Adelphi Road. Follow Adelphi Road for a couple of miles until you see the large green sign for Archives II on the left. Turn into the entrance and park in the parking garage.

Parking
Ample free parking for researchers is available on site in a three level parking garage.

Bus Service
A staff shuttle bus runs on the hour from 8 am to 5 pm Monday through Friday between the College Park and Washington, DC, (Archives I) buildings. Researchers may use it on a space available basis.

- Depart Washington, DC: 8 am - 5 pm on the hour
- Depart College Park: 8 am - 5 pm on the hour
- Monday through Friday only

The R3 Metrobus, serving the Greenbelt, Prince George's Plaza, and Ft. Totten Metrorail Green Line stations, also stops at the College Park facility. It does not run on Saturday. For run times contact Metro at (202) 637-7000. A free researcher shuttle bus runs on Saturday only between the Prince George's Plaza Metrorail Green Line station (Belcrest Road side) and the College Park building on the following schedule:
SERVICES FOR THE PUBLIC

- Genealogy Research
  The Laguna Niguel facility has extensive microfilm holdings of value for genealogy research. For additional information, go to The Genealogy Page.

- Archival Holdings
  NARA’s Pacific Region (Laguna Niguel) has more than 28,000 cubic feet of archival holdings dating from about 1850 to the 1980s. In addition to textual records there are architectural drawings, maps, and photographs. These holdings were created or received by the Federal courts and over 50 Federal agencies in Arizona, southern California, and Clark County, Nevada. Federal law requires that agencies transfer permanently valuable, noncurrent records to NARA.

Among the subjects covered are private land claims of the Spanish and Mexican periods in California history; the opening of the public domain to homestead settlement; the impact of the railroads on native American life and culture; ethnic diversity, Chinese exclusion, and immigration and naturalization; the maritime industry and its development; the buildup of coastal defenses and

SERVICES FOR FEDERAL AGENCIES

NARA’s Pacific Region (Laguna Niguel) provides no-cost storage on inactive records created or received by Federal agencies in Arizona, southern California, and Clark County, Nevada. It is the first stop for records after they leave the physical custody of the agency of origin. Agency records stay in the facility, where they are tracked through an automated database, until they are either destroyed through recycling or accepted by NARA as permanent records. A small sampling of U.S. agencies storing records at the facility include: the Internal Revenue Service, Immigration and Naturalization Service, U.S. Navy, Army Corps of Engineers, Bureau of Prisons, Department of Veterans Affairs, and U.S. Attorneys. All Federal agency records management and interaction with the facility is governed by the Code of Federal Regulations as it relates to records management. Access to all records stored at the facility is controlled by the agency of origin.

- Appraisal
  NARA works closely with Federal agencies to preserve and make available for research historically significant, permanently
SERVICES FOR THE PUBLIC

• Genealogy Research
The San Francisco facility has extensive microfilm holdings of value for genealogy research. For additional information, go to The Genealogy Page.

• Archival Holdings
NARA’s Pacific Region (San Francisco) has more than 50,000 cubic feet of archival holdings dating from 1850 to the 1980s, including textual documents, photographs, maps, and architectural drawings. These archival holdings were created or received by the Federal courts and more than 100 Federal agencies in northern California, Guam, Hawaii, Nevada (except Clark County), American Samoa, and the Trust Territory of the Pacific Islands. Federal law requires that agencies transfer permanently valuable, noncurrent records to NARA.

Among the subjects covered are Chinese exclusion and immigration, the development of Pearl Harbor and mainland coastal fortifications, land use, mining, migrant labor camps, and tribal claims.

The archival holdings are arranged by record group (abbreviated RG), a body of records from an agency or bureau.

SERVICES FOR FEDERAL AGENCIES

NARA’s Pacific Region (San Francisco) provides no-cost storage for inactive records created or received by Federal agencies in northern California and Nevada (except Clark County), and for selected Federal agencies in Hawaii and the Pacific Ocean area. It is the first stop for records after they leave the physical custody of the agency of origin. Agency records stay in the San Francisco facility, where they are tracked through an automated database, until they are either destroyed through recycling or accepted by NARA as permanent records. All Federal agency records management and interaction with the facility is governed by the Code of Federal Regulations as it relates to records management. Access to all records stored at the facility is controlled by the agency of origin.

• Appraisal
NARA works closely with Federal agencies to preserve and make available for research historically significant, permanently valuable records. Agencies wishing assistance in appraising unscheduled records of permanent value, or in improving records management systems in order to preserve permanently valuable information, should contact Richard Boyden by e-mail or
Questions and answers