



Records Management at JPL

Mary Behshid, MLIS
JPL Records Manager

UCLA INF STD 240: Electronic Records

Professor Jean-François Blanchette

October 19, 2016



Jet Propulsion Laboratory
California Institute of Technology

Agenda

- About me
- What is JPL?
- Records Management @ JPL

About me

RM Evangelist

- MLIS from UCLA in 2009
- Unpaid internship > academic part time > hired full time!
- Fun fact: Hired to coordinate the destruction of 40,000 boxes of records

Mary.M.Behshid@jpl.nasa.gov

LinkedIn

What is JPL?

AKA the “Lab”

- NASA + Caltech = **Jet Propulsion Laboratory**
- Federally Funded Research & Development Center (FFRDC)
- 1 of 10 NASA Centers (and NASA’s only FFRDC)
- Lead NASA Center for Robotic Space Exploration

<http://www.jpl.nasa.gov/about/history.php>

Records Management

Mandate

Records management at JPL is **required** through Caltech's contract with NASA:

- Defines NASA vs. Caltech records
- Handling, Protection and release of restricted information
- Records Management compliance to executive orders (Presidential directives)

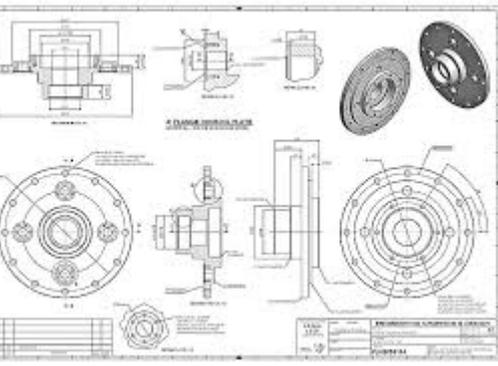
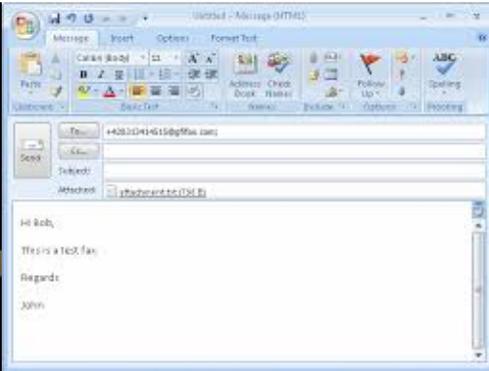
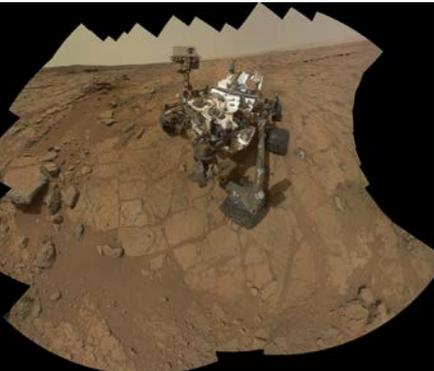
Records Management

Why Should You Care?



What kinds of records?

Evidence of JPL's business and technical activities

A screenshot of a Microsoft Excel spreadsheet showing a financial report. The spreadsheet has columns for months (Jan, Feb, Mar, Apr, May, Jun, Jul) and rows for various categories. The data is presented in a clear, organized manner with alternating row colors.

<https://www.youtube.com/usnationalarchives>

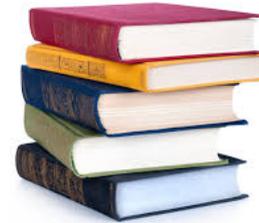
Non-records

Reference materials (non-JPL publications)
Journals, magazines, articles
Catalogs
Books
Publication stocks/brochures

Commercial computer software and manuals

Duplicate copies

Blank forms



<https://www.youtube.com/usnationalarchives>

Records Management Group

Responsibilities

- Paper records storage and retrieval
 - Government records > Federal Records Center
 - Caltech records > records storage subcontractor
- Electronic Records Management
- Disposition
 - Destruction
 - Accession to National Archives and JPL Archives
- Preservation & access

Records Management Group

Freedom of Information Act

“The Freedom of Information Act (FOIA) is a law that gives you the right to access information from the federal Government. It is often described as the law that keeps citizens in the know about their government.” – foia.gov

Typical requests =

- mission reports
- drawings
- images
- subcontracts

Unusual requests =

- messages received from beings on other planets
- records about “secret” industrialization on the moon

Records Management Group

Records Liaisons Program

- 150 Records Liaisons across the Lab
- Primary point of contact between RM and organizations
 - Lists of Records Categories
 - Enables organizations to understand which records they need to keep and possibly send to storage, and which records are safe to destroy and when
 - Directed communications rather than All Personnel emails

Records Management Group

Training

Records Management Awareness Training

- Offered quarterly to all JPL personnel
- Training covers:
 - Difference between government and Caltech records
 - How long to keep records
 - Where and how to store records

Records Management Group

Paperless initiatives

- Applications
 - Instructions for build, assemble and test (spacecraft)
 - Subcontracts
- Digital signatures
 - Destruction concurrence
 - Approval workflows
- Digitization
 - Pages: 350K
 - Aperture cards and microfilm images: 2K



Jet Propulsion Laboratory
California Institute of Technology