



*Langley Research Center*  
**Directives Management**  
**Transmittal Sheet**

August 13, 2012 to  
August 24, 2012

## **Material Transmitted**

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*Revision / modification*

LAPD 1070.1 Historical and Artifacts Program

*Note: When commenting on drafts or revisions, please cite each comment by specific section and page number for LAPDs and LPRs.*

## **Summary**

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This directive is undergoing periodic review per CP 1410.2, Langley Management System Document Control.

The material has been reviewed by the owning organization, OSACB, with the following outcome(s):

1. *Change in document owner and organization (SRO to OSACB)*
  2. *Updated the extension and mail stop for the Historical and Artifacts Program Manager*
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# Proposed Mod

LANGLEY  
POLICY  
DIRECTIVE

Directive: LAPD 1070.1

Effective Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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Responsible Office: [Office of Strategic Relationships Office Analysis, Communications, and Business Development \(OSACB\)](#)

**SUBJECT: Historical and Artifacts Program**

## 1. POLICY

a. It is the policy of this Center to promote understanding of our past, with a view toward a clearer perception of our present position in the aerospace community and possible future directions, by collecting, identifying, retaining, and disseminating the critical body of our knowledge and accomplishments.

b. Scope. Coverage of the Langley Historical and Artifacts Program includes:

(1) All information gathered and compiled for historical retention by the Center. Such information is for use in preparation of histories, monographs, compilations of photographs, and similar documents, as well as museum exhibitions, educational displays, documentary films, and other electronic media.

(2) Correspondence, logs, personal papers, and related documents (in either print or electronic media) to help retain and use information generated in the Center's past for the future.

(3) Hardware, including exhibits; wind-tunnel models; and flight items of special interest, unique or historical, to ensure overall coordination of both historically significant documentation and artifacts. (See NPR 4310.1 for details of the NASA Artifacts Program.)

(4) Oversight of the planning and coordination of the National Historic Preservation Program—encompassing national historic landmarks, historic districts, and archeological archive resources predating development of the Centers physical plant—as it applies to LaRC. (Consult the National Register Bulletin, “Guidelines for Evaluating and Documenting Historic Aviation Properties,” 1998; Advisory Council on Historic Preservation, “Balancing Historic Preservation Needs with the Operation of Highly Technical or Scientific Facilities,” 1991; and National Park Service, “History and Prehistory in the National Park System and the National Historic Landmarks Program,” 1987. In addition, the National Park Service Historic American Engineering Record and Historic American Buildings Survey programs should be consulted.)

Note: NASA HHR-64 provides an overview of the LaRC Historical and Artifacts Program. This document is useful for those interested in or considering researching and writing on a topic of Langley history.

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## 2. APPLICABILITY

This policy directive is applicable to Langley Research Center civil servants.

## 3. AUTHORITY

a. NPD 1440.6, "NASA Records Management."

## 4. ~~REFERENCE~~ APPLICABLE DOCUMENTS AND FORMS

a. NPR 4310.1, "Identification and Disposition of NASA Artifacts."

b. NASA HHR-64, "Research in NASA History: A Guide to the NASA History Program."

## 5. RESPONSIBILITIES (~~Responsibility/Function~~)

~~a. Historical and Artifacts Program Manager~~

~~(1)a.~~ The Head, Strategic ~~Relationships Office~~ Analysis, Communications, and Business Development (~~SROSACB~~), is the Historical and Artifacts Program Manager for the Center. The Historical and Artifacts Program Manager can be reached at extension 4-~~63000~~, Mail Stop ~~400121~~. The Historical and Artifacts Repository is located in Facility 1194, Room 200. Historical and Artifacts Program Manager shall:

~~(21)~~ Provides a point of contact for gathering historical documentation and artifacts.

~~(32)~~ Provides a means for systematic identification, a location for archival retention dissemination. Coordinates with the Center's records management

~~(43)~~ Provides a point of contact with NASA Headquarters, and Field Center History Offices, for idea interchange and NASA-wide coordination; and with the Smithsonian Institution (National Aeronautics and Space Collections for artifacts) and National Park Service.

~~(54)~~ Provides a point of contact for professional historians, writers, film/video producers, and others documenting the Center's contributions to aerospace history.

~~(65)~~ Assists, as required, other Center-related responsibilities, such as the Integrated Assets Management Office, Center Operations Directorate, the ~~SROOSACB~~, and the NASA Langley Technical Library.

~~(76)~~ Provides a formal point of contact to coordinate, as required, the disposition of important documentation during the phase-out of project offices or similar activities.

~~(87)~~ Arranges for distinguished research associates, consultants, reemployed annuitants, and others to assist in gathering and cataloging historical data.

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(98) Reads and comments (or arranges for appropriate reviewers) on historically oriented manuscripts.

(109) Serves as point of contact for federal commissions responsible for commemoration of historic aviation and space anniversaries.

b. Facilities Master Planner, Center Operations Directorate, shall:

Serves as point of contact responsible for the oversight of the planning and coordination of the National Historic Preservation Program (see paragraph 1.b (4) for specifics of this Program).

c. Line Managers shall:

(1) Recognize that certain documentation or hardware within their area of concern may be of historical significance to the Center.

(2) Alert the Historical and Artifacts Program Manager for coordination and disposition instructions.

d. Project Managers shall:

~~Managers of project offices are to be~~ especially sensitive to the provisions of this directive during the phase-down of ~~the~~ projects, or at other critical project milestones, for history or artifact implications.

## 6. DELEGATION OF AUTHORITY

None

## 7. MEASUREMENTS/VERIFICATION

None

## 8. CANCELLATION

LAPD 1070.1, dated May 13, 1999.

~~Original signed on file by~~

Lesa Roe  
Director

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