

**NASA 10EDUA (15-012, 80 FR 51, pp. 13899-13900)**

**SYSTEM NAME:** NASA Education Records

**SECURITY CLASSIFICATION:** None.

**SYSTEM LOCATION:**

Paper-based records are located in NASA facilities in Locations 1 through 11 as set forth in Appendix A, or at other Agency-designated offices of NASA contractors. Electronic records are maintained on secure NASA and NASA contractor servers in Locations 1 through 11, or at other Agency-designated offices of NASA contractors.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

This system maintains information on individuals engaged in the management, planning, implementation, and/or evaluation of NASA Education programs/projects, including former and current NASA civil servants, contractors, grantees, and partners serving as NASA Education program/project managers, primary investigators, project points of contact and volunteers, and session presenters. Information is also maintained on members of the public who apply to, participate in, and/or are supported by NASA Education programs, projects and activities, including students (K-12 and higher education), teachers, higher education faculty, advisors, school administrators, and participants' parents/legal guardians.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records in the system contain identifying information about individuals engaged in NASA Education endeavors. Records include individuals' names, mailing addresses, school/institution names and addresses, grades, levels or higher education degree information, contact information, demographic data (e.g. ethnicity, gender, race, citizenship, military status), birth dates, employment status, disabilities, medical and special needs notes, academic records, photographic identifiers, status, and response or feedback to a NASA program/project/activity.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

51 U.S.C. 20113.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Any disclosures of information will be compatible with the purpose for which the Agency collected the information. The records and information in these records may be disclosed: (1) To an individual's next-of-kin, parent, guardian, or emergency contact in the event of a mishap involving that individual; (2) To the public about an individual's involvement with NASA Education with the written consent of that individual; or (3) In accordance with NASA standard routine uses as set forth in Appendix B.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM**

**STORAGE:**

Some of the records are stored electronically on secure servers; some are stored in paper format in file folders.

**RETRIEVABILITY:**

Records may be retrieved from the system by any one or a combination of choices by authorized users to include last name, identification number, zip code, state, grade, level, and institution.

**SAFEGUARDS:**

Electronic records are maintained on secure NASA servers and protected in accordance with all Federal standards and those established in NASA regulations at 14 CFR 1212.605. Additionally, server and data management environments employ infrastructure encryption technologies both in data transmission and at rest on servers. Approved security plans are in place for information systems containing the records in accordance with the Federal Information Security Management

Act of 2002 (FISMA) and OMB Circular A-130, Management of Federal Information Resources. Only authorized personnel requiring information in the official discharge of their duties are authorized access to records through approved access or authentication methods. Access to electronic records is achieved only from workstations within the NASA Intranet or via a secure Virtual Private Network (VPN) connection that requires two-factor hardware token authentication. Non-electronic records are secured in locked rooms or locked file cabinets. For information systems maintained by NASA partners, who collect, store and process records on behalf of NASA, NASA requires documentation and verification of commensurate safeguards in accordance with FISMA, NASA Procedural Requirements (NPR) 2810.1A, and NASA ITS-HBK-2810.02-05.

**RETENTION AND DISPOSAL:**

Records are maintained and destroyed in accordance with NASA Records Retention Schedules (NRRS), Schedule 1, Item 68.

**SYSTEM MANAGER AND ADDRESS:**

Evaluation Manager, NASA Office of Education, Location 1 (see Appendix A).

**NOTIFICATION PROCEDURE:**

Contact System Manager by mail at Location 1 (see Appendix A).

**RECORD ACCESS PROCEDURES:**

Individuals who wish to gain access to their records should submit their request in writing to the System Manager at the addresses given above.

**CONTESTING RECORD PROCEDURES:**

The NASA regulations governing access to records, procedures for contesting the contents and for appealing initial determinations are set forth in 14 CFR part 1212.

**RECORD SOURCE CATEGORIES:**

The information is obtained directly from individuals on whom it is maintained, and/or from their parents/legal guardians and individuals who serve as recommenders.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:** None