

CANCELLATION NOTICE



Perform Executive Secretary Responsibilities for the Human Exploration and Development of Space (HEDS) Assurance Board (HAB)



Bryan O'Connor
Associate Administrator for
Safety and Mission Assurance

March 31, 2004
Date

DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial corrections to the flowchart in Section 5, reference 4.1, step 6.01 and Appendix A; Changed step 6.07.
	B	February 1, 2002	Added customer list, customer feedback to sections 5, and steps 6.05, 6.09, and 6.11. Editorial correction to reference 4.2 and steps 6.06, 6.07, and 6.12. Note added on continual improvement to flowchart in section 5. Updated Appendix A with current minutes.
Cancellation		March 31, 2004	HOWI 1150-Q008 Cancelled this date.

HOWI Author: QE/Pete Rutledge

OSMA Staff Member Responsible for this HOWI: QE/Pete Rutledge

Customers for this HOWI: Internal: AA/SMA & HAB Members

External: none

Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
Final HAB Agenda and Charts	HAB ES	QE Files	Hardcopy	Schedule: 1 Item: 14.B.1.a	Keep until Final Meeting Minutes approved, verify that is contained in Meeting Minutes then destroy
HATS Action Item Record	HATS Admin	W/in HATS	Electronic	Schedule: 1 Item: 78.C	Keep as long as item has reference value or 1 year then transfer to NASA Historian
HAB Meeting Minutes	HAB ES	QE Files	Hardcopy	Schedule: 1 Item: 14.B.1.a	Retire to FRC when 2 years old then transfer to NARA when 20 years old *Permanent*