

Final Memorandum, “NASA Lacks Procedures to Define, Recognize, and Protect Meta-Data” (A-04-013-01, December 19, 2005)

The NASA Office of Inspector General (OIG) initiated an audit of NASA’s policies and procedures for protecting Sensitive But Unclassified (SBU) information to determine whether the Agency had established controls that would adequately protect SBU information. As part of our review, we sampled NASA documents available on the Internet and found that they contained meta-data that could be considered SBU information. Meta-data is hidden data that describes other data in electronic files. In December 2005, we issued a report to the NASA Chief Information Officer and recommended that NASA (1) develop policies and procedures to define, recognize, and protect meta-data that may be contained in electronic documents and (2) provide user awareness training on policies and procedures developed pursuant to the preceding recommendation. NASA is taking appropriate corrective actions to address our recommendations.

*The memorandum contains NASA Information Technology/Internal Systems Data that is not routinely released under the Freedom of Information Act (FOIA). To submit a FOIA request, see the [online guide](#).*