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CP3-RD-0010 Rev. 6	TITLE: Records Management Process	Page 1 of 25

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REVISION/CHANGE LOG

Revision/Change Letter	Description of Changes	Pages Affected	Date of Revision/Change
0	Initial Release.	All	10/20/2014
1	General revision to improve FPDP processes Added 5.1.9 –Business Services Staff Changed 6.20 to reflect Business Services Staff role Deleted CP3-RD-0010-F05 *Correspondence Distribution*	All	1/7/2015
2	General revision to new format and to reorganize sections, Revised CP3-RD-0010-F01 Records Transmittal Form and removed all forms from appendices, Revised steps for processing records.	All	04/08/2015
3	Revision to Administrative Record Program and general revision to better align with new formatting guidelines.	All	7/23/2015
4	Revision to change Records Custodian section, Infrastructure Contractor name, Remove Correspondence Section for a separate procedure, Correct Appendix C, and correct formatting issues to better align with newest guidelines.	All	12/9/2015
4A	Add TSR 5.10.1 requirements.	4, 6, 7, 19	2/4/2016
5	Incorporate recommendations from PPPO audit including receipt control for QA records. Added information on handling contaminated records.	All	7/7/2016
6	Allow other knowledgeable personnel to correct records when originator is not available. Change FPDP to PGDP D&R. Update definition of originator.	All	7/24/2017

TABLE OF CONTENTS

1.0 PURPOSE AND SCOPE 3
1.1 Purpose 3
1.2 Scope 3
2.0 REFERENCES 3
2.1 Use References 3
2.2 Source References 3
3.0 COMMITMENTS 3
4.0 RESPONSIBILITIES 4
4.1 Functional Area Managers 4
4.2 Record Custodians 4
4.3 Procurement 4
4.4 RM Personnel 5
4.5 Technical Writer 5
4.6 All PGDP D&R Personnel 5
5.0 GENERAL INFORMATION 5
6.0 INSTRUCTIONS 6
6.1 Record Custodian Designation 6
6.2 Record Creation 6
6.3 Transfer of Paper Record to Electronic Media 8
6.4 Record Correction 10
6.5 Storage and Maintenance of Records 10
6.6 Non-Record Material 13
6.7 Contaminated, Damaged or Missing Records 13
6.8 Records Transmittal to RM 14
6.9 Record Receipt, Verification and Indexing 16
6.10 Access and Retrieval from Records Storage Area 17
6.11 Record Transfer to Infrastructure Contractor 18
7.0 RECORDS 18
7.1 Records Generated 18
7.2 Records Disposition 19
APPENDIX A – ACRONYMS/DEFINITIONS 20
APPENDIX B – IS IT A RECORD? 24
APPENDIX C – IS IT A QUALITY ASSURANCE RECORD? 25

1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure defines administrative controls for records generated during the course of doing business by Paducah Gaseous Diffusion Plant (PGDP) Deactivation & Remediation (D&R) Contractor personnel and subcontractors.

1.2 Scope

This procedure addresses information of any type and in any form that meets the legal definition of a record, or needs to be addressed to facilitate the identification and management of record information. This includes paper documents, electronic files, email messages, computer systems and their data, etc., that are created by, or in the possession of, any PGDP D&R employee or contract labor resource personnel, or in any of the following circumstances:

- While working on any PGDP D&R business activities.
- While performing activities funded by the U. S. Department of Energy (DOE).
- While located at any PGDP D&R business location.
- At any time while using PGDP D&R equipment or resources, such as offices, computers, etc.

This procedure applies to all personnel who identify, generate, review, approve, store, transmit, receive, retain, or disposition records as a result of doing PGDP D&R business.

2.0 REFERENCES

2.1 Use References

- CP3-QA-3001, *Issues Management*
- CP3-RD-0014, *Record Identification and File Plan Creation and Maintenance*
- PGDP (Paducah Gaseous Diffusion Plant)Procedure 01.03.04, *Paducah Classification and Information Control*
- PGDP Procedure 01.03.18, *Unclassified Controlled Information (UCI) Management*

2.2 Source References

- 18 U.S.C. 2071, *Concealment, Removal, or Mutilation Generally*
- 44 USC 3106, *Unlawful Removal, Destruction of Records*

3.0 COMMITMENTS

- 36 Code of Federal Regulations (CFR), Chapter XII, Subchapter B, *Records Management*
- CP1-NS-3001, *Technical Safety Requirements (TSR) for the U. S. Department of Energy Paducah Site Deactivation Project*
- CP2-QA-1000, *Quality Assurance (QA) Program Description*
- DOE Order (O) 243.1B, *Records Management Program*
- DOE O 422.1, *Conduct of Operations*

- American Society of Mechanical Engineers (ASME) NQA-1-2008, *Quality Assurance Requirements for Nuclear Facility Applications*, (with Addenda through 2009)

4.0 RESPONSIBILITIES

4.1 Functional Area Managers

- Assume responsibility for all records received, created, or transmitted under their supervision.
- Designate Record Custodians to ensure organizational record programs are implemented and maintained in compliance with this procedure.
- Ensure all PGDP D&R personnel within their Functional Area who create, receive, or transmit records are aware of, and comply with, the requirements of this procedure.
- Enforce all maintenance requirements defined in this procedure for records generated, received, processed, transmitted, maintained, or stored by PGDP D&R activities and operations.
- Ensure that terminating or transferring personnel who create and maintain records perform turnover to an appropriate employee, and notify Records Management (RM) by e-mail of the change before leaving.

4.2 Record Custodians

- Identify records created and/or received within their organization or functional area as a result of doing business and document according to CP3-RD-0014, *Records Identification and File Plan Creation and Maintenance.*
- Organize, maintain, and protect records during custody.
- Provide input to RM to establish electronic folders for email records.
- Prepare and transmit records according to this procedure.
- Ensure records transmitted to RM meet the minimum standards of this procedure. Only unclassified information will be indexed or filed within the RM database.
- Ensure record file size is approximately 100 MB or less. Files exceeding 100 MB may need to be submitted in segments.
- Ensure electronic records include optical character recognition (OCR).
- Ensure electronic records created by scanning are compared to the original for legibility and complete document is properly scanned and meets quality requirements.

4.3 Procurement

- Ensure subcontracts and purchase orders specify the records to be generated, the storage requirements for those records, and the right of authorized site personnel to access those records.
- Ensure subcontracts and purchase order records generated and retained by subcontractors or vendors are accessible by authorized personnel.
- Ensure subcontracts and purchase orders specify that a subcontractor's or vendor's records are not disposed of until the required retention period has expired or regulatory requirements are satisfied.
- Submit records of subcontracts and/or purchase orders or vendor records to RM.

4.4 RM Personnel

- Develops and maintains a RM Program consisting of the following:
  - Records file plans for site records.
  - Vital Records Plan and Inventory.
  - Storage, maintenance, and retrieval of site records.
  - RM awareness through established plant training.
- Ensures access to business-sensitive and classified records is restricted to individuals with an appropriate need-to-know and appropriate access authorization for access in the performance of their job assignments.
- Develops and implements a disaster recovery plan to preserve and retrieve archived records.
- Develops procedures for handling individual records.

4.5 Technical Writer

Ensures new, changed, or revised procedures specify actions to identify, locate, and submit records to RM.

4.6 All PGDP D&R Personnel

- Complete training on RM Awareness.
- Distinguish (identify, segregate, and clearly mark) record from non-record material for all media types.
- Generate and maintain records according to this procedure.
- Ensure access to business-sensitive and classified records is restricted to individuals with an appropriate need-to-know and appropriate access authorization for access in the performance of their job assignments.
- Retain records according to approved DOE Records Schedules and protect federal records from unauthorized destruction.
- Capture email records and transfer to RM on a frequent and routine basis.
- Do **NOT** conceal or destroy any information, including noncompliance or potential noncompliance records as mandated by 18 U.S.C. 2071, *Concealment, Removal, or Mutilation Generally*.
- Work with organizational records custodian and RM personnel and ensure records are included in records inventories and file plans according to CP3-RD-0014, *Records Identification and File Plan Creation and Maintenance.*

5.0 GENERAL INFORMATION

5.1 In addition to the records requirements listed in this procedure, classified documents are handled according to PGDP Procedure 01.03.04, *Paducah Classification Information and Control*.

5.2 Administrative Record (AR) files are managed according to CP3-RA-4002, *Administrative Record Process*.

5.3 Lifetime QA records are maintained according to CP2-QA-1000, *Quality Assurance Program Description* until the item is no longer being used or it is retired from service.

6.0 INSTRUCTIONS

6.1 Record Custodian Designation

Director/Functional Area Manager/Designee

6.1.1 Assign Records Custodian.

6.1.2 Concur by signing CP3-RD-0010-F07, *Record Custodian Designation*.

RM Personnel

6.1.3 Complete the processing of CP3-RD-0010-F07 as follows:

A. Review form for accuracy and completeness.

B. Return to Director/Functional Area Manager (FAM)/Designee for correction if necessary.

C. Sign the form **and** return to Director, FAM, or Designee.

6.1.4 Provide the designated Record Custodian name to the PGDP D&R Training organization to assign training modules.

Training

6.1.5 Assign required training, as applicable.

6.2 Record Creation

Director/FAM/Designee

6.2.1 Work with Record Custodian to ensure records that are generated, supplied, and maintained are listed on the organization's file plan, according to CP3-RD-0014, *Record Identification and File Plan Creation and Maintenance*.

PGDP D&R Personnel

6.2.2 Create records that effectively and accurately document organization functions, policies, procedures, decisions, essential transactions, and work performed.

TSR 5.10.1

6.2.3 Ensure the following records are retained.

- Records and logs of facility operation
- Records and logs of principal maintenance activities, inspections, repairs, and replacements of principal equipment items related to nuclear safety
- All reportable events/occurrences
- Records of surveillance activities, inspections, and calibrations required by TSRs

TSR 5.10.1

- Records of changes made to procedures
- Records and drawing changes reflecting facility design modifications made to systems and equipment described in the DSA
- Records of radiation exposure for all individuals entering radiologically controlled areas
- Records of training and qualification for current members of the facility operations staff
- Records of USQ reviews performed for changes made to procedures or equipment

6.2.4 Ensure records are:

A. Accurate, legible, reproducible, and complete.

B. Developed according to appropriate guidelines.

C. Capable of producing a legible copy reflecting original quality when reproduced or printed from electronic media.

NOTE:

RM shall be contacted for guidance on permanent record scanning. Permanent records must be scanned at using lossless compression.

6.2.5 **If** image-scanning processes create electronic records, **then** utilize error prevention techniques such as legibility check and page count verification to ensure the complete document is captured. Use extra care when scanning involves 2-sided originals. Scan records at a minimum of:

- 300 ppi for non-quality records,
- 400 ppi for quality records, and
- 600 ppi for documents of inferior legibility.

6.2.6 Ensure records meet the following requirements:

A. Add record number, if applicable.

B. Title records to identify the item or activity that created the record. For example, *Canberra Gamma Spectrometry Log Book, June 1995 through September 1995*, rather than *lab notebook*. Additional information can be provided to further identify the record.

C. Group records in folders labelled with a descriptive title.

D. Maintain event driven records together to ensure proper disposition.

E. Ensure each record has keywords identified to aid in future retrieval of the records.

F. Ensure forms have not been altered, and/or information has not been *whited out* to create a copy of an approved form.

NOTE:

Dark, non-fluorescent highlighters which tend to obscure information should not be used.

G. Minimize notes or comments of non-record information on records. Use routing slips or other devices that can be attached without defacing the record material for non-record information.

H. **If** the records generated detail a potentially classified process or area, **then** ensure they are reviewed by a Derivative Classifier.

I. Ensure all records containing Business Sensitive or Classified information are marked according to PGDP Procedure 01.03.18, *Unclassified Controlled Information Management*.

J. Ensure data is entered, and signatures and dates are completed with dark ink. In cases where other than dark ink has been used, such as pencil or light colored ink, ensure readability of entries by photocopying or similar methods.

K. Ensure Quality records are authenticated and complete. **If** a line designated for a signature does **NOT** require a signature, **then** ensure 'N/A' is placed on the line.

L. Ensure corrections, if any, are made before submitting to the appropriate record custodian or RM according to Section **6.4**.

6.3 Transfer of Paper Record to Electronic Media

NOTE:

RM shall be contacted for guidance when scanning permanent records.

PGDP D&R Personnel

6.3.1 Transfer paper records to Record Custodian/designee in accordance with organizational process.

Record Custodian/Designee/PGDP D&R Personnel

6.3.2 Receive paper records to be scanned and converted to electronic media.

NOTE:

It is important to keep in mind double-sided pages and odd-sized pages. RM shall be contacted for guidance on permanent record scanning. Permanent records as identified on the organizational file plan must be scanned using lossless compression.

6.3.3 Scan paper files into electronic media. The following scanning requirements apply:

A. Output media must be neutral portable document format (pdf) file.

B. Scanning must be performed at a minimum of

- 300 ppi for non-quality records,
- 400 ppi for quality records, and
- 600 ppi for documents of inferior legibility.

C. **If** scanning a permanent record, **then** use a lossless compression technique.

D. Scanning should include OCR. **If** scanning does **NOT** include OCR, **then** perform OCR on document in Adobe once scanned.

E. All pages of original paper-record must be scanned.

6.3.4 Store files in designated electronic folder.

6.3.5 Perform a quality check of the files by comparing the paper records to the pending electronic files. The quality check must include:

- Optical character recognition process
- Verification of scanning resolution using pre-flight profile or other method
- Clear and legible text and markings
- Illegible text should be marked as “best available record” or “poor quality original”
- Pages rotated correctly
- Appropriate classification and business sensitive markings
- Removal of security settings
- Lossless file compression technique **if** permanent records (**NOT** lossy)
- Page count verification
- File size is approximately 100 MB or less **or** submitted in multiple files if applicable

6.3.6 Complete workflow for each file after quality check is complete by importing files into designated record folders.

6.3.7 At the direction of organization management, **either** maintain, completed and active electronic records within the organization until the records’ file cut off as dictated on organizational file plan, **or** proceed immediately to Section **6.8**.

6.3.8 **If** a hardcopy original exists, **then** maintain until notified by RM that they have received and verified the record.

NOTE:

The originator should make the corrections to the record copy. In the event the originator is not reasonably available, the record may be corrected by another member of the functional area that is knowledgeable of the activity.

6.4 Record Correction

PGDP D&R Personnel

NOTE:

Correction tape or whiteout fluid shall **NOT** be used to correct in-process documents.

6.4.1 **If** record is in-process, **then**

A. Draw a single line through the incorrect information, initial **and** date each correction.

B. Enter the correct information adjacent to the originally entered information.

C. **If** correction impacts NCS or TSR systems, **then** add a comment explaining the reason for the correction, sign, and date the comment.

6.4.2 **If** record was previously submitted to RM, **then**

A. Request a record copy (RC) from RM.

B. Draw a single line through the incorrect information, insert correct information, initial, **and** date each correction.

C. **If** correction impacts NCS or TSR systems, **then** add a comment explaining the reason for the correction, sign, and date the comment.

D. Complete CP3-RD-0010-F01, *Records Transmittal Form*.

E. In the comments field of CP3-RD-0010-F01, indicate this is a corrected record and reference the original record.

F. Submit the corrected record and transmittal to RM for processing.

6.5 Storage and Maintenance of Records

Director/FAMs

NOTE:

Due regard should be used for the risk of loss associated with the content of the record. The time and effort needed to reconstruct these are important considerations when determining what steps to take in maintaining and protecting the record.

Reference/convenience copies cannot be maintained longer than the original records. RM shall be contacted for guidance.

6.5.1 Approve records storage locations for all of your organization's on-going project records. Consider the following:

- Potential for a catastrophic event at the storage location.

- Potential for damage from rodents or other pests.
- Ability, or lack thereof, to reproduce or replace lost or damaged records (one-of-a-kind).
- Potential impact of lost or damaged records (safety, operations, cost, schedule, legal, license, permits, etc.).
- Potential damage from heat, cold, humidity or mold.
- Use of standard metal file cabinets for storage of records in rooms/facilities equipped with fire-suppression systems.

PGDP D&R Personnel

6.5.2 Protect all completed records by providing the following minimum storage requirements:

- Separate personal papers and non-record items from documents designated to become records and ensure records are clearly marked as records.
- Collect **and** organize records as they are completed, **and** ensure the applicable file plan is updated and maintained to expedite retrieval.
- Store records in a manner to prevent damage and/or loss due to moisture, temperature, and pressure. Other examples of hazards to be considered are light and electrical power fluctuations.
- Store records containing unclassified controlled information according to PGDP Procedure 01.03.04, *Paducah Classification and Information Control*.
- Place in locked or controlled access area.
- Maintain an Access Control List of personnel authorized to access records for each records storage area. Personnel **NOT** on the list shall obtain permission from the record custodian to access files.
- Use checkout cards or logs when removing records from record storage area.

6.5.3 **If** information is subject to a moratorium on destruction or legal hold, **then** protect the information in accordance with the specific instructions included in the direction concerning the moratorium on destruction or legal hold.

NOTE:
Privacy Act records are Official Use Only (OUO) and may be in any media

6.5.4 **If** records meet the definition of Privacy Act records, **then**

A. Mark according to PGDP Procedures 01.03.04, *Paducah Classification and Information Control* and 01.03.18, *Unclassified Controlled Information Management*.

B. Maintain proper access control.

1. Protect electronic files with passwords.

2. Store paper Privacy Act records in a locked drawer, file cabinet, or in a locked room.

3. Determine the *need-to-know* of persons requesting access to the information.

C. Designate as Privacy Act records on CP3-RD-0010-F01, *Records Transmittal Form*.

NOTE:

A QA Record is designated as lifetime or nonpermanent and is specified as such on the organizational file plan. This designation will help determine the appropriate retention period as a quality record. This does **NOT** negate the NARA requirements, in particular the NARA-approved retention requirements.

If doubt exists as to whether or not a record is a QA record, **then** the Quality Manager should be contacted for guidance.

6.5.5 **If** records are QA records, **then**

A. Ensure records are traceable to systems, processes, components, or activities involved.

B. Ensure records are initialed or signed and dated by authorized personnel for authentication prior to forwarding to record custodian and RM.

C. **When** transferring a quality record, maintain receipt control with **each** transfer.

1. Use CP3-RD-0010-F08, *QA Record Receipt Control*, or any other documentation that includes the following at a minimum:

- Record title
- Record/Document identifier/number
- Document change/revision, if applicable
- Record date
- Page count
- Printed name and signature or initials of originator/generator and date
- Printed name and signature or initials of recipient and date

2. **If** the record is transferred more times than the number of signature blocks contained on the form, **then** start another form.

D. Store using **one** of the following requirements:

- Use two-hour fire-rated cabinet, plus adequate smoke detection or fire suppression systems
- Maintain duplicate hard copy records in identified storage area in a separate location; duplicate records storage areas must be removed sufficiently from one another to eliminate circumstances where a single adverse event can damage records held at both locations;
- Maintain a duplicate of the information in another record media that is stored in a separate location. Access controls continue to apply to the electronically stored record.

RM Personnel

6.5.6 Store records on approved drives for the approved record retention period as specified in DOE records schedules and **if** records are QA records, **then** also as specified in NQA-1 requirements.

6.5.7 Ensure drives are backed up as needed to ensure continuity of operations.

6.6 Non-Record Material

PGDP D&R Personnel

6.6.1 Consider documents or materials that do **NOT** meet the definition of record as non-record material.

6.6.2 Maintain non-record material as needed in working files **and** ensure records and non-records are **NOT** intermingled.

6.6.3 Dispose of unneeded non-record material promptly and in accordance with content sensitivity and any guidance from the Security and/or Legal Organizations.

6.7 Contaminated, Damaged or Missing Records

PGDP D&R Personnel

NOTE:

Hardcopy records are considered damaged whenever pages are mutilated or print is degraded or obscured to the extent that information is not legible. Electronic records are considered damaged when files cannot be opened or retrieved.

6.7.1 **If** records are known or suspected to be contaminated with radiological or hazardous material, **then:**

A. Contact the RM Manager to assess status of records.

B. **If** records have met retention requirements **and** are eligible for destruction, **then** work with RM to obtain destruction approval and authorization from DOE.

C. **If** records need to be retained, **then,** based on the type of contamination, request Radiological Control and/or Industrial Hygiene, to survey records and provide direction for handling.

6.7.2 **If** a record has been damaged while in the custody of the organization, **then**:

A. Notify the RM Manager to assist in determining if the record needs to be restored or reconstructed.

B. Restore/reconstruct the record as follows:

1. Notify the organization responsible for generation or receipt of the damaged record **and** review related records to determine if the information is available from other data.

2. Contact RM to see if it can be restored/reconstructed from other existing records such as work permits that may be stored as individual records.

6.7.3 Based on the reexamination or reevaluation, re-create the record as deemed appropriate. **If** a record cannot be located, **then** perform the following:

A. Check the designated file location and other likely areas to see if the record was misfiled or recently removed and **NOT** returned.

B. Contact RM to determine if the record was transmitted to the Infrastructure Contractor.

C. **If** the missing record is classified, **then** immediately notify Security.

D. **If** the record cannot be located, **then** if appropriate, initiate CP3-QA-3001-F02, *Issue Identification Form*, according to CP3-QA-3001, *Issues Management*, **and** create a record that describes the situation that led to the loss or destruction of the record **and** describe the actions taken to try to replace the record.

E. File the explanatory document in place of the record that cannot be replaced.

6.7.4 **If** the damaged record is electronic, **then** contact Information Technology (IT) to see if the record can be opened or retrieved.

6.7.5 **If** a record has been reconstructed or restored, **then** ensure replaced or recreated records contain adequate annotation to explain the circumstances of loss or damage and the efforts to replace the lost or damaged record.

6.8 Records Transmittal to RM

NOTE:

All records sent to RM shall be in electronic format unless otherwise approved by the RM manager. Records of mixed disposition will **NOT** be accepted.

Additional information regarding email records can be obtained by contacting RM directly.

PGDP D&R Personnel

6.8.1 **If** transmitting email records, **then**

A. Remove any passwords or Entrust certificates.

B. Expand any distribution lists so that all recipients' names are visible.

C. Transfer to the appropriate email records folder established for your organization.

6.8.2 Segregate and submit records to RM according to the organizational file plan, which specifies record type and file cut-off.

6.8.3 Prepare the records for transmittal as follows:

A. Restore, reconstruct, **or** provide substitutes for damaged or missing records.

B. **If** document is from a classifiable subject area, **then** ensure the records have been reviewed by a Derivative Classifier and marked with the proper security classification.

C. Remove passwords from records containing OUO.

NOTE:

Personnel are expected to know how QA records are maintained, completed, and authenticated within their organization. Upon transmittal to RM, submitter is declaring records to be authenticated and complete according to applicable requirements.

6.8.4 **If** records being transmitted are identified as QA records, **then** ensure the following prior to transmittal:

- Data is entered, and signatures and dates are completed with dark ink. In cases where other than ink has been used, such as pencil or light colored ink, ensure readability of entries by photocopying or similar methods.
- Records are authenticated and complete. **If** a line designated for a signature does **NOT** require a signature, **then** ensure 'N/A' is placed on the line.
- Corrections, if any, are made according to Section **6.4**.
- Forms have **NOT** been altered, and/or information has **NOT** been *whited-out* to create a copy of a prescribed form.

6.8.5 Remove all duplicate and non-record material.

6.8.6 Remove paper clips, rubber bands, etc. before transmitting to RM.

6.8.7 Complete CP3-RD-0010-F01, *Records Transmittal Form.*

NOTE:

Upon completion of the records transmittal, the record custodian is attesting that the records are complete, have been authenticated as applicable, and the requirements of this procedure have been met. Records not transmitted in compliance with this procedure will **NOT** be accepted.

6.8.8 Ensure all information requested on the records transmittal form is complete and accurate.

6.8.9 **If** necessary, contact RM for assistance with completing CP3-RD-0010-F01, *Records Transmittal Form*.

6.8.10 Ensure the completed records transmittal form is the first page of the records file for transmittal to RM.

6.8.11 Save the PDF in the Records Transmittal folder on the shared drive designated by RM using the record title specified on the records transmittal form as the file name.

6.8.12 Send an email to FPDPRecords.Management@FFSPaducah.com to notify RM personnel of the transmittal.

6.8.13 Maintain the record media until RM verifies acceptance of the records and returns the completed transmittal to the Records Custodian/Submitter.

6.9 Record Receipt, Verification and Indexing

RM Personnel

6.9.1 Review the CP3-RD-0010-F01, *Records Transmittal Form*, and the submitted record files **and** ensure the following:

- Information on the form is complete and accurate.
- Records are being transferred according to cut-off instructions listed on organizational file plan.
- The file when reproduced will produce a legible copy reflecting original quality.
- Records presented in scanned files are in good repair without torn pages or missing pages and are like disposition.
- Record title is identified.
- Corrections made prior to submitting to RM are made with a single line, initialed, and dated, and **NO** correction tape or whiteout fluid has been used.
- Forms have **NOT** been altered, and/or information has **NOT** been "whited-out" to create a copy of an approved form.
- Records identified as containing UCI records are marked according to PGDP Procedure 01.03.18, *Unclassified Controlled Information Management*.
- Scanning requirements are met.

6.9.2 Ensure the record transmittal is filed as the first page of the record file.

6.9.3 **If** there is a discrepancy **or** quality concern with the record, **then** contact the record custodian for remediation and correction.

A. **If** correcting/modifying the record is **NOT** possible, **then** request record custodian to appropriately mark the record.

Record Custodian/ PGDP D&R Personnel

B. Mark the record as "best available record," "poor quality original," or similar wording as applicable.

RM Personnel

C. Document resolution on the transmittal and/or in Documentum when loaded.

6.9.4 Import the appropriate file into Documentum.

A. Enter/Update the required information for the record in the Properties field for the file(s).

B. **If** record is a case file **or** event driven record, **then** maintain as a collection and file in the properly labelled folder within Documentum.

6.9.5 **When** processing the record **and** periodic QA checks are complete, return a copy of the accepted records transmittal to the Record Custodian.

6.10 Access and Retrieval from Records Storage Area

RM Personnel

6.10.1 Develop **and** enforce an access list for the RM records storage areas to prevent the entry of unauthorized personnel.

NOTE:
An authorized individual may escort personnel not identified on an access list.

Contractor or Vendors

6.10.2 **If** maintaining records under this program at the vendor facility or other location, **then** make records available to appropriate Contract Technical Representative.

PGDP D&R Personnel

NOTE:
A request may be made by emailing FPDPRecords.Management@FFSPaducah.com and including the information as indicated on the CP3-RD-0010-F02, *Records Management Service Request*.

6.10.3 Request records using form CP3-RD-0010-F02, *Records Management Service Request*, including as much information about the requested record as possible **or** by emailing the applicable information to FPDPRecords.Management@FFSPaducah.com.

RM Personnel

6.10.4 Review the requests to ensure all customer information is completed, **and** ensure there is sufficient information to retrieve the record.

6.10.5 **If** the information is **NOT** sufficient, **then** contact the requestor to obtain additional information.

6.10.6 **If** the request involves sensitive records, **then** verify the requestor has authorization by checking the appropriate access authorization and need-to-know.

6.10.7 **If** needed, **then** make copies as indicated on the request.

6.10.8 **When** the request is filled, **then** verify the number of copies provided agrees with the number requested.

6.10.9 Indicate the date the request was completed in the *Date Completed* block at the top of the form.

6.10.10 File the original request **and** record.

6.10.11 **If** making a copy is **NOT** practical, **then** ensure the requestor has a *need-to-know* **and either** allow the requestor to review the document in the RM area **or** obtain approval from RM Management to loan the record copy.

A. **If** the record copy is loaned, **then** sign out using CP3-RD-0010-F06, *Record Loan Receipt*.

B. Place a Record Out card and a copy of the completed CP3-RD-0010-F06 in place of the record copy.

C. File CP3-RD-0010-F06 in designated area.

D. Ensure loaned records are returned to permanent storage at the end of the workday unless approved temporary storage is available.

E. Ensure loaned records are returned within 30 days.

F. **When** loaned record is returned, verify it has **NOT** been altered **and** refile.

6.10.12 **If** record copy is loaned for legal purposes, **then**

A. Create a new record copy by reproducing the file, and stamping *Record Copy* on the copy.

B. Sign out original record copy using CP3-RD-0010-F06, *Record Loan Receipt*.

C. Document projected return date on CP3-RD-0010-F06.

D. Place a Record Out card and a copy of the completed CP3-RD-0010-F06, in the file with the new record copy.

E. File CP3-RD-0010-F06 in designated area.

F. Once the loaned copy is returned, verify it has **NOT** been altered **and** replace the copy in the file with the returned original record copy.

6.11 Record Transfer to Infrastructure Contractor

RM Personnel

6.11.1 **If** records are to be transferred to the Infrastructure Contractor for disposition, **then** transfer using the appropriate method agreed to by management.

6.11.2 Notify Infrastructure Contractor Records team by email that records have been transferred.

7.0 RECORDS

7.1 Records Generated

The following records may be generated by this procedure:

- CP3-RD-0010-F01, *Records Transmittal Form*
- CP3-RD-0010-F02, *Records Management Service Request*
- CP3-RD-0010-F06, *Record Loan Receipt*
- CP3-RD-0010-F07, *Record Custodian Designation*
- CP3-RD-0010-F08, *QA Record Receipt Control*

Forms are to be completed in accordance with CP3-OP-0024, *Forms Control*.

7.2 Records Disposition

The records are to be maintained in accordance with CP3-RD-0010, *Records Management Process*.

Appendix A – Acronyms/Definitions

ACRONYMS

AR – Administrative Record

ASME – American Society of Mechanical Engineers

CERCLA – Comprehensive, Environmental Response, Compensation, and Liability Act of 1980

CFR – Code of Federal Regulations

D&R – Deactivation and Remediation

DOE – U. S. Department of Energy

FAM – Functional Area Manager

FPDP – Fluor Federal Services, Inc. Paducah Deactivation Project

IT – Information Technology

NARA – National Archives and Records Administration

NQA-1 – Nuclear Quality Assurance-1

OCR – Optical Character Recognition

OUO – Official Use Only

PDF – Portable Document Format

PGDP – Paducah Gaseous Diffusion Plant

PPI – Pixels Per Inch

QA – Quality Assurance

RC – Record Copy

RM – Records Management

TSR – Technical Safety Requirements

UCI – Unclassified Controlled Information

DEFINITIONS

ADMINISTRATIVE RECORD (AR) – The official body of documents that forms the basis of the selection of a particular response action (i.e., documents considered or relied upon in selecting a remedy) as required by the Comprehensive, Environmental Response, Compensation, and Liability Act (CERCLA) of 1980.

APPROVAL – The process of attesting to the authenticity and accuracy of a document.

Appendix A – Acronyms/Definitions (continued)

AUTHENTICATION – The act of attesting that the information contained within a document is accurate, complete, and appropriate to the work accomplished. Authentication is accomplished by one of the following methods: 1) A stamped, initialed, logged, or signed and dated document; 2) A written statement by the responsible individual or organization; or 3) Issuing a document which is clearly identified as a statement by the reporting individual or organization.

DISCREPANCY – A deviation between the statement of contents of a record as described on the transmittal and those records that actually exist in the record package.

DISPOSITION – Those actions taken regarding records no longer needed for the conduct of the regular current business of the creator. These actions include transfer to storage facilities or records centers, transfer of physical and/or legal custody to National Archives and Records Administration (NARA), and destruction.

ELECTRONIC RECORD – Information providing evidence concerning an activity that is stored as a file within a computer or in a form that only a computer can process or read.

FILE PLAN – Comprehensive outline that includes the file code, file organization, active file locations, file transfer instructions, file retention and disposition instructions, and other specific instructions that provide guidance for effective management of records, including vital records.

IN-PROCESS DOCUMENT – A document designated to become a record that has not been submitted to the appropriate record custodian or RM.

INVENTORY – A descriptive listing of each record series together with an indication of location and other pertinent data.

LIFETIME (In Regard to QA Records) – QA Records required to be maintained for the life of the particular item while it is installed in the plant or stored for future use. Therefore, lifetime QA records are those associated with "items."

LOSSLESS COMPRESSION – Data-file size reduction technique which employs compression algorithms that do not cause any data loss in the compression-decompression process. Commonly used in compression of text files, it does not generally provide very high compression ratios but the decompressed file is identical in every way to the original file.

NON-PERMANENT (In Regard to QA Records) – QA Records required to show evidence that an activity was performed in accordance with applicable requirements, but the records do not need to be retained for the life of the item. Therefore, non-permanent QA records are those associated with "activities."

NON-RECORD MATERIAL – Informational material excluded from the legal definition for record material which includes extra copies of documents retained for the convenience of reference, publications stocks and processed documents, and library or museum materials intended solely for reference or exhibition.

ORIGINATOR – A person who is responsible for maintaining records within his/her personal workspace. The originator may be multiple individuals since a record is usually generated by more than one person during the creation process. All records in the possession of an originator are administratively managed by a Record Custodian.

Appendix A – Acronyms/Definitions (continued)

PERMANENT RECORD – Any federal record that has been determined by NARA to have sufficient value to warrant its preservation in the National Archives of the United States, even while it remains in agency custody. Permanent records are those for which the disposition is permanent on SF 115, *Request for Records Disposition Authority*, approved by NARA on or after May 14, 1973. The term also includes all records accessioned by NARA into the National Archives of the United States.

PRIVACY ACT RECORDS – Records that fall under the jurisdiction of 10 *CFR* 1008, *Records Maintained on Individuals (Privacy Act)*, which may include the following types of records: personnel and employment records; supervisor maintained personnel records; appraisal and development records; applications for employment; payroll and leave records; reports of financial interest; accounts payable and receivable; domestic travel records; foreign travel records; personnel medical records; employee assistance records; personnel exposure records; occupational and industrial accident records; equal opportunity complaint files; labor standards complaints and grievances; legal files; personnel security files; security investigations; employee and visitor access control records; and security education and infraction report records.

QUALITY ASSURANCE (QA) RECORD – Federal record that is a completed document, furnishing evidence of the quality of items and/or activities affecting quality. QA Records are designated on the organization file plan.

RECORD – "…all recorded information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government or because of the information value of the data in them" (44 U.S.C. 3301, Definition of Records).

RECORDS CONTROL SCHEDULE – Provides mandatory instructions for the disposition of the records (including the transfer of permanent records and disposal of temporary records) when they are no longer needed by the agency.

RECORD COPY (RC) – The official copy of a record that is retained for legal, operational, or historical purposes.

RECORD CUSTODIAN – Person appointed to maintain organizational unit records and to ensure that information is managed in accordance with Records Management procedures. They are responsible to administratively control the records of all assigned personnel within the organization unit.

RECORD PACKAGE – A collection of documents supporting one topic files and processed as a single record (for example, work package, project files, etc.). The package will be held by the originating organization until the activity is complete.

RECORDS MANAGEMENT – The planning, controlling, directing, organizing, training, promoting, and other managerial activities related to the creation, maintenance and use, and disposition of records to achieve adequate and proper documentation of Federal policies and transactions and effective and economical management of agency operations.

RECORD NUMBER – A numeric or alphanumeric set of characters assigned to a record.

RETENTION PERIOD – The retention period is the mandatory amount of time a record must be saved before it can be destroyed and is based on the Records Control Schedule.

Appendix A – Acronyms/Definitions (continued)

UNCLASSIFIED CONTROLLED INFORMATION (UCI) – Information that is unclassified, but is explicitly controlled by statute, DOE Order, other DOE requirements, or by company requirements. Examples are listed in PGDP Procedure 01.03.18, *Unclassified Controlled Information Management.*

VITAL RECORDS – Essential agency records that are needed to meet operational responsibilities under security emergency, continuity events, or other emergency conditions (emergency operating and mission essential records) or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

- **EMERGENCY-OPERATING RECORDS –** That type of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directive(s), orders of succession, delegations of authority, staffing assignments, and selected program records needed to continue the most critical agency operations, as well as related policy or procedural records that assist agency staff in conducting operations under emergency conditions and for resuming normal operations after an emergency.
- **LEGAL-AND-FINANCIAL RIGHTS RECORDS** – Vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, social security records, payroll records, retirement records, and insurance records. These records were formerly defined as "rights-and-interests" records. Records that have the properties of both emergency-operating and legal and financial rights records are treated as emergency-operating records.

Appendix B – Is It A Record?

Appendix C – Is It A Quality Assurance Record?