4-17 OUIII AR 573

P–GJPO–910

MRAP OUIII AR 573 4-17 RECORDS MGMT
MONTICELLO PROGRAM RECORDS MANAGEMENT
PROGRAM PLAN OUI, OUII, OUIII AND VP'S 8-94

Monticello Program

Records Management Program Plan

- Monticello Remedial Action Project (MRAP), OU I
  - Monticello Peripheral Properties (MPP) Project, OU II
- Monticello Surface Water and Groundwater Project (MSGRAP), OU III
- Monticello Vicinity Properties (MVP) Project

August 1994

U.S. Department of Energy
Grand Junction Projects Office

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RUST Geotech Inc.

P-GJPO-910
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Records Management Program Plan

for the

Monticello Program

- **Monticello Remedial Action Project (MRAP), OU I**
  —Monticello Peripheral Properties (MPP) Project, OU II
- **Monticello Surface Water and Groundwater Project (MSGRAP), OU III**
- **Monticello Vicinity Properties (MVP) Project**

August 1994

Prepared by
RUST Geotech Inc.
Under Contract No. DE-AC04-86ID12584
U.S. Department of Energy
Grand Junction Projects Office
Grand Junction, Colorado

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Records Management Program Plan
for the
Monticello Program

Prepared By:

T. S. Nanninga, Senior Staff Records Management Coordinator, Information Support Services

Concurrence By:

N. E. McCann, Associate Records Management Coordinator
Information Support Services

Date: 8/15/94

S. L. Alexander, Records Management Coordinator
Information Support Services

Date: 8/15/94

Approved By:

D. A. Mackler, Manager, Information Support Services

Date: 8-15-94

M. E. Madson, Manager, Monticello Programs

Date: 8-15-94

R. S. Owen, Manager, Remedial Action Monticello Programs

Date: 8/15/94

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Introduction

The U.S. Department of Energy (DOE), Region VIII of the U.S. Environmental Protection Agency (EPA), and the State of Utah have entered into a Federal Facility Agreement (FFA) for remediation activities in Monticello, Utah. The primary remediation projects include the Monticello Remedial Action Project (MRAP), Operable Unit I, which includes the Monticello Peripheral Properties (MPP) Project, Operable Unit II; the Monticello Surface Water and Groundwater Remedial Action Project (MSGRAP), Operable Unit III; and the Monticello Vicinity Properties (MVP) Project.

RUST Geotech Inc. (Geotech), the operating contractor for the DOE Grand Junction Projects Office (GJPO), is responsible for various activities supporting the remediation in Monticello. One task is the development and implementation of a records management program that complies with applicable DOE orders and Federal regulations.

This document combines the remediation projects in Monticello (commonly referred to as the Monticello Program) under one records management program plan and supercedes the following records management program plans:

- Monticello Remedial Action Project Records Management Plan, P-GJPO-121
- Monticello Vicinity Properties Project Records Management Plan, P-GJPO-132.
- Monticello Surface- and Ground-Water Remedial Action Project Records Management Plan, P-GJPO-756.

Records Management Program

The objectives of the records management program are to maximize the usefulness and protection of important program information while minimizing the recordkeeping burden and cost. These objectives are achieved through establishment and implementation of continuous, systematic, and effective controls for each phase of a record's life cycle: creation, use and active storage, retention, and disposition. The controls to be applied for records generated under the Monticello Program (i.e., MRAP, MPP Project, MSGRAP, and MVP Project) are defined in this Records Management Program Plan (Plan).

This Plan is to be used in conjunction with the Geotech *Management Policies Manual* (Manual 100), Section 13, "Records Management." Section 13 defines the scope of the records management function and contains guidelines for creating, storing, tracking, and disposing of records. The Monticello Program records management program is conducted in accordance with DOE Order 1324.2A, *Records Disposition*; DOE Order 1324.5A, *Records Management Program*; Title 36 of the *Code of Federal Regulations*, Chapter XII, Subchapter B, "Records Management"; and Geotech's Quality Assurance Program.

This Plan provides guidance for the management of the Monticello Program records from creation to final disposition. The guidance ensures that Monticello Program records are

- Generated, inventoried, and identified.
- Indexed and incorporated in the Monticello Program document logs according to the project-specific file indices.

- Accounted for and controlled to protect against loss, damage, or unauthorized access.
- Retrieved efficiently.
- Dispositioned according to applicable requirements, procedures, and authorized schedules approved by the National Archives and Records Administration (NARA).

Responsibilities

Responsibilities for generating, maintaining, and dispositioning of records are shared by the Monticello Program management, functional organizations, and Information Support Services (ISS) as follows:

Manager, Monticello Programs

The Manager, Monticello Programs, or designee, is responsible for

- Ensuring that the Records Management Program Plan for the Monticello Program is implemented by cognizant project staff.
- Reviewing and concurring with all revisions to the file indices, the procedures generated to implement and/or support this Plan, and the contents of the Plan.

Manager, Remedial Action

The Manager, Remedial Action, or designee, is responsible for

- Ensuring Monticello site personnel implement the requirements of this Plan.
- Ensuring compliance with this Plan, including adequate creation, proper protection, and timely transfer of program records according to the file indices.
- Ensuring that the file indices identify the records generated and received in support of site activities.
- Submitting revisions to this Plan and the file indices to ISS for review, concurrence, and incorporation.

Records Coordinators

Records Coordinators for the ancillary file stations are designated by the applicable section or subsection supervisor. Records Coordinators responsibilities include, but are not limited to,

- Complying with the requirements of the Plan, including the file indices and the document logs.
- Maintaining control, protection, and accountability of the records in their custody.
- Coordinating turnover of records to the central file station for storage.

- Maintaining an overall understanding of the records management program as described in this Plan.
- Maintaining knowledge of the types of records generated and/or received by the organizations they serve.
- Attending the required Geotech records management training seminars.
- Performing records-related tasks as delegated.

Functional Organization Personnel

Functional organization personnel assigned to or providing support to the Monticello Program are responsible for

- Ensuring that the required records are generated and maintained for their organization and activities as outlined in the file indices.
- Ensuring that all records generated are complete, legible, and identified by the appropriate file numbers as listed in the file indices.
- Ensuring that the file indices identify their records and submitting necessary revisions to ISS for review, concurrence, and incorporation.

Manager, Information Support Services (ISS)

The Manager, ISS, or designee, is responsible for

- Assigning cognizant staff personnel to assist Monticello Program management develop the records management program and to oversee its implementation.
- Staffing the central file station, providing records management training, and reviewing and concurring with all revisions to this Plan.
- Performing periodic, comprehensive assessments of the records management program and Plan. The assessments will be conducted semiannually within each fiscal year. Assessments will be performed according to the guidance provided in the Geotech *Quality Assurance Manual*, Criterion 9, "Management Assessment." The assessments will be documented and included with the applicable project files. Revisions to the program and/or Plan will be initiated and implemented as necessary.

ISS Records Management Coordinators

ISS Records Management Coordinators supporting the Monticello Program are responsible for

- Maintaining the central file station, the file indices, and the document logs.
- Generating and distributing bar code labels to the Records Coordinators.

- Training Records Coordinators and project participants on the use of the file indices and the document logs.

- Providing project-specific support for the development and implementation of the records management program as directed by the Manager, ISS.

Creation of Records

Records

Records are defined in 44 *United States Code*, Chapter 33, "Disposal of Records," Section 3301, "Definition of Records," as including "...all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government 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 Government or because of the informational value of the data in them." This definition applies to records generated or received that support Monticello Program activities.

Factors considered in determining whether a document or other information qualifies as a record are

- The historic importance of the information as a specific and original source.

- The potential need for the information to support a legal claim or to verify a DOE or Geotech position.

- The potential value of the information for investigations or audits.

- The value of the information in support of other records.

The requirements specified in Monticello Program guidance documents, DOE orders, and Federal regulations also will be evaluated to generate a list of record categories for the Monticello Program. The list of record categories forms the basis for the file indices. The file indices and the document logs (reference page 6) are focal points for the control and management of the records.

Nonrecords

Nonrecord material includes those categories of documents or other material that may be disposed of without archival authority, such as

- Library or museum material made or acquired for reference or exhibition purposes.

- Extra copies of documents preserved only for convenience of reference on which no action is recorded or taken.

- Stocks of publications or other processed documents that require no action and are not part of a case on which action is taken.

- Routing slips and transmittal sheets adding no information to that contained in the transmitted material, e.g., concurrences, direction on how to proceed or implement.

Nonrecord material must be segregated from records being maintained in the file stations. Nonrecord material and its location may be identified on the file indices. Nonrecord material is not incorporated in the document logs and may not be transferred to the central file station.

Note: Nonrecord material may, at some time, become record material. This occurs when circumstances surrounding the nonrecord material changes. Should this occur, the material will be evaluated as events dictate and reclassified as applicable.

Any Monticello Program participant may request an evaluation to reclassify nonrecord material. The evaluation will be performed by the applicable Records Coordinator in conjunction with the ISS Records Management Coordinators, as necessary. The Manager, Monticello Programs, is responsible for the reclassification of nonrecord material.

Personal Papers

Personal papers consist of documents of private or nonofficial character that pertain only to an individual's personal affairs and must be kept in the offices of project participants because they overlap official responsibilities. Personal papers must be clearly designated as nonofficial records and must always be filed separately from official records. If matters requiring the transaction of official business are received in private personal correspondence, that portion of the correspondence pertaining to official business will be extracted and made part of the official records.

Materials labeled "personal," "confidential," or "private," or similarly identified and used in the transaction of public business are Federal records subject to the provisions of this Plan. The use of a label such as "personal" is not sufficient to determine the status of documentary materials.

Use and Active Storage

Regulatory guidelines and Monticello Program requirements define the levels of protection for some categories of records during their useful lifetimes. The consequences of record loss or damage are evaluated to determine the appropriate degree of protection, control, and accountability to be imposed.

In accordance with the *Monticello Program Quality Assurance Program Plan* (P–GJPO–123), the standard requirements for records apply (intermediate-level requirements according to Section 13 of the *Management Policies Manual*). Monticello Program records shall be stored to prevent damage from moisture or heat and to keep them secure when they are in the possession of an individual outside the file stations. All records maintained in hard copy (paper) must be firmly attached to binders or placed in folders, envelopes, or boxes for storage in standard file cabinets or within containers on shelving. Provisions for specially processed records (such as magnetic tape, photographs, negatives, or microfilm) shall be made to protect the records from excessive light, heat, pressure, or electromagnetic fields.

For those records which the organization of primary responsibility (OPR) has designated as Quality (or Q) level records (e.g., Geotech *Health and Safety Manual, Volume 1,* Procedure 1.4, "Records Management Plan"), the maximum-level records storage requirements apply according to Section 13 of the *Management Policies Manual*. The Monticello Programs organization provides temporary

storage for Q-level records at the Monticello Area Office. The maximum allowable time for temporary storage of Monticello records is specified in the applicable file indices.

Once records are transferred to the central file station, ISS provides a single storage facility for the Q-level records.

File Indices

The file indices identify each record and/or file group to be maintained for each Monticello Program project (reference Appendices A1, A2, and A3).

The file indices include, at a minimum, the file number, file title/subject, file location, schedule for records transfer, and retention schedule. Project participants' use of the file numbers identified in the file indices is essential to ensure accurate retrievability and consolidation of records. When possible the applicable file number(s) should be designated on the face of the record in the lower right-hand corner or within the courtesy copy list. This number must coincide with the file number entered into the appropriate document log.

ISS maintains the file indices on the Geotech central file server. All interested parties are able to view the file indices by using personal computers. To ensure integrity of the indices, modification of the indices is limited to ISS. Proposed revisions to the file indices are submitted to ISS for review, concurrence, and incorporation.

Functional organizations may choose to provide a more detailed breakdown of the applicable sections of the file indices. Such detailed breakdowns are submitted to ISS and processed as revisions.

Note: As the file indices are working documents and subject to frequent revision, their inclusion with this Plan are for reference only. Project participants requiring a hard copy may print one from the Geotech central file server or request a copy from ISS.

Document Logs

The document logs are project-specific, computerized data bases maintained by ISS that identify each record or file group. The document logs incorporate the use of bar code technology to minimize filing errors when records are consolidated in the central file station and to facilitate tracking records maintained at the central and ancillary file stations. Bar code labels are generated by ISS personnel who numerically assign and distribute the labels to the Records Coordinators.

The document logs, located on the Geotech central file server, contain the following fields of data: to, from, title, file number, document date, file station/location, date sent to the central file station, retention category, records coordinator, organization of primary responsibility (OPR), date received by RM (Records Management, a functional group in ISS), checked out by, date checked out, void, duplicate, and document number. All fields of data in the document logs may be queried individually or in combination.

All project participants have "read only" access to browse the document logs to determine the availability and location of project records. Records Coordinators responsible for ancillary file stations may add records to the document logs. ISS personnel will generate bar code labels and add, edit, and void record entries as necessary.

File Stations

File stations are established to ensure that required records can be retrieved promptly, records protection and retention requirements are implemented, and disposition of noncurrent records is accomplished.

From the time a record is received in a file station, access is controlled. Records are consolidated at the file stations according to the file indices. Removal of a record from its file location, for any reason, will be noted on an "in/out card" or other system (such as the bar code tracking system used by ISS), and the responsible individual identified. Tracking the removal of records provides positive control of the movement and location of records during the period of active use.

Delays in returning records to a file station must receive the concurrence of the applicable Records Coordinator.

Central File Station—The central file station for Monticello Program records is established and maintained by ISS at the Grand Junction Projects Office (GJPO). This file station satisfies applicable records storage, protection, and accessibility requirements for all program records.

Ancillary File Stations—Ancillary file stations may be established within functional organizations at the GJPO and/or a site-specific area office as program needs dictate. The file station must satisfy the requirements for proper protection, storage, and accessibility. If the requirements cannot be satisfied, the records must be transferred to the central file station.

Folios

Folios are folders of information and documentation pertaining to the remediation of specific vicinity or peripheral properties. The properties to be remediated have been identified through the FFA. Vicinity and peripheral properties are tracked in the MVP Project or MPP Project tracking data bases, as applicable.

Folios, located in the central file station, and the accompanying tracking data bases are maintained by ISS. Upon completion of remediation activities and expiration of the warranty period, the property folios will be closed out and bar coded. The folios are then incorporated with MVP Project and MPP Project administrative documentation maintained in the central file.

Records Turnover to Central File Station

Records must be transferred to the central file station according to the schedules on the file indices. Records must be bar coded and the necessary information entered into the document logs by the designated Records Coordinator before transfer. Records received from ancillary file stations will be integrated with the related records maintained at the central file station. Delays in transferring records must receive the concurrence of ISS.

Records may be transferred to the central file station prior to the schedules identified on the file indices when

- Records are no longer required for reference.

- Space restrictions limit additional records accumulation.

- The requirements for proper protection, storage, and accessibility of records cannot be met.

Records transferred to the central file station will be reviewed by responsible ISS personnel to verify legibility, completeness, and continuity. Records evaluated as unacceptable will be returned to the sender for correction. Appendix B provides the central file station's criteria for acceptance of records.

Authentication of Project Records

Authentication is a technical review of the content of records to ensure that they are complete and correct according to project requirements. The authentication may be in the form of a signature, initials, or statement by the Manager, Monticello Programs. The Manager, Monticello Programs, designates those individuals authorized to authenticate project records.

Note: Initials are considered valid only if a list of initials and corresponding signatures are maintained.

Company Records

Some Company records are generated that are not project specific; however, these records may support project activities. Such records are typically maintained by the functional organization that generates the records (e.g., records for qualification and certification of personnel are maintained by Training and Development). Because these records are frequently referenced, updated, and transferred, their removal would impair ongoing operations. Inactive company records are transferred to the central file station for storage according to the procedures in Section 13 of the *Management Policies Manual*.

Records protected under the Privacy Act of 1974, including personnel and medical records, shall not be included in project-specific files. Such records shall be maintained by appropriate Geotech functional organizations according to applicable organizational procedures and DOE Order 1800.1A, *Privacy Act*.

Retention

The retention period for the Monticello Program records is defined in Section XXI of the FFA. Records are to be retained for a minimum of 10 years after termination of the FFA despite any document retention policy to the contrary. After 10 years, DOE must notify the EPA and the State of Utah 45 days in advance of the intent to destroy or dispose of the records. Upon request by the EPA or the State of Utah, DOE shall make available such records or documents to either party.

The above-listed retention period has not been approved by the NARA. Therefore, proposed retention schedules must be developed, submitted, and approved following procedures outlined in DOE Order 1324.2A, *Records Disposition*. The retention period identified on the file indices will be listed as "To Be Determined" or "TBD" until the required approvals are received.

The proposed retention period for Monticello Program records relating to project administration is 10 years after termination of the FFA. Permanent retention is proposed for those records relating to remediation; project closure; and environmental, health, and safety activities.

In accordance with the requirements of Title 36 of the *Code of Federal Regulations*, Part 1228, Subpart H, "Transfer of Records from the Custody of One Executive Agency to Another," no records shall be transferred without the prior written approval of NARA.

Inactive Storage

Inactive records are boxed and transferred from the central file station to inactive (low-cost) storage upon project completion. During the period of inactive storage, records are kept under the surveillance of ISS until final disposition. The records continue to be retrievable during this period. Records are transferred to inactive storage using a Records Transfer Transmittal form (GJPO 1352) and according to procedures outlined in Section 13 of the *Management Policies Manual*.

Disposition

Disposition includes removing inactive/noncurrent records from project participants' office space to records holding areas (e.g., central file station, Federal records center); destroying records as authorized under approved schedules; transferring records to another Federal agency according to project-specific requirements; or transferring the records to NARA for permanent retention. Records transfers are authorized by ISS in conjunction with the Manager, Monticello Programs and approved by DOE and NARA, as applicable.

References

Title 44, *United States Code*, Chapter 33, "Disposal of Records."

Title 36, *Code of Federal Regulations*, Part 1222, "Creation and Maintenance of Records; Adequate and Proper Documentation."

Title 36, *Code of Federal Regulations*, Part 1228, "Disposition of Federal Records."

DOE Order 1324.2A, *Records Disposition*.

DOE Order 1324.5A, *Records Management Program*.

RUST Geotech Inc., *Management Policies Manual* (Manual 100), Section 7, "Quality Assurance" and Section 13, "Records Management."

RUST Geotech Inc., *Quality Assurance Manual* (Manual 101), Criterion 4, "Documents and Records" and Criterion 9, "Management Assessment."

RUST Geotech Inc., *Health and Safety Manual, Volume 1* (Manual 103), Procedure 1.4, "Records Management Plan."

RUST Geotech Inc., *Monticello Program Quality Assurance Program Plan*, P-GJPO-123.

Appendix A1

Monticello Vicinity Properties File Index

JULY 27, 1994

MONTICELLO VICINITY PROPERTIES
FILE INDEX

FILE NUMBER	TITLE/SUBJECT	FILE STATION/ LOCATION	TO CENTRAL FILE STATION	RETENTION CATEGORY
MNVP 1.0	GENERAL PROJECT FILES			
MNVP 1.1	Federal Facility Agreement and Work Plan	PM/GJ	TASK COMP	FFA
MNVP 1.1.1	Responsiveness Summary (FFA)	PM/GJ	TASK COMP	FFA
MNVP 1.1.2	RI/FS Process (FFA)	PM/GJ	TASK COMP	FFA
MNVP 1.1.3	Time Schedule (FFA)	PM/GJ	TASK COMP	FFA
MNVP 1.1.4	ARAR's Submittal (FFA)	PM/GJ	TASK COMP	FFA
MNVP 1.1.5	FFA Reports	PM/GJ	YEARLY	FFA
MNVP 1.1.5.1	Monthly Reports	PM/GJ	YEARLY	FFA
MNVP 1.1.5.2	Quarterly Reports	PM/GJ	YEARLY	FFA
MNVP 1.1.5.3	Quarterly Meetings	PM/GJ	YEARLY	FFA
MNVP 1.2	Hazard Ranking System Data/NPL Inclusion Information	PM/GJ	TASK COMP	FFA
MNVP 1.3	Project Management Plan	PM/GJ	TASK COMP	FFA
MNVP 1.3.1	Signature/Initial Log	PM/GJ	YEARLY	FFA
MNVP 1.3.2	Program Management Plan	PM/GJ	TASK COMP	FFA
MNVP 1.3.3	Project Plan	PM/GJ	TASK COMP	FFA
MNVP 1.3.4	Programmatic Health & Safety Plan	PM/GJ	TASK COMP	FFA
MNVP 1.3.5	Programmatic Directives (&Log)	PM/GJ	TASK COMP	FFA
MNVP 1.3.6	Configuration Management Plan	PM/GJ	TASK COMP	FFA
MNVP 1.3.7	Site Management Plan	PM/GJ	TASK COMP	FFA
MNVP 1.4	Equivalency of Documentation	PM/GJ	TASK COMP	FFA
MNVP 1.5	Applicable or Relevant and Appropriate Requirements	PM/GJ	TASK COMP	FFA
MNVP 1.6	Reserved			
MNVP 1.7	Project Management Plan	PM/GJ	APPROVAL	FFA
MNVP 1.8	Records Management Plan	PM/GJ	APPROVAL	FFA

SAMPLE

Appendix A2

Monticello Surface and Ground Water (MSG) File Index

JULY 27, 1994

MONTICELLO SURFACE AND GROUND WATER (MSG)
FILE INDEX

FILE NUMBER	TITLE/SUBJECT	FILE STATION/ LOCATION	TO CENTRAL FILE STATION	RETENTION CATEGORY
MSGW 1.0	GENERAL PROJECT FILES			
MSGW 1.1	Federal Facilities Agreement and Work Plan	PM/GJ	TASK COMP	FFA
MSGW 1.1.1	Responsiveness Summary	PM/GJ	TASK COMP	FFA
MSGW 1.1.2	RI/FS Process	PM/GJ	TASK COMP	FFA
MSGW 1.1.3	Time Schedule	PM/GJ	TASK COMP	FFA
MSGW 1.1.4	ARAR's Submittal	PM/GJ	TASK COMP	FFA
MSGW 1.1.5	FFA Reports	PM/GJ	YEARLY	FFA
MSGW 1.1.5.1	FFA Monthly Reports	PM/GJ	YEARLY	FFA
MSGW 1.1.5.2	FFA Quarterly Reports	PM/GJ	YEARLY	FFA
MSGW 1.1.5.3	FFA Quarterly Meetings	PM/GJ	YEARLY	FFA
MSGW 1.2	Hazard Ranking System Data/NPL Inclusion Information	PM/GJ	TASK COMP	FFA
MSGW 1.3	Project Plan (The MRAP Project Plan)	PM/GJ	PROJ COMP	FFA
MSGW 1.4	Project Management Plan	PM/GJ	TASK COMP	FFA
MSGW 1.5	Records Management Plan	PM/GJ	TASK COMP	FFA
MSGW 1.6	Correspondence "to & from" and FAX's	PM/GJ	YEARLY	FFA
MSGW 1.6.1	Department of Energy	PM/GJ	YEARLY	FFA
MSGW 1.6.1.1	Incoming Department of Energy	PM/GJ	YEARLY	FFA
MSGW 1.6.1.2	Outgoing Department of Energy	PM/GJ	YEARLY	FFA
MSGW 1.6.2	EPA	PM/GJ	YEARLY	FFA

EXAMPLE

Appendix A3

Monticello Remedial Action File Index

JULY 27, 1994

MONTICELLO REMEDIAL ACTION PROJECT
FILE INDEX

FILE NO.	TITLE/SUBJECT	ORIGINATOR	FILE STATION/ LOCATION	TO CENTRAL FILE STATION	RETENTION CATEGORY
MRAP 1.0	GENERAL PROJECT FILES				
MRAP 1.1	Federal Facilities Agreement & Work Plan	PM	PM/GJ	TASK COMP	FFA
MRAP 1.1.1	Responsiveness Summary	PM	PM/GJ	TASK COMP	FFA
MRAP 1.1.2	RI/FS Process	PM	PM/GJ	TASK COMP	FFA
MRAP 1.1.3	Time Schedule	PM	PM/GJ	TASK COMP	FFA
MRAP 1.1.4	ARAR'S Submittal	PM	PM/GJ	TASK COMP	FFA
MRAP 1.1.5	FFA Reports	PM	PM/GJ	TASK COMP	FFA
MRAP 1.1.5.1	FFA Monthly Report	PM	PM/GJ	TASK COMP	FFA
MRAP 1.1.5.2	FFA Quarterly Report	PM	PM/GJ	TASK COMP	FFA
MRAP 1.1.5.3	FFA Quarterly Meeting	PM	PM/GJ	YEARLY	FFA
MRAP 1.2	Hazard Ranking System Data/NPL Inclusion Information	EPA	PM/GJ	TASK COMP	FFA
MRAP 1.3	Project Management Plan	PM	PM/GJ	TASK COMP	FFA
MRAP 1.3.1	Signature/Initial Log	PM	PM/GJ	YEARLY	FFA
MRAP 1.3.2	Program Management Plan	PM	PM/GJ	TASK COMP	FFA
MRAP 1.3.3	Project Plan	PM	PM/GJ	TASK COMP	FFA
MRAP 1.3.4	Programmatic Health & Safety Plan	PM	PM/GJ	TASK COMP	FFA
MRAP 1.3.5	Programmatic Directives (&log)	PM	PM/GJ	TASK COMP	FFA
MRAP 1.3.6	Configuration Management Plan	PM	PM/GJ	TASK COMP	FFA
MRAP 1.3.7	Site Management Plan	PM	PM/GJ	TASK COMP	FFA
MRAP 1.4	Equivalency of Documentation	PM	PM/GJ	TASK COMP	FFA
MRAP 1.5	Applicable or Relevant/Appropriate Requirements	EPA/SOU	PM/GJ	TASK COMP	FFA

EXAMPLE

Appendix B

Criteria for Acceptance of Records at the Central File Station

The criteria for accepting of records apply to all Monticello Program records submitted to the ISS central file station for processing, consolidation, and retention.

1. The record must be legible. There must be a clear, distinct image with a sharp contrast between the character or pictorial information recorded and the recording medium (paper).

2. The record must be complete. No portions of a page can be missing because of tearing or folding of record edges that obliterates recorded information.

3. Blackline drawings are preferred to blueprint or sepia copies. If blueline or sepia drawings are the only copies available, they must not be folded, but rather rolled for storage or transmittal. They shall be stored in the central file station's map files.

4. Typewritten text shall be printed with clean, multistrike ribbons.

5. To the extent feasible, records shall not have bar codes, stamps, or other marks that intersect and obliterate the text.

6. Records must not have any information scratched out or obliterated or other extraneous information handwritten on the record with the exception of appropriate corrections.

7. Records shall be sent unbound or loose-leaf when possible.

8. If photocopies are submitted as the record copy, they must be legible. The copy image must be aligned properly. Optically skewed images are not acceptable.

9. No photo reductions of data are acceptable unless the image is clear and legible. Letters and other characters must be spaced so the background areas between them are approximately equal.

10. To the extent possible, the use of colored paper as a recording medium shall be avoided. The contrast between the data recorded and the color of the paper is normally inadequate.

11. If original records are not available for transfer to the central file station, the copies submitted for processing must be as close to the original as possible.

Records that do not meet the criteria of this appendix, but are still readable, shall be marked "Best Available Copy" and processed without requiring further documentation.

Appendix C

Geotech *Management Policies Manual,* Section 13, "Records Management"

(Provided upon request.)