

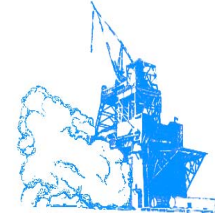
*Stennis Space Center*

Thinking About Taking the Leap?  
Hear from those Who Did So... and Survived  
A Case Study:  
NASA Stennis Space Center  
Electronic Records Management

Presented by: Colby Albasini, CSC



# Agenda

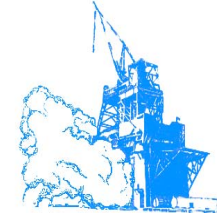


*Stennis Space Center*

- ITS Records and Document Management
- History
- Goals
- Evolving from Paper
- Challenges
- Lessons Learned



# ITS Records and Documentation Management



Stennis Space Center

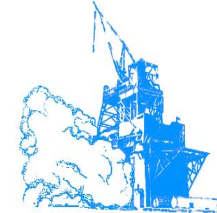
***Chartered to provide support in the management of Federal records, NASA and SSC Directives, processing of Space Act Agreements, administering documentation management processes and systems, and assisting with information management activities.***



- Records Indexing
- Technical Writing
- Storage and Retrieval of Records
- Records Management Training
- Staffed with NARA certified Federal Records Managers and United States Export Control Officers
- Auditing records, record-keeping systems, and practices
- Managing records archival and legal disposition
- Provide Risk Assessments



# History

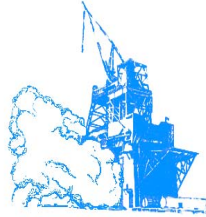


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- 1998 established SSC Technical Documentation System
- 1999 – Approximately 3,800 documents in the system
  - No Electronic Records Management
  - No uniform numbering scheme
  - Most items scanned, but not OCR or text searchable
- 2008 – Approximately 100,000 documents
  - Electronic Records Management Module
  - 47 percent of documents with associated RMA
  - Majority of items in native or text searchable formats
  - Updating schedules to address all items as media neutral

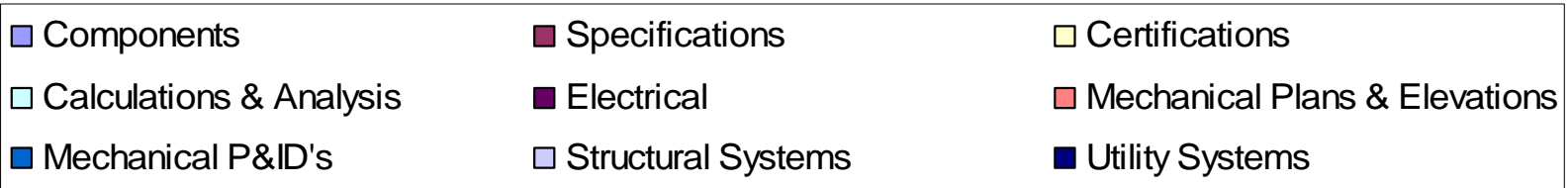
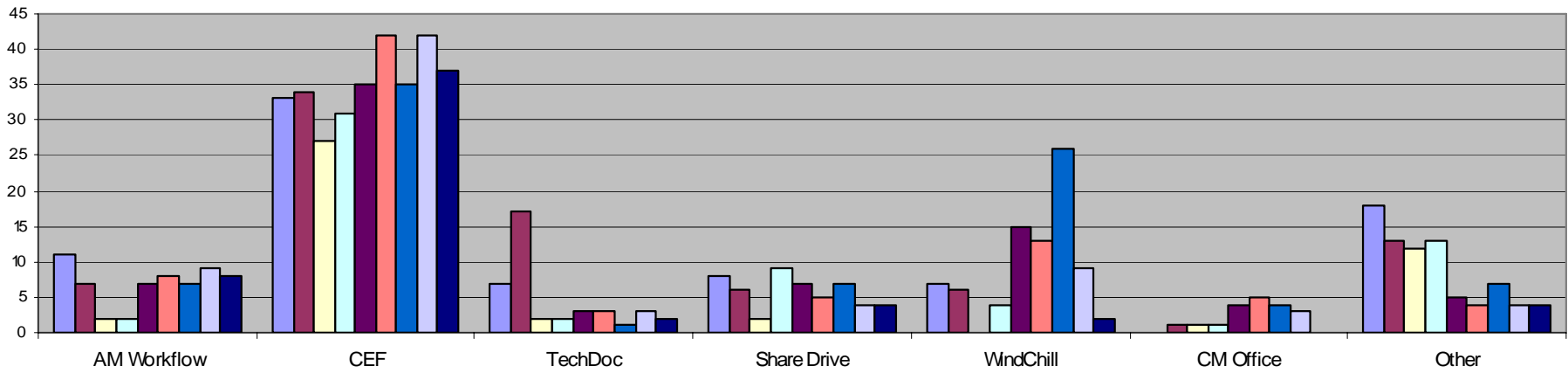


# Historically Paper



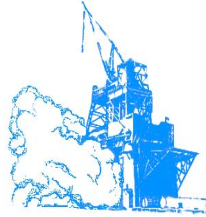
Stennis Space Center

### Where Information was Found



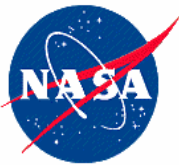


# Goals

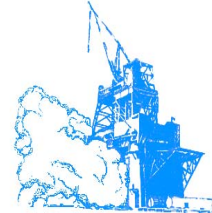


*Stennis Space Center*

- Move from paper to electronic
- Provide a site-wide repository
- Establish a Document Management System
- Determine a Standardized numbering system
- Develop a consistent format
- Prevent documentation rework
- Achieve ISO Certification



# Evolving from Paper to Electronic

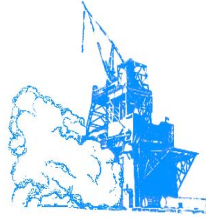


*Stennis Space Center*

- Standardized documentation
  - Formalized document numbering
  - Tied to Agency File Scheme
  - Center–Doc Type–AFS–Seq. No–Unique ID
  - SPG 1400.1 Stennis Documentation Procedural Guidelines
- Enhanced TechDoc System
  - Document categorization
  - Report Capabilities



# Enter Document Information



Stennis Space Center

DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number  For:

---

Document Create Document in /ITS\_TOD/rhoward

Help

Number:  Standardized Numbering

Title:

Doc Type: Choose One  (See next slide)

Doc Category: Choose One

Check to add myself to Distribution List.

Check to add myself to Notification List.

Point of Contact:

Organization: ITS\_TOD - ITS Technology Operations Directorate

Web Search: Community

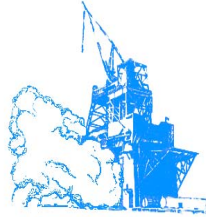
Reason:

Contact Us





# Document Categories

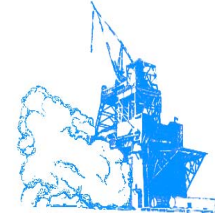


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| Abbreviation | Name                                    |
|--------------|---|
| ComFin       | Commercial/Financial                    |
| EAR          | Export Administration Regulations       |
| ITAR         | Int'l Traffic In Arms Regulations       |
| NS           | Non-Sensitive Information               |
| PriPro       | Privileged/Proprietary                  |
| TradeSecret  | Trade Secrets Act                       |
| Security     | Homeland Security                       |
| ACI          | Administratively Controlled Information |



# Enter Report Info



Stennis Space Center

DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by:  For:

---

**Report** **Create Report**

Help

|                |   |
|----------------|---|
| Name:          | <input type="text"/>                      |
| Description:   | <input type="text"/>                      |
| Report Type:   | <input type="button" value="Private"/>    |
| Show Headings: | <input type="button" value="Yes"/>        |
| Table:         | <input type="button" value="Choose One"/> |

Report Name.

Report Description.

Will this Report be Private or Shared?

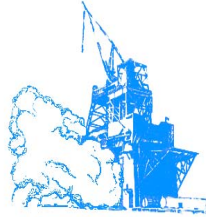
Choose Yes or No to Show Headings on Report.

Select a Table format for your Report.

Click Next.



# Select Report Fields



Stennis Space Center

DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number For: OK

Report Help

Choose Data Fields To Show

Columns: Available Data Fields Selected Data

Comments  
Create Date  
Doc Category  
Doc Number  
Doc Type  
In Review  
Keywords  
Latest Metric Date  
Metric Frequency  
Metric Organization  
Metric POC  
Metric Resp. Official

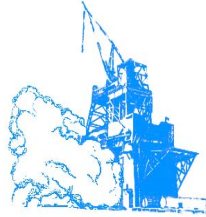
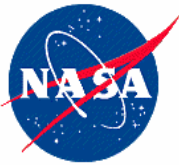
Add >  
< Remove  
< Remove All  
Move Up  
Move Down

Previous Next Cancel

1) Choose the desired field(s) from the **Available Data Fields** list.

2) Click **Add**.

3) Click **Next**.



# Refine Your Report

Stennis Space Center

DocMgr ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number  For:

---

Report Choose Data Fields to Limit Results on Report

Help

Old\_Document\_No:

New Criteria:

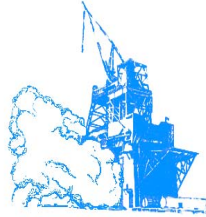
Keyword:

Five (5) left and right parentheses on each criterion line allow for nesting.

Click Next.



# Preview Report



Stennis Space Center

**DocMgr** ssctddoc.ssc.nasa.gov

Explorer Lists My Work Reports Reviews Support

Search by: Document Number  For:

---

**Report** **Preview/Save Report**

Help Preview As: [CSV](#), [HTML](#), [XML](#)

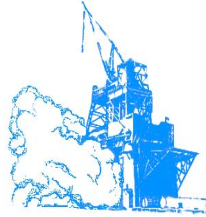
If you need to make a change, click **Previous**.

You can choose to preview the Report in **CSV**, **HTML**, or **XML** format.

The Report will not actually be saved until you click **OK**.



# Electronic Review



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Review Team Info - Windows Internet Explorer  
 https://ssctddoc.ssc.nasa.gov/servlet/dm.web.ShowReviewTeam?rtid=1003&expand=1

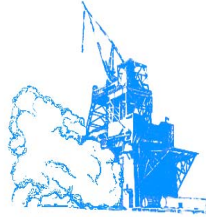
DocMgr calbasina (Admin)  
 Explorer Lists My Work Reports Reviews Records Admin Support  
 Search by: Document Number For: [ ] OK Advanced Search

| Review Team   |  | Review Team Info   |                                      |              |             |              |              |
|---|--|--|--------------------------------------|--------------|-------------|--------------|--------------|
|   |  | Name   | Description                          |              |             |              |              |
| <ul style="list-style-type: none"> <li>Copy</li> <li>Create Level</li> <li>Delete</li> <li>History</li> <li>Modify</li> <li>Move Levels</li> <li>Show Info</li> <li>Show...</li> <li>Collapse Tree</li> <li>Full Team</li> <li>All Teams</li> <li>My Teams</li> <li>Shared Teams</li> <li>Help</li> </ul> |  | STI  | Scientific and Technical Information |              |             |              |              |
|   |  | Level  | Max Duration                         | Votes Needed | Auto Concur | Auto Promote |              |
|   |  | 1  | 1 Week                               | 1            | No          | Yes          |              |
|   |  | Voters: Local/Remote/Subteam   |                                      |              |             |              | Votes Needed |
|   |  | <ul style="list-style-type: none"> <li>TDADMIN</li> <li>Albasini, Colby V</li> <li>Stiglets-Admin., Tim S</li> <li>Dartez-Admin, Deanna C</li> </ul> |                                      |              |             |              | 1            |
|   |  | Level  | Max Duration                         | Votes Needed | Auto Concur | Auto Promote |              |
|   |  | 2  | 2 Days                               | 1            | No          | Yes          |              |
|   |  | Voters: Local/Remote/Subteam   |                                      |              |             |              | Votes Needed |
|   |  | <ul style="list-style-type: none"> <li>Canady, Cynthia P</li> </ul>  |                                      |              |             |              |              |
|   |  | Level  | Max Duration                         | Votes Needed | Auto Concur | Auto Promote |              |
|   |  | 3  | 2 Days                               | 1            | No          | Yes          |              |
|   |  | Voters: Local/Remote/Subteam   |                                      |              |             |              | Votes Needed |
|   |  | Level  | Max Duration                         | Votes Needed | Auto Concur | Auto Promote |              |
|   |  | 4  | 3 Days                               | 1            | No          | Yes          |              |
|   |  | Voters: Local/Remote/Subteam   |                                      |              |             |              | Votes Needed |

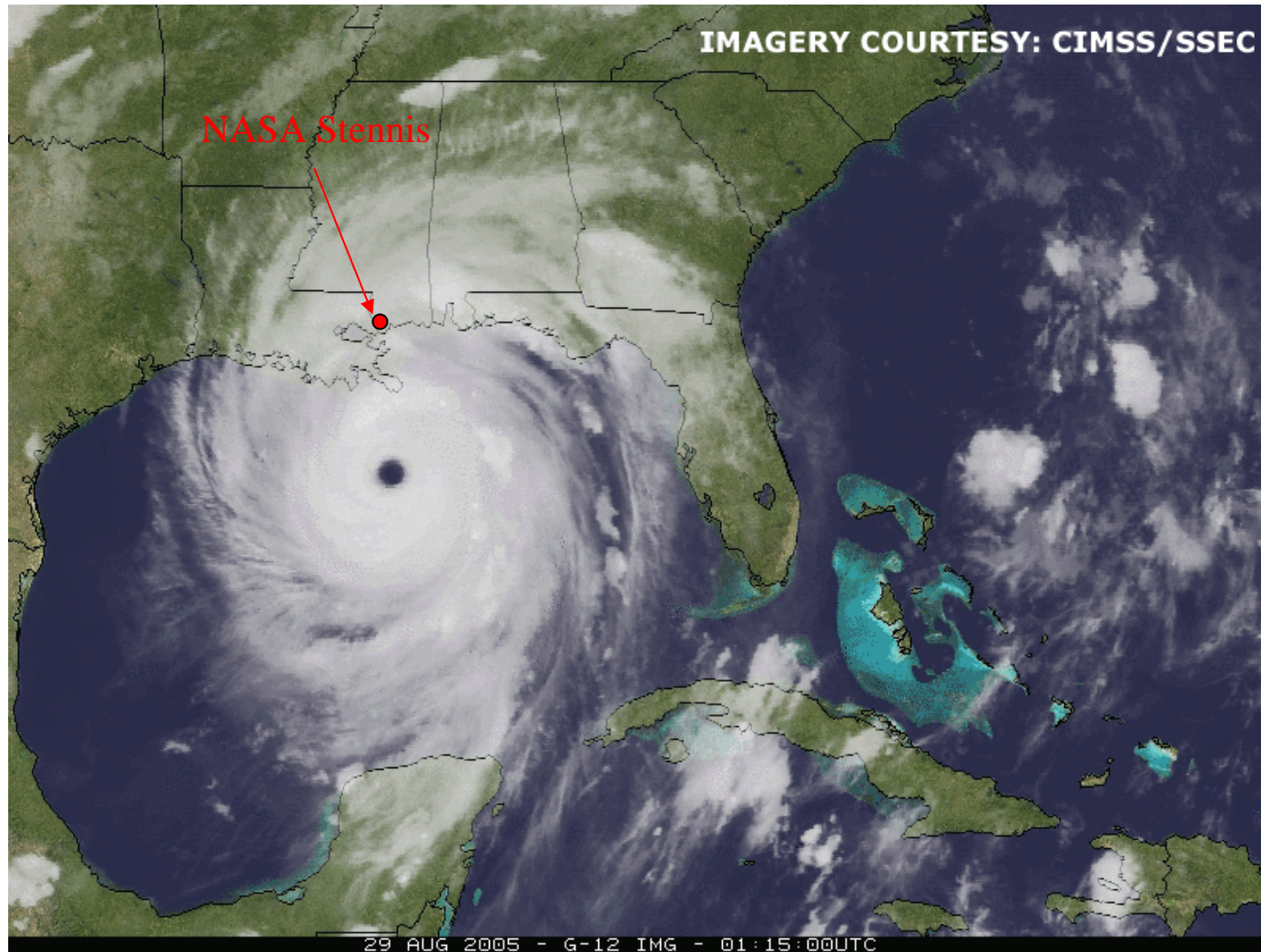
Windows taskbar: start, Internet, 100%, 9:41 AM



# Challenges

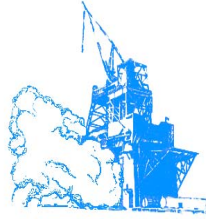


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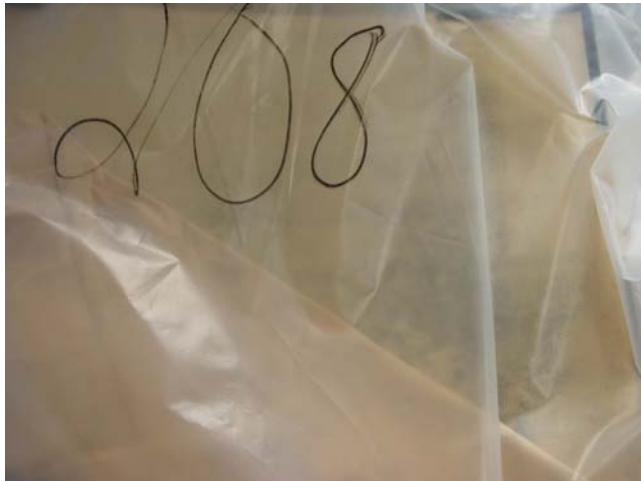




# Lessons Learned



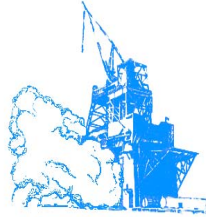
*Stennis Space Center*







# Opportunities

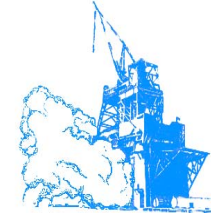


*Stennis Space Center*

- Increase visibility into records management
- Improve Disaster Recovery
- Increase employees interest in process improvement
- Improve electronic records management
- Improve records management facility location
- Refine procedures to be more proactive



# Electronic Records



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All RMA File Plans - Windows Internet Explorer

https://ssctddoc.ssc.nasa.gov/servlet/dm.web.ShowRmaFilePlan

DocMgr ssctddoc.ssc.nasa.gov calbasina (Admin)

Explorer Lists My Work Reports Reviews Records Admin Support

Search by: Document Number For:  OK Log Out Advanced Search

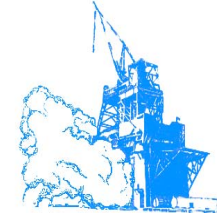
| RMA File Plans  | All RMA File Plans              | 51 RMA File Plans |       |               |                  |  |  |
|---|---------------------------------|-------------------|-------|---------------|------------------|--|--|
| Record Category Name  | Record Category Identifier      | Permanent         | Vital | Review Period | Retention Period |  |  |
| Accounting Principles   | 9210 Schedule 9 Item 10         | No                | No    | 5 Years       | 5 Years          |  |  |
| Agreements  | 1050 Schedule 1 Item 6 B        | Yes               | Yes   | 10 Years      |                  |  |  |
| CERCLA  | 8800 Item 43 G                  | No                | No    | 10 Years      | 10 Years         |  |  |
| Charity Drives, Contributions, and Solicitations  | 3940 Schedule 3 Item 61 A       | No                | No    |               |                  |  |  |
| Classified Information Nondisclosure Agreements   | 1610 Schedule 1 Item 102        | No                | No    | 70 Years      | 70 Years         |  |  |
| Communication (Account Files)   | 2500 Schedule 2 Item 19 F 3     | No                | No    | 2 Years       | 2 Years          |  |  |
| Contracting by Negotiation  | 5115 Schedule 5 Item 14 a       | No                | No    |               |                  |  |  |
| DAA   | 2200 Document Availability Auth | No                | No    | 5 Years       | 5 Years          |  |  |
| Daily Utilization Records   | 6740 Schedule 6 Item 11 H       | No                | No    | 3 Years       | 3 Years          |  |  |
| Development of Personnel Statistics   | 3292 Schedule 3 Item 10 A       | No                | No    | 5 Years       | 5 Years          |  |  |
| Directives  | 1400 Schedule 72, Item B.1      | Yes               | Yes   | 5 Years       |                  |  |  |
| EmailRecordsPlan  | EmailRecords                    | No                | No    |               |                  |  |  |
| Employee Performance and Utilization  | 3400 Schedule 3 Item 33 A 2     | No                | No    | 3 Years       | 3 Years          |  |  |
| Executive Position Files - Performance Files  | 3100 Schedule 3 Item 5 B 2 b    | No                | No    | 5 Years       | 5 Years          |  |  |
| Federal Acquisition Regulations (FAR) Systems   | 5101 Schedule 5 Item 6          | No                | No    | 25 Years      | 25 Years         |  |  |
| Formal Directives, NASA Management Instructions (NMI), Procedurals, and Operating Manuals | 1410 Schedule 1 Item 72         | Yes               | No    |               |                  |  |  |
| Forms   | 1420 Item 74-A                  | No                | No    | 5 Years       | 5 Years          |  |  |
| Grants and Cooperative Agreements   | 5800 Schedule 5 Item 37 A       | No                | No    | 6 Years       | 6 Years          |  |  |

Done

start UniqueCodes.doc - Mi... Microsoft Office O... Colby V Albasini - Inb... Microsoft Office P... All RMA File Plans - W... Internet 100% 3:43 PM



# ERM File Plans



Stennis Space Center

The screenshot shows a web browser window titled "RMA File Plan Info - Windows Internet Explorer". The address bar contains the URL: <https://ssctddoc.ssc.nasa.gov/servlet/dm.web.ShowRmaFilePlan?rfpid=1001>. The browser toolbar includes navigation buttons, a search box with "Live Search", and a "Page" menu.

The main content area is a web application interface for "ssctddoc.ssc.nasa.gov". It features a navigation menu with "DocMgr", "Explorer", "Lists", "My Work", "Reports", "Reviews", "Records", "Admin", and "Support". The user is logged in as "calbasina (Admin)" with a "Log Out" link and an "Advanced Search" option. A search bar is present with "Search by:" set to "Document Number" and an "OK" button.

The "RMA File Plan Info" section displays the following details:

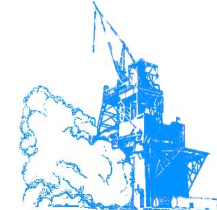
|                      |   |
|----------------------|---|
| <b>RMA File Plan</b> | <b>RMA File Plan Info</b>   |
| Delete               | Record Category Name: Directives  |
| History              | Record Category Identifier: 1400 Schedule 72, Item B.1  |
| Modify               | Owner: <a href="#">Dartez-Admin, Deanna C</a>   |
| RMA File Plans       | Permanent Records: Yes  |
| Help                 | Vital Records: Yes  |
|                      | Review Period: 5 Years  |
|                      | Retention Period:   |
|                      | Record Category Description: Issuances related to agency program functions. Management issuance office Responsible for maintaining all records and background material pertaining to each published instruction, handbook, policy directive, etc. Included in this series is the case files related to the issuance which document aspects of the development of the issuance, including significant backup, comments; original signature pages; etc. |
|                      | * PERMANENT *<br>RETIRE TO FRC 5 YEARS AFTER CANCELLATION OR WHEN SUPERSEDED. TRANSFER TO NARA REGIONAL ARCHIVE IN 5 YEAR BLOCKS WHEN 20 YEARS OLD.<br><DA: N1-255-94-1>  |

At the bottom of the page, there is a "Contact Us" section.

The Windows taskbar at the bottom shows the "start" button, system tray icons, and several open applications: "Inbox - Microsoft Out...", "Colby V Albasini - Inb...", "RACO08.ppt", "RMA File Plan Info - ...", and "UniqueCodes.doc - Mi...". The system clock shows "4:08 PM".



# ERM Reports



Stennis Space Center

RMA Records That Are Permanent : RMA Records That Are Permanent - Windows Internet Explorer

https://ssctddoc.ssc.nasa.gov/servlet/dm.web.RmaQuickReport/RmaQuickReport.html?\_step=4&\_outputType=1&\_ssid\_=-3520898967388132091

RMA Records That Are Permanent : RMA Records Tha...

### RMA Records That Are Permanent

| ID   | Doc Number        | Owner                  | Date Filed | Publication Date | Last Review Date | Next Review Date | Retention Date | P | V |
|------|-------------------|------------------------|------------|------------------|------------------|------------------|----------------|---|---|
| 1000 | SSC/FED-98-003-03 | Nelson-Admin, Bonita R | 06/23/2006 | 07/01/2002       | 07/01/2002       | 07/02/2012       | 12/31/9999     | Y | Y |
| 1001 | SSC/PRI-94-010-95 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 11/15/2002       | 11/15/2012       | 12/31/9999     | Y | Y |
| 1002 | SSC/PRI-97-007-98 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 10/08/2002       | 10/08/2012       | 12/31/9999     | Y | Y |
| 1003 | SSC/PRI-97-008-97 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 10/08/2002       | 10/08/2012       | 12/31/9999     | Y | Y |
| 1004 | SSC/PRI-97-009-98 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 10/08/2002       | 10/08/2012       | 12/31/9999     | Y | Y |
| 1005 | SSC/PRI-98-004-99 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 10/08/2002       | 10/08/2012       | 12/31/9999     | Y | Y |
| 1006 | SSC/PRI-99-012-99 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 10/08/2002       | 10/08/2012       | 12/31/9999     | Y | Y |
| 1007 | SSC/STA-99-004-02 | Nelson-Admin, Bonita R | 06/23/2006 | 07/12/2002       | 07/12/2002       | 07/12/2012       | 12/31/9999     | Y | Y |
| 1008 | SSAA-1053-0006    | Nelson-Admin, Bonita R | 06/23/2006 | 07/22/2003       | 10/26/2006       | 10/26/2016       | 12/31/9999     | Y | Y |
| 1009 | SSAA-1053-0008    | Nelson-Admin, Bonita R | 06/23/2006 | 07/22/2003       | 01/24/2007       | 01/24/2017       | 12/31/9999     | Y | Y |
| 1010 | SSAA-1050-0015    | Nelson-Admin, Bonita R | 06/23/2006 | 07/30/2003       | 07/14/2008       | 07/16/2018       | 12/31/9999     | Y | Y |
| 1011 | SSAA-1050-0016    | Nelson-Admin, Bonita R | 06/23/2006 | 07/30/2003       | 07/14/2008       | 07/16/2018       | 12/31/9999     | Y | Y |
| 1012 | SSAA-1050-0007    | Nelson-Admin, Bonita R | 06/23/2006 | 08/01/2003       | 08/06/2008       | 08/06/2018       | 12/31/9999     | Y | Y |
| 1013 | SSAA-1050-0009    | Nelson-Admin, Bonita R | 06/23/2006 | 08/04/2003       | 04/26/2007       | 04/26/2017       | 12/31/9999     | Y | Y |
| 1014 | SSAA-1050-0010    | Nelson-Admin, Bonita R | 06/23/2006 | 08/04/2003       | 08/04/2003       | 08/05/2013       | 12/31/9999     | Y | Y |
| 1015 | SSAA-1050-0011    | Nelson-Admin, Bonita R | 06/23/2006 | 08/04/2003       | 08/04/2003       | 08/05/2013       | 12/31/9999     | Y | Y |
| 1016 | SSAA-1050-0012    | Nelson-Admin, Bonita R | 06/23/2006 | 08/04/2003       | 08/04/2003       | 08/05/2013       | 12/31/9999     | Y | Y |
| 1017 | SSAA-1050-0013    | Nelson-Admin, Bonita R | 06/23/2006 | 08/04/2003       | 08/04/2003       | 08/05/2013       | 12/31/9999     | Y | Y |
| 1018 | SSAA-1050-0008    | Nelson-Admin, Bonita R | 06/23/2006 | 08/04/2003       | 08/04/2003       | 08/05/2013       | 12/31/9999     | Y | Y |
| 1019 | SSAA-1050-0006    | Nelson-Admin, Bonita R | 06/23/2006 | 08/12/2003       | 08/27/2003       | 08/27/2013       | 12/31/9999     | Y | Y |
| 1020 | SSAA-1053-0007    | Nelson-Admin, Bonita R | 06/23/2006 | 08/22/2003       | 08/22/2003       | 08/22/2013       | 12/31/9999     | Y | Y |
| 1021 | SSAA-1052-0002    | Nelson-Admin, Bonita R | 06/23/2006 | 09/05/2003       | 10/04/2005       | 10/05/2015       | 12/31/9999     | Y | Y |
| 1022 | SSC/PRI-95-009-96 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 10/08/2002       | 10/08/2012       | 12/31/9999     | Y | Y |
| 1023 | SSC/PRI-95-010-96 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 10/08/2002       | 10/08/2012       | 12/31/9999     | Y | Y |
| 1024 | SSC/FED-97-010-97 | Nelson-Admin, Bonita R | 06/23/2006 | 06/12/2003       | 07/10/2003       | 07/10/2013       | 12/31/9999     | Y | Y |
| 1025 | SSC/PRI-95-004-96 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 10/08/2002       | 10/08/2012       | 12/31/9999     | Y | Y |
| 1026 | SSC/PRI-95-005-96 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 10/08/2002       | 10/08/2012       | 12/31/9999     | Y | Y |
| 1027 | SSC/PRI-95-007-96 | Nelson-Admin, Bonita R | 06/23/2006 | 10/08/2002       | 01/22/2003       | 01/22/2013       | 12/31/9999     | Y | Y |

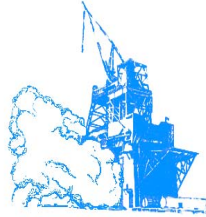
Done

Internet 100%

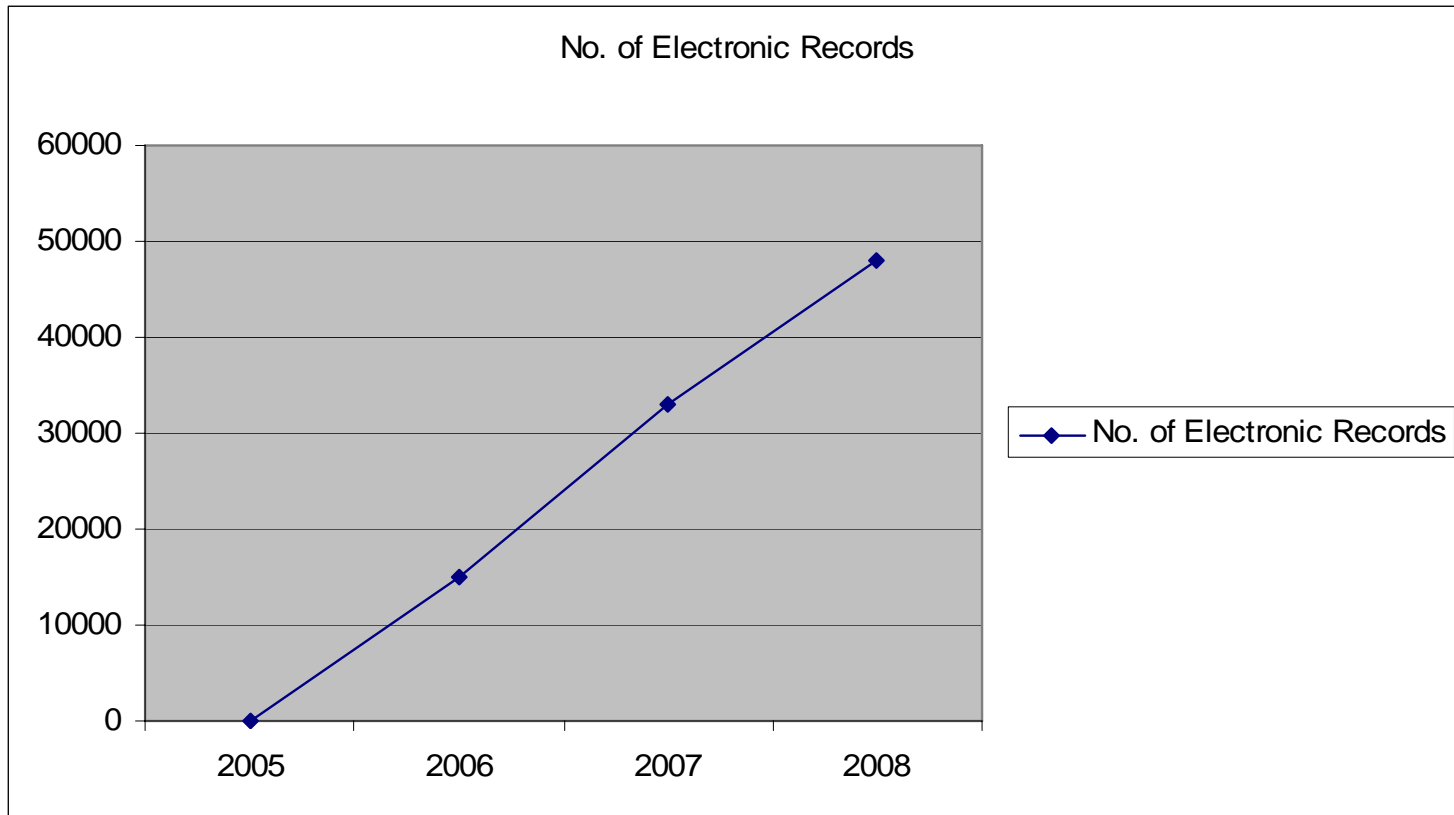
start Tasks - Microsoft ... Colby V Albasini ... RAC008.ppt RMA Quick Repor... RMA Records Tha... UniqueCodes.doc... 4:17 PM



# Continuing to Evolve

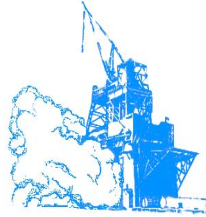


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# In Summary



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- Increased visibility into records management
  - Partnered with NARA to provide electronic records management and Emergency Response training
  - Mandate all civil servants and records personnel attend training
- Improve Disaster Recovery
  - TechDoc considered a vital system
  - All electronic documentation and records managed by our system available offsite