

Record Transmittal and Retrieval Process

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Procedure Owner	Signature	Date
Yvonne C. Archuleta	Signature on File	05/08/2008

Record Transmittal and Retrieval Process

Procedure No: EP-DIR-SOP-4004

Revision: 1, IPC 1

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HISTORY OF REVISIONS

Revision Number	Issue Date	Action	Description
0	3/29/07	Supersedes QP-4.4, DIV-AP-0303, and AP-WFM-007; reformatted and renumbered.	Reformatted, renumbered, and modified to include Environmental Programs Directorate Records Management Process.
0, IPC 1	05/21/2007	Revision to EP-DIR-SOP-4004, Revision 0.	Minor editorial changes.
1	03/27/2008	Revision to EP-DIR-SOP-4004, Revision 0, IPC 1.	Modifications to include records protection requirements and current EP Directorate Records Management Process.
1, IPC 1	05/08/2008	Revision to EP-DIR-SOP-4004, Revision 1.	Modifications to include current WES-WA Records Management Process.

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1.0 PURPOSE AND SCOPE

This procedure describes the controls and processes for transmitting final records to the Records Processing Facility (RPF) for the Los Alamos National Laboratory (LANL or Laboratory) Environmental Programs (EP) Directorate. This procedure applies to EP Directorate and the EWMO personnel, including subcontractors, who are involved in the preparation, identification, receipt, authentication, transmittal, indexing, scanning, retrieval, use, and protection of quality records as required by Laboratory Records Management ISD 1020-1.0, Document Control and Records Management Policy, IPP1020.0, Nuclear Safety Requirements, Quality Assurance (NQA-1), 10 CFR 830.120, applicable DOE orders, and EP-DIR-QAP-1001, *Quality Assurance Plan for the Environmental Programs Directorate*.

2.0 BACKGROUND AND PRECAUTIONS

2.1 Background

Records management addresses the identifying, collecting, processing, indexing, authenticating and maintaining of quality records. The records management process is applicable by law (i.e., 44 U.S.C. 3301), which defines "records" to include all books, papers, maps, photographs, machine readable materials, e-mail, or other documentary material of informative value, regardless of physical form or characteristics that EP Directorate receives or creates as evidence of the organization, function, policies, decisions, procedures, or operations.

This procedure serves to preserve and protect the Laboratory's environmental records and information, reducing legal risks to the Laboratory.

The EP Directorate participants shall specify requirements for records in applicable Statements of Work (SOW) and Memorandums of Understanding (MOUs).

2.2 Precautions

This procedure does not address requirements for handling Classified Records.

If ADEP personnel or an ADEP group are deployed to another FOD to provide services, the record transmittal and retrieval process of that FOD will be utilized. As an example, ADEP personnel deployed to TA-55 will utilize the records management procedures identified by that FOD. The FOD's will be responsible for providing the necessary funding and needed personnel accordingly.

Due to the high volume of records processed by the Waste Acceptance Group and Sample Management Team, they are authorized to scan their own records in accordance with EP-DIR-SOP-4003. This is done to gain a programmatic efficiency and avoid a backlog at the RPF. The scanned hardcopies are submitted directly to the IRM-RMMSO using the LANL Form 1701 *Records Transfer Request*. The electronic records (.PDF files) will be transferred to an identified WES server for uploading into Domino.

3.0 EQUIPMENT AND TOOLS

None.

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4.0 STEP-BY-STEP PROCESS DESCRIPTION

4.1 Records Transmittal Responsibilities

[NOTE: The record transmitter must comply with all instructions/guidelines and procedural requirements, provided in this procedure. If the record is not acceptable, the record will be returned to the Records Transmitter.]

Record Transmitter	<ol style="list-style-type: none">1. Perform the following actions when transmitting and/or retrieving EP Directorate records to and from the RPF or the IRM-RMMSO
	<ol style="list-style-type: none">2. <i>Protect records from deterioration, loss, or damage until records are transmitted to the RPF or the IRM-RMMSO. Refer to the LANL IPP 1020.0, pg. 4, Document Control and Records Management Policy and Implementation Procedure and/or section 4.5 of this procedure.</i>
	<ol style="list-style-type: none">3. Coordinate with the RPF or the IRM-RMMSO staff before large volumes of records are submitted.
	<ol style="list-style-type: none">4. Check record compliance to this procedure demonstrating the following:<ul style="list-style-type: none">• Legibility (i.e., all data is readable, or a "Best Available Copy" stamp is affixed);• Completeness (e.g., contains all pages, attachments, authentication, Signature Form(s), CD's specified (if applicable); and• Traceability (i.e., ensure sufficient information is recorded on the record subject to provide for accurate record retrievability).• Verification (i.e., verify the record is an accurate reflection of the work accomplished or information required). <p>[NOTE: Remove duplicates and/or unnecessary blank papers within records, before submitting to RPF].</p>
	<ol style="list-style-type: none">5. Complete the Record Transmittal Form located on the Waste Environmental Services (WES) home page with required information or record "N/A" (i.e., not applicable), on all blanks or non-applicable fields. [NOTE: Records are indexed according to the indexing order specification on the Records Transmittal Form. The WES-WA and Sample Management Team will complete a form 1701 for the direct transfer of their records to the IRM-RMMSO. This form can be located at the LANL forms center.]
	<ol style="list-style-type: none">6. Submit FINAL hardcopy records to the RPF or the IRM-RMMSO in a timely manner. [NOTE: Draft documents are not considered a final record, and will not be accepted.]
	<ol style="list-style-type: none">7. Obtain an electronic .PDF copy on CD if a record contains a large drawing or map.

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Record Transmitter (Continued)

8. Submit two electronic CD copies (one for dual storage and one to be maintained at RPF) for records that indicate a CD is attached.

9. Label CDs, DVDs, videotapes, photos, with the following information, if applicable:

- Title;
- Document Number;
- Date;
- Software, and version necessary to read disk; and
- Access Restrictions (e.g., Official Use Only (OUO), Unclassified Controlled Nuclear Information (UCNI), Personal Information, etc.), if applicable.

[NOTE: For OUO/UCNI guidance, please refer to the LANL Security Requirements.]

10. For records identified as OUO/UCNI, ensure the front page of record(s) that contain OUO and/or UCNI is stamped with the proper OUO/UCNI identifier (see Attachment 1).

[NOTE: Training records fall within the OUO Personnel Information category].

11. Provide a COPY of logbook(s) to the RPF to place in dual storage ensuring review and authentication have been conducted by a Quality Assurance Representative.

[NOTE: For scanning quality purposes, it is advised to use a BLACK pen for logging in handwritten text in logbook).

4.2 Identifying Record(s)

Record Transmitter

1. Identify the record as one of the following:

- an "individual record" (i.e., a single record that is complete unto itself with all applicable attachments);
- a "records package" (i.e., a collection of records that support one topic or project and developed to ensure reconstruction of records for any given activity); (See Attachment 4, section 11: or
- an OUO/UCNI record (See 4.1, Section 10-11); or
- an "e-mail" (i.e., a message sent or received via an electronic mail system with transmission receipt data and attachment(s) that meet the criteria of a record); or
- A Reference record (i.e., NMED Document deliverable record(s) being submitted as "Reference", may already exist. Reference Records that pertain to NMED deliverables must be coordinated through the EP Publications Team to verify the record was received and indexed in Domino, to prevent from record submittal duplication.

[NOTE: Different record categories mentioned above should be submitted on separate transmittals.]

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4.3 Transmitting Records

[NOTE: It is preferable to provide the original record, but a copy is acceptable when an original is unavailable.]

Record Transmitter

1. Complete a required Records Transmittal Form (see Attachment 2) completely and legibly, following the instructions (Attachment 4) that accompany the form.
[NOTE: Use the Continuation Form (Attachment 3), as necessary.]
[NOTE: Upon request on the form, a copy will be sent acknowledging receipt of the record at the RPF].
2. Provide a complete and detailed subject for the record, as needed for future retrieval.
3. Hand-deliver records to RPF (TA-0, Bldg. 1237) or using internal copy distribution via interoffice mail (RPF, MS M707).
4. When submitting e-mail records with associated attachments and Transmittal Form(s), forward the records to the formal records e-mail address at ep-records@lanl.gov or print out a copy and submit to RPF. Ensure e-mail records include all header information (i.e., date, to, from, cc, subject).
[NOTE: E-mail records that contain 200+ pages should not be e-mailed.]

4.4 Retrieving Records from DOMINO

Record Requester

1. Perform the following actions to retrieve an electronic record from DOMINO (a central web-based application that has direct read-only access to historical and current environmental records).
2. Access DOMINO from the EP Directorate Web Page, under Records Management.
3. Select the "Advanced Search" option at the top of the screen. You will then select the cabinets that you wish to query (Example: Records 1 and Records 2 for all environmental records containing ER ID NO's) – See attachment 4 for definition. The Waste Management Records are stored in the Waste Management Cabinet.
[NOTE: The Waste Acceptance Records will be queried by the form number (in WPF/CWDR/TWSR folders in Domino.)]
4. On the search screen, in the "Enter Search Word(s)" box provided, enter any words, phrases from any record fields (metadata) for a given record to be retrieved.
5. If a unique identifier is available, use AND/OR (i.e., ERXXXX-0201 and LA-UR-XX-XXXX), if needed.

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Record Requester
(Continued)

6. Any of the information provided below can be used to search for a record:

- Document Date;
- Title/Subject;
- Originator;
- Other Document Numbers, Package Number; LA-UR Number
- ER ID Number; EP Catalog Number and/or
- Keywords.

7. Contact RPF personnel if assistance is needed with DOMINO searches.

8. If the search identifies a record, select the hyperlink including the ER ID #, record title.

9. Double click on the selection, and the actual metadata fields (e.g., title, date, who to, who from) that were entered for that specific record will be shown along with the electronic .PDF image.

[NOTE: Available image(s) can be viewed or printed from your desktop, at your convenience.]

10. To view the .PDF Image, click on the Domino menu bar "Document", drop down the window, and select "View". You may also scroll down to the bottom of the document details screen and click on the hyperlink containing the ERIDNO (e.g., ERID-091000.pdf) to view the .PDF image.

[NOTE: Text files (.TXT) were created during the historical database upgrade (e.g., ERID-091000.10); therefore, the ER ID Number must contain the .PDF extension to view the record. .TXT targets (see Attachment 5) will not pull up the actual .PDF record).]

11. If the desired record is not found, contact the RPF for assistance using the RPF's formal e-mail address at ep-records@lanl.gov.

12. In the RPF e-mail request, provide search and retrieval information for the record you are looking for.

RPF Personnel

13. Notify the Record Requester on records availability, and in a timely manner, submit record copy to the Record Requester (hard copy or .PDF, as requested).

[NOTE: The RPF personnel are the only authorized individuals to handle or retrieve processed records located in the RPF. Records are not removed from storage. Copies of records are provided to the Record Requestor.]

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4.5 Records Protection

Record Transmitter

1. Records must be protected physically from damage or loss. Records must be stored in facilities, containers, or a combination thereof, which are constructed and maintained in a manner that minimizes the risk of damage or destruction from the following:
 1. Biological, chemical or radiological contamination.
 2. Natural disasters such as winds, floods, or fires;
 3. Environmental conditions such as high and low temperatures, humidity;
 4. Infestation of insects, mold, or rodents.

2. Records must be secured from unauthorized access. Provisions must be made to prevent damage from harmful conditions (such as excessive light, stacking, electromagnetic fields, temperature, and humidity), as applicable to the specific media utilized for record storage. Provisions must be established to assure no acceptable degradation of the electronic record media occurs. (IPP 1020.0)

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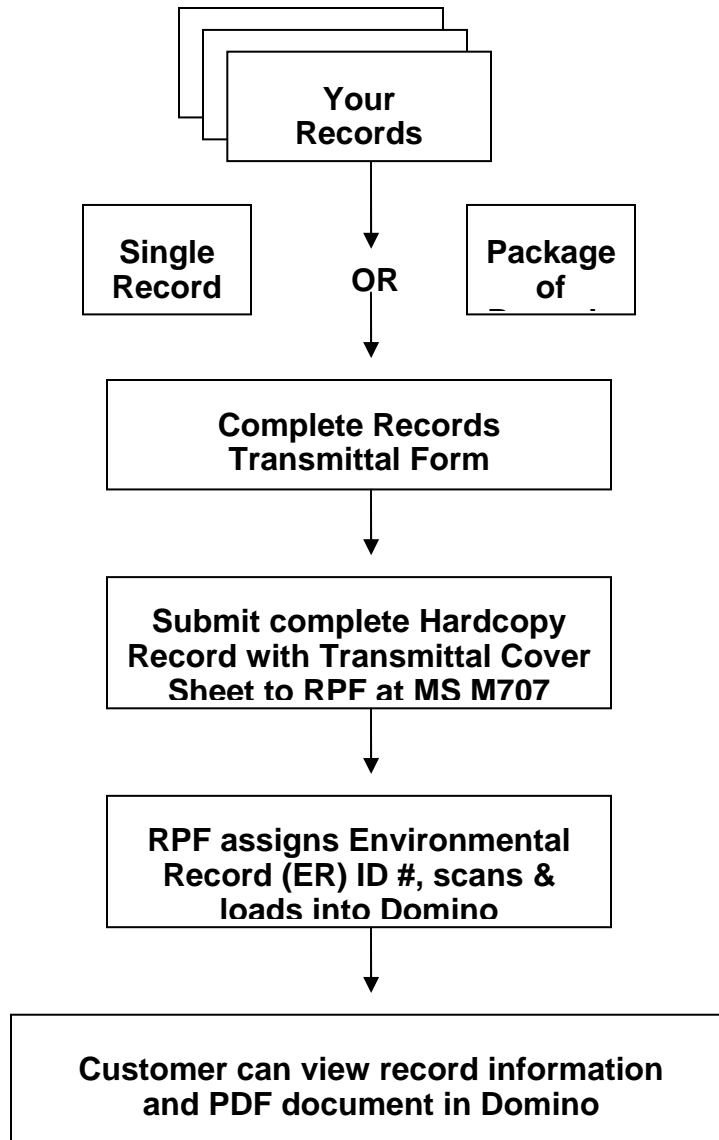
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5.0 ATTACHMENTS

- Attachment 1 4004-1 Sample Front Page OUO/UCNI Record Markings (1 page)
- Attachment 2 4004-2 Records Transmittal Form (1 page)
- Attachment 3 4004-3 Records Transmittal Continuation Form (1 page)
- Attachment 4 4004-4 Records Transmittal Form Completion Instructions (4 pages)
- Attachment 5 4004-5 Example .TXT Target (1 page)

[Using a CRYPTOCARD, click here to record "self-study" training to this procedure.](#)

If you do not possess a CRYPTOCARD or encounter problems, contact the ERSS training specialist.

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ATTACHMENT 1: SAMPLE FORMAT FRONT PAGE OUO/UCNI RECORD MARKINGS

Sample Format Front Page OUO/UCNI Record Markings

Records Use only



OUO Records:

OFFICIAL USE ONLY
May be exempt from public release under the Freedom of Information Act (5 U.S.C. 552), exemption number and category: _____

Department of Energy review required before public release.
Name/Organization: _____
Date: _____
Guidance (if applicable): _____

“Document transmitted contains OUO information”

UCNI Records Markings (bottom of cover page):

Reviewing
Official: _____
(Name/Organization)
Date: _____

**UNCLASSIFIED CONTROLLED
NUCLEAR INFORMATION
NOT FOR PUBLIC DISSEMINATION**
Unauthorized dissemination subject to
civil and criminal sanctions under Section
148 of the Atomic Energy Act of 1954, as
amended (42 USC 2168)

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LANL Environmental Programs (EP) Directorate, Record Transmittal Form							PRINT
To complete this form, see instructions on following pages. Use continuation version of form to list more records. See EP-DIR-SOP-4004 for more information.							
Transmittal date:	Priority Processing? Yes <input type="checkbox"/> No <input type="checkbox"/>	Official Use Only? Yes <input type="checkbox"/> No <input type="checkbox"/>	UCNI? Yes <input type="checkbox"/> No <input type="checkbox"/>	Page	of		
Reference Cited in NMED Deliverables? Yes <input type="checkbox"/> No <input type="checkbox"/>	Receipt Acknowledgement: Do you need this form returned to you? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Transmitter Information							
Z #:	Name:	E-mail:	Transmitters Organization:				
Contamination Potential							
<input type="checkbox"/> To the best of my knowledge, the record(s) has no <i>radioactive</i> contamination. Signature: _____							
Record Type:	Individual Record <input type="checkbox"/>	New package <input type="checkbox"/>	E-mail <input type="checkbox"/>	Add to existing package <input type="checkbox"/>	Resubmitted/superseded record <input type="checkbox"/>		
	(no package)			(fill in # and title below)	(record #)		
Package(s) # :	Package title(s):						
Reference/Retrieval Information							
Organization: Choose one of the following options (or see instructions for EP-DIR-SOP-4004)							
Record (Package) Contents							
Record Title	Media Type	Document Date	Author/Originator	Other Doc. # (e.g. Doc. Catalog #)	Page Count	ERID (RPF only)	

RPF Use Only: (names and dates)			
Accepted	Entered	Scanned	QC:

[Click here for Continuation Form](#)

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LANL Environmental Programs (EP) Directorate, Record Transmittal *Continuation* Form

PRINT

Page of

Previous package #:

or new package title:

Record (Package) Contents

Record Title	Media Type	Document Date	Author/Originator	Other Doc. # (e.g. Doc. Catalog #)	Page Count	ERID (RPF only)
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

RPF Use Only: (names and dates)

Accepted

Entered

Scanned

QC:

EP-DIR-SOP-4004, R1, IPC-1

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ATTACHMENT 4: RECORDS TRANSMITTAL FORM COMPLETION INSTRUCTION SHEET

Records Transmittal Form Completion Instruction Sheet

Records Use only



All fields are required. If not applicable, enter N/A.

A Record Transmittal Form must be completed in as much detail as possible to identify the subject/title of each document submitted. The records must be in order as listed on the transmittal form and contain an accurate page count for each record listed. The Record Transmittal Form must be legible and typed on the .PDF online form located on the EP Directorate website or written in permanent ink. If changes to the Record Transmittal Form are required, draw a single line through the incorrect information and initial and date the correction.

RECORD TRANSMITTER INFORMATION

1.	Transmittal Date	Enter the date on which the record was transmitted to the RPF. [NOTE: Use the following format for the date: MM-DD-YYYY.]
2.	Priority	Check "Yes" if the submitted record(s) need to be processed and assigned an ER ID number as soon as possible (e.g., if the record is to be cited in a regulatory deliverable that is due soon); otherwise check "No".
3.	Official Use Only (OUO) or UCNl	Check "Yes" if the record contains a type of information listed in the Freedom of Information Act Exemptions Table; otherwise check "No". [NOTE: If "Yes" is checked, the cover page must be stamped OUO or UCNl (Unclassified Controlled Nuclear Information) to indicate this record needs to be handled differently.]
4.	Reference Cited	Check "Yes" if record will be cited in NMED Deliverable. Check "No" if the record is not cited.
5.	Receipt Acknowledgement	Check "Yes" if you want the Records Transmittal Form returned to you. This will ensure that the RPF has received and processed your record in Domino with an assigned Environmental Record Identification Number (ER ID NO). Check "No" if you DO NOT wish to receive a receipt acknowledgement copy.
4.	Page X of Y	Number of pages in this form that you have used for the current transmittal.
5.	Z Number	Enter the Z number of the Record Transmitter (i.e., the person who is bringing the record to the RPF).
6.	Name	Enter the name of the Record Transmitter.
7.	E-mail	Enter the e-mail address of the Record Transmitter.

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ATTACHMENT 4: RECORDS TRANSMITTAL FORM COMPLETION INSTRUCTION SHEET

<p>Records Transmittal Form Completion Instruction Sheet</p>		<p>Records Use only</p> 
<p>8.</p>	<p>Record Transmitter Organization</p>	<p>Enter the name of the Record Transmitter's organization.</p>
<p>9.</p>	<p>Record Type</p>	<p>Check one of the following boxes, and list any associated or superceded records in the blank provided:</p> <ul style="list-style-type: none"> • Individual record; • New package; • E-mail; • Add to existing package (add the record to an existing record package), or • Resubmitted, Superceded record #.
<p>10.</p>	<p>Package Number and Title</p>	<p>Enter the existing package number and title to which the transmitted record should be added, or request a new package number. [NOTE: The RPF assigns new package numbers.]</p>

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ATTACHMENT 4: RECORDS TRANSMITTAL FORM COMPLETION INSTRUCTION SHEET

Records Transmittal Form Completion Instruction Sheet

Records Use only



REFERENCE/RETRIEVAL INFORMATION (see RPF personnel if you need help)

11. Organization

Select the name of the EP organization to which the record belongs, if applicable. For example, a waste record will have a program to which it belongs; a *Physics Today* journal article will not. If you fill out the form in hard copy, write in one of the following organizations:

- Environmental Programs (ADEP) – PKG #1725
- EP: Waste Environmental Services Division (WES-DO) – PKG #1726
- EP: Waste Services Division (WS) – PKG #1775
- EP: LANL Water Stewardship Program (LWSP) – PKG #1729
- EP: Corrective Actions Projects (CAP) – PKG #1728
- CAP: TA-54 Closure Project – PKG #1805
- CAP: HE Production Areas & Firing Sites – PKG #1806
- CAP: Industrial Sites – PKG #1807
- CAP: Offsite Investigations & Remediation – PKG #1808
- CAP: Interim Investigations & Remediation – PKG #1809
- LWSP: Decision Support Project – PKG #1810
- LWSP: FFCA Project – PKG#1811
- LWSP: Canyons Project – PKG #1812
- LWSP: Facility-Wide Monitoring Project – PKG #1813
- EWMFO: Facility Operations – PKG #1814
- EWMFO: Maintenance Group – PKG #1816
- EWMFO: Miscellaneous Records – PKG #1817
- Facility Area G – PKG #1818
- Facility Area L – PKG #1819
- Facility: RLWTF – PKG #1763
- Facility: RANT – PKG #1765
- Facility: WCRRF – PKG #1764
- Functional Organization Support – PKG #1820
- FOS: Engineering – PKG #1821
- FOS: Environmental – PKG #1822
- FOS: IH-S – PKG #1823
- FOS: Miscellaneous – PKG #1824

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ATTACHMENT 4: RECORDS TRANSMITTAL FORM COMPLETION INSTRUCTION SHEET

Records Use only

Records Transmittal Form Completion Instruction Sheet



- WDP-TWPS: TRU Waste – PKG #1773
- WDP-TWPS: Central Characterization Project (CCP) – PKG #1776
- WDP-LLW: Low Level Waste (LLW) – PKG #1778
- WDP-HWMO: Mixed Low Level Waste (MLLW) – PKG #1825
- WDP-HMWO: Chemical-Hazardous – PKG #1826
- Corrective Actions – PKG #1827
- TA-21 – PKG #1828
- TA-21 Closure Project – PKG #1727
- TA-21 Closure Project: MDA A – PKG #1830
- TA-21 Closure Project: MDA B – PKG #1831
- TA-21 Closure Project: MDA T – PKG #1832
- TA-21 Closure Project: DP Site Aggregate – PKG #1833
- TA-21 Closure Project: DP Site D&D – PKG #1834

RECORD (PACKAGE) CONTENTS

12.	Record Title	Enter a complete and detailed title for each record. The more information you can enter, the easier the record will be to find.
13.	Media Type	Choose type of media that is being transmitted: paper, VHS tape, CD/DVD, slides/negatives, large format paper, or "N/A" for not applicable.
14.	Document Date	Enter the date the record was published, approved, or made effective. If necessary, make an estimate for the date and enter 00 for the month and/or day.
15.	Author/ Originator	Enter the name of the author or originator (generator) of the record.
16.	Other Document Numbers	Enter any other applicable document numbers (e.g., LA-UR number, associated Record Package numbers, symbol number) or "N/A" for not applicable.
17.	Page Count	Enter the number of pages the record contains (count by physical sheets of paper).
18.	ER ID Number	This is the Environmental Restoration (Project) identification number. The RPF assigns this number.

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ATTACHMENT 5: EXAMPLE .TXT TARGET

Example .TXT Target

Records Use only



ERD-065007-2.txt

This is a target document for record EPID-065007-2.txt. See the first document within the ER ID record for the actual PDF image.

Contact the EP Directorate Records Processing Facility for assistance.

Example

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