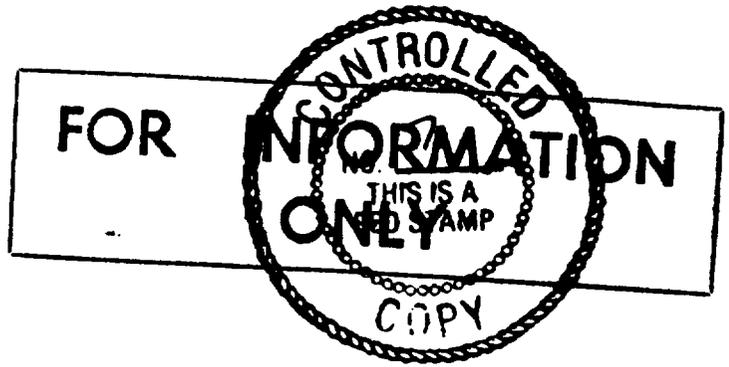


HANS EBNER  
FEB 28 1992



YUCCA MOUNTAIN PROJECT  
LAS VEGAS  
LOCAL RECORDS CENTERS  
CONSOLIDATION PLAN  
REVISION 0



FEBRUARY 1992

Prepared for

U.S. Department of Energy  
Yucca Mountain Site Characterization Project

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Approved:

for Maxwell Blankard  
Carl P. Gertz, Project Manager  
Yucca Mountain Site Characterization  
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2-27-92  
Date

R.E. Spence  
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Director YMP QA Division

2/27/92  
Date

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YUCCA MOUNTAIN PROJECT

LAS VEGAS

LOCAL RECORDS CENTERS

CONSOLIDATION PLAN

TABLE OF CONTENTS

	<u>Page</u>
1.0 PURPOSE .....	1-1
2.0 SCOPE OF WORK .....	2-1
3.0 TIMETABLE FOR CONSOLIDATION.....	3-1
4.0 LV LRC STAFFING PLANS .....	4-1
5.0 DEVELOPMENT OF APPLICABLE PROCEDURES .....	5-1
6.0 PERSONNEL TRAINING .....	6-1
7.0 ACQUISITION OF FACILITIES AND EQUIPMENT .....	7-1
8.0 INTERIM DIRECTIVES FOR CONSOLIDATION .....	8-1
APPENDIX A: M&O TRW LV LRC TURNOVER PLANS FOR:	
Raytheon Services Nevada .....	A-1
REECO .....	A-2
REECO PSDO (DOE/YM Project Office) .....	A-3
T&MSS .....	A-4
APPENDIX B: LIAISON CUSTOMER SUPPORT AND SERVICES .....	B-1

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## 1.0 PURPOSE

The purpose of this Consolidation Plan is to provide direction and to establish requirements to accommodate the consolidation of Las Vegas Local Records Center from selected Yucca Mountain Site Characterization Project Office (YMPO) Participants to the M&O Las Vegas Local Records Center (LV LRC).

The Records Management Plan (YMP/CC-0016) will be revised to change the requirement in Section 4.2, so that impacted Participant's Technical Project Officers (TPOs) are relieved of the responsibility to establish and maintain a Local Records Center (LRC). This plan, when approved, will relieve TPOs of impacted Participants of that responsibility until the revision of the Records Management Plan is approved and issued.

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## 2.0 SCOPE OF WORK

**Current:** The following contractors each operate a Local Records Center (LRC) for the purpose of protecting, inspecting, and processing their Yucca Mountain Project records and transmitting them to the Central Records Facility. Funding for this activity was provided through WBS 1.2.9.1.4.

### Las Vegas Affected Participant Organizations

Raytheon Services Nevada  
REECO  
T&MSS  
Yucca Mountain Site Characterization Project Office  
M&O Contractor - TESS

The staff of the above named organizations shall be considered record sources after the transition.

**Change:** Effective March 1, 1992, per YMP-CLC-2039 signed by Carl Gertz, the funding for the LRCs records management activities in the above Las Vegas affected Participant Organizations (herein referred to as "Participant Organizations") under WBS 1.2.9.1.4 is discontinued due to budget constraints. New funding has been provided to the Management & Operations (M&O) Contractor to consolidate the LRCs into one Local Records Center (LV LRC) for the above Las Vegas Participant Organizations. The consolidated LV LRC will operate for the purpose of protecting, inspecting, retrieving, and processing Yucca Mountain Site Characterization Project (YMP) records for the Participant Organizations and will transmit YMP records to the Central Records Facility.

**Objective:** Plan for an orderly transition of YMP records (QA and non-QA) from the Participant Organizations' Local Records Centers and Record Sources to the consolidated Las Vegas Local Records Center (LV LRC).

**Plan:** Approval to proceed with planning for the consolidation of the Local Records Centers was directed from the YMPO to the M&O Contractor in a letter dated November 19, 1991, from Carl Gertz to L. Dale Foust, and the letter dated February 18, 1992, YMP/CLC-2039, from Carl Gertz gave guidance to the Participants for the consolidation. The LRC Consolidation Planning Team was hired by the M&O Contractor and began work in late November/early December 1991 to plan the consolidation.

During November and December 1991 and continuing into January 1992, numerous meetings were held with the Local Records Managers and Coordinators from the Participant Organizations for the purpose of briefing them on the consolidation process and requesting their input to the process.

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Individual fact-finding meetings were also held to collect data for analysis in the consolidation process. Update briefings were held with the YMP Information Resources Manager and YMP Records Manager to receive their recommendations. The action items listed below affecting the scope of work of the Participant Organizations and the decisions made on the appropriate scope of work for the consolidated Las Vegas Local Records Center (LV LRC) under WBS 1.2.9.1.4 are the result of these meetings.

- Actions:
- 1) The LV LRC will receive and process QA and non-QA Project records, excluding company propriety records. Every effort should be made by Local Records Managers to define backlog, if applicable, by **February 28, 1992**.
  - 2) Privileged (System 80 Qualification, Training, and Certification) Records should be designated as such, shall be submitted to the LV LRC when it is activated, and will be processed as privileged records with restricted access. The Quality Assurance Requirements Document (QARD) and the DOE/YMP letter dated November 18, 1991, from Carl Gertz to the Participant Organizations, directs that access to privileged records is limited to authorized supervisory, QA, records management processing personnel, and those provided access under a routine use.

Each Participant Organization must provide a written restricted access list for privileged records to the LV LRC by **February 28, 1992**, designate an individual responsible within their organization for updating such list, and communicate such updates to it to the LV LRC on a timely basis.

- 3) A turnover plan, which will result in the orderly turnover of in-process Project records, record package segments, and backlog records to the LV LRC, was written specific to each Participant Organization's needs and is incorporated into this LRC Consolidation Plan in Appendix A.
- 4) Participant Organizations shall notify their Record Sources and Record Source Administrators, as applicable, to begin submitting records with an appropriate transmittal to the LV LRC beginning **March 2, 1992**.

The LV LRC will accept records from each Participant Organization, their Records Sources or Records Source Administrators, as appropriate, on Participant Organization's current transmittal forms, if the Participant Organization's transmittal form requires the same information as will be required on the transmittal form contained in AP-1.18Q (see Procedure section).

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Records may be submitted to the LV LRC through the following channels:

- 1) Hand deliver records to the LV LRC, Room 563, 5th Floor, Valley Bank Center
- 2) Mail (pony) records to LV LRC, M/S 423
- 3) Submit records to the Records Management Liaison assigned to the Participant Organization (see Liaison Customer Services, Appendix B).

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### 3.0 TIMETABLE FOR CONSOLIDATION

COMPLETION DATE	ACTION ITEM
12-02-91	All LRC Consolidation Team members on board with M&O.
12-06-91	Complete initial fact-finding meetings with each involved Participant Organization (REECO, Raytheon, T&MSS, Project Office LRC)
12-13-91	Complete analysis of data gathered at fact-finding meetings.
12-16-91	Prepare staffing requisitions for LRC and submit to M&O Fairfax for approval.
12-17-91	Prepare equipment and supplies list and draft physical layout plan for LV LRC.
12-19-91	Submit equipment needs list to DOE Property Management for review and processing.
12-20-91	Review resumes received; begin preparation for interviewing process.
12-23-91	Brief YMP Information Resources Manager and YMP Records Manager on LRC Consolidation.
01-06-92	Conduct initial interviews with applicants for LRC positions.
01-08-92	Brief Participant Organizations on LRC Consolidation; discuss staffing; equipment and furniture availability; and negotiate space at Participant Organizations' locations for Liaisons.
01-09-92	Brief YMP Records Manager on LRC Consolidation.
01-13-92	Complete initial interviewing process; select staff and compile offer packages.
01-14-92	Finalize physical layout plan for LV LRC.
01-14-92	Brief Participant Organizations on LRC Consolidation; discuss orderly turnover of records.
01-20-92	Confirm with M&O Administration that physical layout plan for LV LRC is approved, construction (if needed) is ordered, and that furniture, systems equipment, telephones, etc. are ordered.
01-22-92	Brief YMP QA Director YMP QAD on LRC Consolidation; discuss QA program concerns.
01-24-92	Make job offers for staffing LV LRC.

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- 01-24-92 Write article for IRM on LRC Consolidation and submit for publication.
- 01-27-92 Brief YMP Records Manager on LRC Consolidation.
- 01-27-92 Confirm Records Source training on Project Records Management Requirements is available through Project Training Center for Participant Organizations (on-going process).
- 01-27-92 Meet with Participant Organizations' QA Managers and LRC Records Managers to discuss QA program concerns.
- 01-31-92 Present LRC Consolidation Plan to YMPO for review and comment.
- 02-07-92 Prepare staff training packages and LRC operational logs, tracking standards, etc.
- 02-07-92 Brief Participant Organizations and YMP Records Manager on LRC Consolidation; meet with individual Participant Organizations as needed thereafter.
- 02-14-92 Consolidation staff and others vacate LV LRC area; obtain transferred equipment; set up LV LRC operations and Liaison offices.
- 02-17-92 New LV LRC staff on board; begin training.
- 02-21-92 Meet with Participant Organizations and YMP Records Manager on LRC Consolidation.
- 02-21-92 Begin LV LRC Internal Self-Assessment.
- 02-24-92 LV LRC operational; accept records from LRCs in turnover process during week.
- 03-02-92 Activate LV LRC; begin accepting records from Records Sources.

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#### 4.0 LV LRC STAFFING PLANS

Objective: Recruit and train staff to fill the following positions in the LV LRC:

- 1) LV LRC staff will consist of an LV LRC Supervisor, Records Analysts (Liaisons), Lead Specialist, and Records Specialists. The LV LRC staff will be M&O employees to be hired from selected applicants who submit resumes to the M&O.
- 2) Establish a Records Management Liaison function for each LV-based Participant Organization; each Liaison will be a member of the LV LRC, but will be assigned to a Participant Organization on a permanent basis and located at an office area in the Participant's Organization. Liaison services are outlined in Appendix B, "Liaison Customer Support and Services."

Plan: Staffing requisitions were submitted to and approved by M&O Management in December 1991; interviews were scheduled in January 1992; offers were made beginning in January 1992, and staff will be on board in the LV LRC beginning February 17, 1992.

- Actions:
- 1) Each Participant Organization's Technical Project Officer (TPO) or his/her delegate shall identify a convenient office location where the LV LRC Records Management Liaison assigned to the Participant Organization may be located in the Participant Organization's facility. Preferably this will be a work environment similar to the one now provided for the Local Records Coordinator in that organization so that the Record Sources may have easy access to the Liaison.
  - 2) It is requested that this location be identified to the LV LRC within two days of approval of this plan or not later than March 2, 1992, so that the LV LRC can finalize plans to set up the Liaison's office area beginning February 21, 1992. Furniture, equipment, and telephone for each Liaison will be provided by the LV LRC, unless the Participant Organization identifies by February 28 that they can provide the necessary furnishings from existing equipment. Telephone and computer lines will be charged to the LV LRC.
  - 3) The Liaison will be a guest in each Participant Organization. The LV LRC staff would appreciate the opportunity to introduce the Liaison assigned to a Participant Organization to the Technical Project Officer and Participant Organization's staff during the last week of February 1992, or as soon thereafter as possible.
  - 4) The requested space for each Liaison should be coordinated with one of the members of the LV LRC Consolidation Planning Team, either directly through the Participant Organization's Administrative Officer, Local Records Manager, or designee.

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Coordination: LV LRC Consolidation Planning Team

Lynda Lee 794-7370  
Hans Ebner 794-7253  
Judith Zimmerman 794-7797

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## 5.0 DEVELOPMENT OF APPLICABLE PROCEDURES

- Objective:
- 1) Provide for an Administrative Procedure to be developed for the applicable Participant Organizations for Records Management Record Source Implementation for submittal of records by Record Sources to the Las Vegas Local Record Center (LV LRC).
  - 2) Provide for a procedure for operation of the LV LRC, which describes the methods for protecting, inspecting, and processing records received by the LV LRC from the Participant Organizations.

- Plan:
- 1) Participant Organizations should implement the requirements of AP-1.18Q (APQ), Records Management: Record Source Implementation, in this record consolidation effort. This procedure was developed by T&MSS Plans and Procedures Division and upon completion of the review cycle, it is anticipated that this APQ will be in effect on March 2, 1992 (see also Training section).
  - 2) The LV LRC will operate in accordance with M&O Quality Administrative Procedure QAP-17-1, latest revision. QAP-17-1 became effective 01-17-92 and will invoke the applicable APQ.

- Actions:
- 1) Participant Organizations should evaluate changes required to their existing Quality Assurance Program in order to comply with AP-1.18Q (see QA Program Considerations section).
  - 2) The LV LRC will accept records from each Participant Organization, their Records Sources, or Record Source Administrators, as applicable, on Participant Organization's current transmittal forms, if the Participant Organization's transmittal form requires the same information as will be required on the transmittal form contained in AP-1.18Q (see also Training section).
  - 3) A complete revision will be written to the Records Management Plan, YMP/CC-0016, to change the requirement in Section 4.2 that Technical Project Officers ensure that Local Records Center (LRC) functions are established and staffed and that assigned people are trained to implement the requirements identified within this plan. This revision will assign the responsibility for the LV LRC functions to the M&O. This change is considered an administrative change with no quality impacts and thus should not impede the progression of the LRC consolidation effort.

Note: A revision to DOE/RW-0194P, Records Management Policies and Requirements, is also needed, but this change is also considered an administrative change with no quality impacts and thus should not impede the progression of the LRC consolidation effort.

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## 6.0 PERSONNEL TRAINING

Objective: 1) Provide for applicable Las Vegas Record Sources and Record Source Administrators, as applicable, to be trained to their own applicable records management procedures that must be in agreement with the requirements contained in AP-1.18Q, Records Management: Records Source Implementation, as part of their responsibilities to support licensing and operation of the YMP.

2) Provide for all Las Vegas Local Records Center (LV LRC) personnel to be trained to both AP-1.18Q and M&O QAP-17-1.

Plan: 1) Participant Organizations should plan to have Records Sources and required individuals read the new APQ or their applicable existing Record Management procedures when issued; formal classroom training may be requested, when available, to provide clarification on the utilization of the Administrative Procedure.

2) LV LRC personnel will be trained to the AP-1.18Q, Records Management: Records Source Implementation Procedure, when issued, and M&O QAP-17-1, Program Records Management Procedure, beginning in February 1992. Also, Liaisons will receive training in the Participant Organization's records procedures they will be interfacing with during this consolidation period. From the effective date of AP-1.18Q, impacted Participants have 15 working days to use current procedures and allow for training if applicable.

Actions: 1) It is the responsibility of each Participant Organization for their Training Organization to provide the appropriate training to required individuals (i.e., read and understand) to their own applicable records management procedures that must be in agreement with the requirements contained in AP-1.18Q, Records Management: Records Source Implementation Procedure, when issued.

2) Participant Organizations may submit a written request to the Project Training Center to request Classroom Training, when available, for Records Sources to the AP-1.18Q, which will provide clarification on the use of this Administrative Procedure.

3) A certified trainer will train LV LRC personnel to the applicable procedures and requirements beginning in February 1992.

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## 7.0 ACQUISITION OF FACILITIES AND EQUIPMENT

Objective: 1) **Facilities:** Provide for a consolidated Local Records Center (LV LRC) to be located in Las Vegas to support the Las Vegas Participant Organizations.

2) **Equipment:** Provide for the orderly turnover of available equipment from Las Vegas Participant Organizations' Local Records Centers (Records Management Organizations) to the custody of DOE/YMP Property for the use of the LV LRC and the purchase of equipment required to operate the LV LRC if not available for transfer from the Participant Organizations.

Plan: 1) **Facilities:** The LV LRC will be located in Room 563, Fifth Floor, Valley Bank Center, Mail Stop 423, 101 Convention Center Drive, Las Vegas, Nevada, 89109.

2) **Equipment:** Meetings were held to discuss the availability and orderly transfer of equipment with each Participant Organization's Local Records Manager. Participant Organizations Local Records Managers identified available equipment and provided the LV LRC Consolidation Planning Team with a preliminary list of equipment which they believed could be transferred to the custody of DOE/YMP Property for the use of the LV LRC. In addition, meetings were held with the M&O Administrative Manager to address equipment requirements for the LV LRC not satisfied through the proposed transfer of equipment; purchase orders addressing such equipment needs are being generated for delivery of equipment on a timely basis.

Actions: 1) **Facilities:** The LV LRC will be set up in the planned facility beginning February 17. This facility has been planned and may be constructed as a one-hour fire-rated facility for temporary storage of one-of-a-kind records for a fixed period of time. In the alternative, one-hour fire-rated safes will be used.

2) **Equipment:**

A. Each Participant Organization's Local Records Manager is to finalize the list of equipment and cabinets available for transfer to the custody of DOE/YMP Property for use of the LV LRC. This should include the terminals (and associated hardware), printers, safes, file cabinets, microfilm/aperture card cabinets, storage cabinets, microfilm reader/printers, copiers, paper shredders, fax machines, or other equipment now used in their LRC, including the property number thereof, which has been identified by the Local Records Managers for transfer to the custody of the DOE/YMP Property for the use at the LV LRC. Such final equipment list should be provided in writing to the LRC Consolidation Planning Team no later than the signed effective date of this plan, and identified as "FINAL" equipment list for transfer to the LV LRC.

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It has been recommended that the actual microfilm remain the possession of each Participant Organization, but that such microfilm will be accessible to the LV LRC Liaison or LV LRC representative for retrieval purposes. Participant Organizations may request that the LV LRC leave a microfilm reader/printer at the Participant Organization in the LV LRC Liaison's office area for use with the Participant Organization's microfilm.

- B. In addition, each Participant Organization's Local Records Manager or appropriate individual authorized to initiate such transfer in each Participant Organization is to initiate no later than signed effective date of this plan, through the proper channels, the appropriate property transfer document to be generated in order to transfer the identified equipment to the custody of DOE/YMP Property for the use of the LV LRC.
- C. The LV LRC Consolidation Planning Team will verify, through the proper channels, that the identified equipment will be moved, if required, from the Participant Organizations to the LV LRC. If equipment is to be used by the Liaison at a Participant Organization's location, then such equipment should be relocated to the space identified by the Participant Organization for that Liaison.

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## 8.0 INTERIM DIRECTIVES FOR CONSOLIDATION

**Objective:** Plan for the orderly transition of Yucca Mountain Project records (QA and non-QA) from the Participant Organizations to the consolidated Las Vegas Local Records Center (LV LRC).

**Plan:** The turnover plan, which will result in the orderly turnover of in-process Project records, record package segments, and backlog records to the LV LRC has been written specific to each Participant Organization's needs and these plans are incorporated into this LRC Consolidation Plan in Appendix A.

- Actions:**
- 1) Participant Organizations affected by the LRC Consolidation may continue to process QA and non-QA records within their own organizations through February 28, 1992.
  - 2) Effective March 2, 1992, the LV LRC will begin accepting records from the Participant Organizations' Record Sources or Record Source Administrators (as applicable).
  - 3) As identified in Section 5.0, Development of Applicable Procedures, the LV LRC will accept records from Participant Organizations on their current transmittal forms if Participant Organizations' forms require the same information as will be required on the transmittal form contained in AP-1.18Q.

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APPENDIX A

M&O TRW LV LRC TURNOVER PLANS FOR:

RAYTHEON SERVICES NEVADA

REECO

REECO PSDO (DOE/YM PROJECT OFFICE)

T&MSS

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M&O TRW - LV LRC  
TURNOVER PLAN FOR RAYTHEON SERVICES, NEVADA (RSN)  
TURNOVER OF YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT  
IN-PROCESS RECORDS, RECORD PACKAGE SEGMENTS, AND BACKLOG RECORDS

The process for the turnover of the Yucca Mountain Site Characterization Project (YMP) in-process records, record package segments, and backlog records from Raytheon Services Nevada LRC (hereinafter known as "RSN LRC") to M&O TRW LV LRC (hereinafter known as "LV LRC") will be as follows:

- 1) Transmittals identifying records that will be turned-over to the LV LRC should be initiated by RSN LRC. This must include identification of records stored at any location other than your immediate LRC (i.e., off-site or Valley Bank Center lower-level safes). The LV LRC will receive and process QA and non-QA Project records, excluding company proprietary.

Separate transmittals should accompany the following records: In-process records, record package segments, and backlog records. Backlog record transmittals should identify number of boxes, type of records, and storage location.

- 2) In-process Project records and record package segments will be relocated from RSN LRC to the LV LRC located in the Valley Bank Center during the week ending February 28, 1992.

Backlog records, if any, will be relocated to the DOE Arville Facility no later than February 28, 1992.

Custody of RSN LRC records in any locations other than RSN LRC must be transferred to the responsibility of the LV LRC no later than February 28, 1992. Such records are to be physically separated from other RSN (non-transferred) records. Access codes, cards, and/or keys to the safes assigned to RSN LRC in the Valley Bank Center lower level should be provided to the LV LRC no later than February 28, 1992.

- 3) Transmittals should be signed by the RSN TPO, Records Manager, or LRC designee and accompany the records where applicable.
- 4) The LV LRC will acknowledge receipt and/or custody of records upon receipt and return a copy of the transmittals to RSN.
- 5) This Turnover Plan confirms that RSN will transfer all YMP in-process records, record package segments, and the backlog record in RSN's custody or possession to the LV LRC.

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- 6) When RSN has transferred all YMP in-process records, record package segments, and backlog records in RSN's custody or possession to the LV LRC and the transfer is complete, the TPO or his designee shall sign a copy of this Turnover Plan in the spaces provided below as an overall release that verifies completion of this effort, and shall transmit it to the Las Vegas M&O Records Manager.

RSN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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M&O TRW - LV LRC  
TURNOVER PLAN FOR REECO  
TURNOVER OF YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT  
IN-PROCESS RECORDS AND BACKLOG RECORDS

The process for the turnover of Yucca Mountain Site Characterization Project (YMP) in-process records, record package segments, and backlog records from REECO LRC to M&O TRW LV LRC (hereinafter known as "LV LRC") will be as follows:

- 1) Transmittals identifying records that will be turned-over to the LV LRC should be initiated by REECO LRC. This must include identification of records, if any, not stored at the Arville Facility. The LV LRC will receive and process QA and non-QA Project records, excluding company proprietary.

Separate transmittals should accompany the following records: In-process records and backlog records. Backlog record transmittals should identify number of boxes, type of records, and storage location.

- 2) In-process project records will be relocated from the REECO LRC (Arville Facility) to the LV LRC located in the Valley Bank Center during the week ending February 28, 1992.

Backlog records are to remain at the Arville Facility.

Custody of REECO LRC records stored at the Arville Facility must be transferred to the responsibility of the LV LRC no later than February 28, 1992. Such records are to be physically separated from other REECO (non-transferred) records. The LV LRC will request access to the Arville Facility through REECO, and will be provided such access upon request until the facility lease expires September 30, 1992.

- 3) Transmittals should be signed by REECO's TPO and accompany the records where applicable.
- 4) The LV LRC will acknowledge receipt and/or custody of records upon receipt thereof and return a copy of the transmittals to REECO.
- 5) This Turnover Plan confirms that REECO will transfer all YMP in-process records and backlog records in REECO's custody or possession to the LV LRC.
- 6) When REECO has transferred all YMP in-process records and backlog records in REECO's custody or possession to the LV LRC and the transfer is complete, the TPO shall sign a copy of this Turnover Plan in the spaces provided below as an overall release that

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verifies completion of this effort, and shall transmit it to the Las Vegas M&O Records Manager.

REECo

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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M&O TRW - LV LRC  
TURNOVER PLAN FOR REECO PSDO (DOE/YMP)  
TURNOVER OF YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT  
IN-PROCESS RECORDS, RECORD PACKAGE SEGMENTS, AND BACKLOG RECORDS

The process for the turnover of Yucca Mountain Project in-process records, record package segments, and backlog records from REECO PSDO (hereinafter known as "DOE/YMP LRC") to M&O TRW LV LRC (hereinafter known as "LV LRC") will be as follows:

- 1) Transmittals identifying records that will be turned-over to the LV LRC should be initiated by the DOE/YMP LRC. This must include identification of records stored at the Arville Facility or any other location. The LV LRC will receive and process QA and non-QA Project records, excluding company proprietary.

Separate transmittals should accompany the following records: In-process records, record package segments, and backlog records. Backlog record transmittals should identify number of boxes, type of records, and storage location.

- 2) In-process Project records and record package segments will be relocated from the DOE/YMP LRC to the LV LRC located in the Valley Bank Center during the week ending February 28, 1992.

Backlog records located at the Arville Facility are to remain at the Arville Facility.

Custody of DOE/YMP LRC records stored at the Arville Facility must be transferred to the responsibility of the LV LRC no later than February 28, 1992. Such records are to be physically separated from other DOE/YMP LRC (non-transferred) records. The LV LRC will request access to the Arville Facility through REECO, and will be provided such access upon request until the facility lease expires September 30, 1992.

Backlog records consisting of approximately 10,000 pages (indeterminate of type of record) will be turned over to the LV LRC within 5 working days of effective date of this procedure.

- 3) Transmittals should be signed by DOE/YMP Management and accompany the records where applicable.
- 4) The LV LRC will acknowledge receipt and/or custody of records upon receipt thereof and return a copy of the transmittals to DOE/YMP.
- 5) This Turnover Plan confirms that DOE/YMP will transfer all Yucca Mountain Project in-process records, record package segments, and backlog records in DOE/YMP's custody or possession to the LV LRC.

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- 6) When DOE/YMP has transferred all YMP in-process records, record package segments, and backlog records in DOE/YMP's custody or possession to the LV LRC and the transfer is complete, the DOE/YMP Management shall sign a copy of this Turnover Plan in the spaces provided below as an overall release that verifies completion of this effort, and shall transmit it to the Las Vegas M&O Records Manager.

DOE/YMP MANAGEMENT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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M&O TRW - LV LRC  
TURNOVER PLAN FOR T&MSS  
TURNOVER OF YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT  
IN-PROCESS RECORDS, RECORD PACKAGE SEGMENTS, AND BACKLOG RECORDS

The process for the turnover of Yucca Mountain Site Characterization Project (YMP) in-process records, record package segments, and backlog records from T&MSS LRC to M&O TRW LV LRC (hereinafter known as "LV LRC") will be as follows:

- 1) Transmittals identifying records that will be turned-over to the LV LRC should be initiated by T&MSS LRC. This must include identification of records stored off-site (not located in Valley Bank Center). The LV LRC will receive and process QA and non-QA Project records, excluding company proprietary.

Separate transmittals should accompany the following records: In-process records, record package segments, and backlog records. Backlog record transmittals should identify number of boxes, type of records, and storage location.

- 2) In-process Project records and record package segments will be relocated from T&MSS LRC to the LV LRC located in the Valley Bank Center during the week ending February 28, 1992.

Custody of T&MSS LRC backlog records stored at Security Archives must be transferred to the responsibility of the LV LRC no later than February 28, 1992. Backlog records will then be relocated from Security Archives to the DOE Arville Facility.

- 3) Transmittals should be signed by the T&MSS TPO, Records Manager, or LRC designee and accompany the records where applicable.
- 4) The LV LRC will acknowledge receipt and/or custody of the records upon receipt thereof and will return a copy of the transmittals to T&MSS.
- 5) This Turnover Plan confirms that T&MSS will transfer all YMP in-process records, record package segments, and backlog records in T&MSS' custody or possession to the LV LRC.
- 6) When T&MSS has transferred all YMP in-process records, record package segments, and backlog records in T&MSS' custody or possession to the LV LRC and the transfer is complete, the TPO or his designee shall sign a copy of this Turnover Plan in the spaces provided below as an overall release that verifies completion of this effort, and shall transmit it to the Las Vegas M&O Records Manager.

**FOR INFORMATION  
ONLY**

T&MSS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**FOR INFORMATION  
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APPENDIX B

LIAISONS CUSTOMER SERVICES

**FOR INFORMATION  
ONLY**

## APPENDIX B

### LIAISONS CUSTOMER SERVICES

Las Vegas Local Records Center Liaisons will be assigned to Participant Organizations to provide quality records management customer services. The services a Liaison may provide to a Participant Organization are listed below. These services will be:

- 1) Tailored to each Participation Organization on a case-by-case basis.
- 2) Available to Participant Organizations based on availability of funding and LV LRC resources.
- 3) Monitored by the LV LRC for utilization of services by the Participant Organization. The LV LRC reserves the right to rescind a service if it is not being used by the Participant Organization.

#### Liaison Customer Services:

- 1) The Liaison may provide informal training to Records Sources or Record Source Administrators, as appropriate, on program records requirements.
- 2) The Liaison may assist Records Sources or Record Source Administrators with records requirements questions to enable Participant Organizations' Records Sources or Record Source Administrators to correctly submit records to the LV LRC including understanding record types (i.e., administrative or corporate vs. QA and non-QA records).
- 3) The Liaison may maintain a supply of records management forms for Transmittal/Receipt Acknowledgement, Records Package Table of Contents, Retrieval Request, etc. for use by Participant Organizations.
- 4) The Liaison may receive returned records on which the LV LRC has identified deficiencies; interface with Record Sources or Record Source Administrators for resolution; and assist Records Sources as possible to correct deficiencies.
- 5) The Liaison may accept requests for retrievals of records from Records Sources for records in the Records Information System (RIS) and may print or obtain a hard copy of the records, if requested, and deliver to the requestor.
- 6) The Liaison may provide input into procedure development or review, if requested.

**FOR INFORMATION  
ONLY**

# FOR INFORMATION ONLY

NO.	DATE	PROJECT	DESCRIPTION	REQ. FROM	UNIT	REVIEW	DIRCT	AGRY	APPROVAL & DISTRIBUTION	COMMENTS	CHGZ	WFO	REV	DATE	BY	REVIEW	DATE	BY
534	AP-5-200	FIELD CONTROL																
535	AP-5-210	FIELD WORK ACTIVATION																
442	AP-5-240	PREPARATION AND SERIALS OF AP-5-240 BROADCASTS AND SPECIFICATIONS																
408	AP-5-270	CONTROL OF NONCONFORMING ITEMS																
442	AP-5-320	TEST PLANS REQUIRED																
541	AP-5-320	TEST PLANS REQUIRED																
420	AP-5-37	320 BROADCAST BROADCASTS COST ESTIMATES																
396	AP-5-390	FIELD WORK REQUEST FOR Q-RELATED SERVICES AND EQUIPMENT																
498	AP-5-40	MANAGEMENT CONTROL REQUIREMENTS LIST DEVELOPMENT																
500	AP-5-41	MANAGEMENT CONTROL SELECTION																
446	AP-6-10	PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL, AND REVISION CONTROL																
533	AP-6-10	PROJECT OFFICE DOCUMENT DEVELOPMENT, REVIEW, APPROVAL, AND REVISION CONTROL																
525	AP-6-20	MANAGEMENT AND OPERATION OF SINGLE BROADCAST ACTIVITIES AT BROADCAST SITES																
547	AP-6-40	FIELD COLLECTION, DOCUMENTATION, AND RECORDING OF DEPENDENCY SHEET AND DRAFT COPY																
327	AP-6-113	ADMINISTRATION FOR USE OF REGULATED HAZARDOUS SUBSTANCE AND MATERIALS																

534 CAR W-92-008, CATTLE WAITING FOR COMMENTS FROM B. VANCE (FOR T. PETER & H. DIXON). NO LONGER TIED TO 5.32. COMMENTS SHOULD BE RECALLED 3/20/92.  
 535 FIELD TIED TO W-92-008.  
 442 IN PROJECT OFFICE FOR APPROVAL. BROADCAST TO CHECK APPROVAL STATUS.  
 408 CAR W-92-008, WAITING FOR CRITICAL COMMENTS FROM H. VANCE. PETERS WILL CHECK WITH VANCE. NO LONGER TIED TO W-92-008.  
 442 IN HOLD ROOM.  
 541 USE DISCUSSING COMMENT WITH H. VANCE. RECALL ON 3/10. CALL/DRAWING NOT RETURNED.  
 420 IN DISBURSE REGULATION. DECISION DEFERRED 3/10/92.  
 396 TO BE ISSUED CONCERNING WITH W-92-008, 5.41, Q-92-10 (AND PROJECT CLASSWGT)  
 498 CEMM COPY 1/27/92. DRAFT A ON HOLD 1/27 TO BE ISSUED CONCERNING WITH W-92-008, 5.40, Q-92-10 (AND PROJECT CLASSWGT)  
 500 REQUESTOR K. HERSCH, GOING TO BE CANCELLED BY NEW DRA.  
 446 REQUESTOR, J. GALT  
 533 FOR CANCELLATION - BROADCAST INTO W-92-008, 5.30, W-92-008, 5.40.  
 525 FOR CANCELLATION. REQUESTOR C. LUED.  
 547 DRAFT TO REVIEW MET. K. HERTZ & R. BUNDELSTEN. DRAFTS TO DECIDE WHO WILL WRITE DRAFT A.  
 327 WITZ/ BUNDELSTEN











FEB 11 1992

L. Dale Foust  
Technical Project Officer  
for Yucca Mountain  
Site Characterization Project  
TRW Environmental Safety Systems  
The Valley Bank Center, Suite P-110  
101 Convention Center Drive  
Las Vegas, NV 89109

TECHNICAL DIRECTION LETTER (TDL)—TRANSITION PLAN FOR CHANGE CONTROL BOARD  
(CCB) SUPPORT

To facilitate the transition process for the CCB support function, including configuration management, it is requested that a transition plan be created by TRW Environmental Safety Systems, Inc., reviewed, and committed to by all affected parties prior to commencement of the transition of this function. Pertinent TDL information is as follows:

1. Contract number: DE-AC01-91RW00134
2. Work breakdown structure of work to be performed: 1.2.1.2.5
3. Number on the Quality Activities List: 1.2.1.2
4. Number of the grading package: PCQAG-001, Revision 1
5. Number of the Quality Assurance Program Description document and name of affected organization that contains the quality assurance (QA) requirements: DOE/RW-0215, OCRM

Administrative Procedure 6.1Q, "Project Office Document Development, Review, Approval and Revision Control," is the applicable procedure for the creation of this plan.

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L. Dale Foust

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In accordance with recommendations from the Yucca Mountain Quality Assurance Division Director, this transition plan should specify the following at a minimum:

1. Workscope to be transitioned.
2. Timetable for transition.
3. Plans for manpower transitions and new hires.
4. Schedule for development of applicable procedures.
5. Schedule for personnel training.
6. Acquisition of facilities and equipment.
7. Interim directives needed to facilitate the transition (e.g., between February 1, 1992, and March 3, 1992, do not transmit any QA records to the Local Records Center because of...).
8. Status on the QA program area for workscope to be transitioned.
9. Agreement from affected parties that they can meet the schedule and resource commitments needed to complete the transition.
10. Identification of the persons and organizations who are responsible for being record sources before and after the transition.

In addition to ensuring that this transition is handled with minimal impact, the use of approved transition plans will help to mitigate the need for unwarranted procedure revisions. The Yucca Mountain Site Characterization Project requests that the transitioning of this work be accomplished at the earliest possible time. Your cooperation in this effort is appreciated.

If you have any questions, please contact William B. Simecka (configuration management) at 794-7933, Vincent F. Iorii (project control/CCB) at 794-7118, or Robert V. Barton at 794-7957.

ORIGINAL SIGNED BY  
MAXWELL B. BLANCHARD

*for* Carl P. Gertz  
Project Manager

YMP:RVB-1881

CC:

Trudy Wood, HQ (RW-52) FCRS  
M. B. Blanchard, YMP, NV  
R. V. Barton, YMP, NV  
J. R. Dyer, YMP, NV  
W. R. Dixon, YMP, NV  
W. B. Simecka, YMP, NV  
R. E. Spence, YMP, NV  
V. F. Iorii, YMP, NV  
Garth Phillips, YMP, NV  
C. L. Carpenter, YMP, NV  
J. G. Gandi, YMP, NV  
W. A. Wilson, YMP, Mercury, NV, M/S 717

FEB 11 1992

L. Dale Foust  
Technical Project Officer  
for Yucca Mountain  
Site Characterization Project  
TRW Environmental Safety Systems  
The Valley Bank Center, Suite P-110  
101 Convention Center Drive  
Las Vegas, NV 89109

TECHNICAL DIRECTION LETTER (TDL)—TRANSITION PLAN FOR PLANS AND PROCEDURES  
DIVISION (PPD) SUPPORT

To facilitate the transition process for the PPD support function, it is requested that a transition plan be created by TRW Environmental Safety Systems, Inc., reviewed, and committed to by all affected parties prior to commencement of the transition of this function. Pertinent TDL information is as follows:

1. Contract number: DE-AC01-91RW00134
2. Work breakdown structure of work to be performed: 1.2.1.2.5
3. Number on the Quality Activities List: 1.2.1.2
4. Number of the grading package: PCQAG-001, Revision 1
5. Number of the Quality Assurance Program Description document and name of affected organization that contains the quality assurance (QA) requirements: DOE/RW-0215, OCRWM

Administrative Procedure 6.1Q, "Project Office Document Development, Review, Approval and Revision Control," is the applicable procedure for the creation of this plan.

CONTRACT NO. 183

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L. Dale Foust

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In accordance with recommendations from the Yucca Mountain Quality Assurance Division Director, this transition plan should specify the following at a minimum:

1. Workscope to be transitioned.
2. Timetable for transition.
3. Plans for manpower transitions and new hires.
4. Schedule for development of applicable procedures.
5. Schedule for personnel training.
6. Acquisition of facilities and equipment.
7. Interim directives needed to facilitate the transition (e.g., between February 1, 1992, and March 3, 1992, do not transmit any QA records to the Local Records Center because of...).
8. Status on the QA program area for workscope to be transitioned.
9. Agreement from affected parties that they can meet the schedule and resource commitments needed to complete the transition.
10. Identification of the persons and organizations who are responsible for being record sources before and after the transition.

In addition to ensuring that this transition is handled with minimal impact, the use of approved transition plans will help to mitigate the need for unwarranted procedure revisions. The Yucca Mountain Site Characterization Project requests that the transitioning of this work be accomplished at the earliest possible time. Your cooperation in this effort is appreciated.

If you have any questions, please contact Vincent F. Iorii at 794-7118 or Robert V. Barton at 794-7957.

ORIGINAL SIGNED BY  
MAXWELL B. BLANCHARD

*for*  
Carl P. Gertz  
Project Manager

YMP:RVB-1880

CC:

Trudy Wood, HQ (RW-52) FORS  
M. B. Blanchard, YMP, NV  
R. V. Barton, YMP, NV  
J. R. Dyer, YMP, NV  
W. R. Dixon, YMP, NV  
W. B. Simecka, YMP, NV  
R. E. Spence, YMP, NV  
V. F. Iorii, YMP, NV  
Garth Phillips, YMP, NV  
C. L. Carpenter, YMP, NV  
J. G. Gandi, YMP, NV  
W. A. Wilson, YMP, Mercury, NV, M/S 717

FEB 11 1992

L. Dale Foust  
Technical Project Officer  
for Yucca Mountain  
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TECHNICAL DIRECTION LETTER (TDL)—TRANSITION PLAN FOR LOCAL RECORDS CENTER (LRC)

To facilitate the transition process and the consolidation of the LRCs in the Valley Bank Center, it is important that the U.S. Department of Energy establish a system to ensure the smooth transition of responsibilities. To facilitate this process, it is requested that a transition plan be created by TRW Environmental Safety Systems, Inc., reviewed, and committed to by all affected parties prior to commencement of the transition of this function. Pertinent TDL information is as follows:

1. Contract number: DE-AC01-91RW00134
2. Work breakdown structure of work to be performed: 1.2.9.1.4
3. Number on the Project Requirements List: 1.2.9.1.4
4. Number of the grading package: LRC-01.1
5. Number of the Quality Assurance Program Description document and name of affected organization that contains the quality assurance (QA) requirements: DOE/RW-0215, OCRWM

Administrative Procedure 6.1Q, "Project Office Document Development, Review, Approval and Revision Control," is the applicable procedure for the creation of this plan.

In accordance with recommendations from the Yucca Mountain Quality Assurance Division Director, this transition plan should specify the following at a minimum:

1. Workslope to be transitioned.
2. Timetable for transition.
3. Plans for manpower transitions and new hires.
4. Schedule for development of applicable procedures.
5. Schedule for personnel training.
6. Acquisition of facilities and equipment.

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7. Interim directives needed to facilitate the transition (e.g., between February 1, 1992, and March 3, 1992, do not transmit any QA records to the LRC because of...).
8. Status on the QA program area for workscope to be transitioned.
9. Agreement from affected parties that they can meet the schedule and resource commitments needed to complete the transition.
10. Identification of the persons and organizations who are responsible for being record sources before and after the transition.

In addition to ensuring that this transition is handled with minimal impact, the use of approved transition plans will help to mitigate the need for unwarranted procedure revisions. The Yucca Mountain Site Characterization Project requests that the transitioning of this work be accomplished no later than March 2, 1992. Your cooperation in this effort is appreciated.

If you have any questions, please contact John G. Gandi at 794-7954 or Robert V. Barton at 794-7957.

ORIGINAL SIGNED BY  
MAXWELL B. BLANCHARD  
Carl P. Gertz  
Project Manager

YMP:RVB-1679

cc:

Trudy Wood, HQ (RW-52) FORS  
M. B. Blanchard, YMP, NV  
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W. R. Dixon, YMP, NV  
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R. E. Spence, YMP, NV  
V. F. Iorii, YMP, NV  
Garth Phillips, YMP, NV  
C. L. Carpenter, YMP, NV  
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