TMSS/029/2
01/16/91
Revision No.: 1

TECHNICAL & MANAGEMENT SUPPORT SERVICES
DOCUMENT TRANSMITTAL/ACKNOWLEDGMENT RECORD

WBS: 1.2.9
QA: N/A

TO:

BELKE W L
NRC
4H-3
1717 H STREET N.W.

WASHINGTON, DC 20555-0000

FROM: Science Applications Int. Corp.
Document Control Center
101 Convention Center Drive
Suite 407, Mail Stop 517 / T-34
Las Vegas, Nevada 89109
FTS 544-7810 or (702)794-7810

TRANSMITTAL DATE: 04/10/91

COPY NO.: 223

DOCUMENT TITLE: RECORDS MANAGEMENT: RECORD SOURCE IMPLEMENTATION

DOCUMENT REVISION: 3 DOCUMENT IDENTIFICATION NUMBER: QMP-17-01

DIRECTIONS

** THIS PROCEDURE IS LOCATED WITHIN YOUR QUALITY MANAGEMENT PROCEDURES BINDER **

REPLACE: QMP-17-01, Rev. 2, dated 11/01/90, with
QMP-17-01, Rev. 3 and ICN #1, dated 04/10/91.

** NOTE ** Pages effected by ICN #1 have been incorporated within Rev. 3 of this procedure.

** Destroy or mark obsolete material "Superseded" **

SIGN/DATE IN BLACK INK BELOW TO CONFIRM THAT THE ABOVE DIRECTIONS HAVE BEEN FOLLOWED, AND RETURN THIS TRANSMITTAL RECORD, WITH THE OBSOLETE MATERIAL, AS APPROPRIATE, TO THE ABOVE ADDRESS BY:

05/01/91
Due Date

Document Holder Signature

4/16/91
Date

<<< FOR DOCUMENT CONTROL CENTER USE ONLY >>>

OBSOLETE MATERIAL RECEIVED: _____ _____
DCC Personnel Initials Date

9104180294 910401
PDR WASTE
WM-11 PDR

1/1
102.7
WM-11
NH03

YMP-007
2/8/91

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
INTERIM CHANGE NOTICE

ICN No.: 1
Page 1 of 2

Title:	No.:	Effective Date:
Records Management: Record Source Implementation	QMP-17-01 Rev. 3	4/10/91

REQUIRED CHANGE(S): ☐ MAJOR ☒ MINOR (only PCB Manager approval required)

CONTROLLED COPY NO. 223 THIS IS A RED STAMP

Page 13 of 22
Step 20. Delete "on the LRC Rejection Form"

Page 19 of 22: Attachment 1, Record Source Checklist, Second item under "Closing a Record Package"
Change to Read: "have I, if I'm maintaining the package, completed a table of contents, had the record package authenticated, and submitted the complete package within ten working days to the LRC."

Page 20 of 22: Replace Form N-QA-078 with YMP-016, "Record Source Transmittal Form."

Page 21 of 22: Replace Form N-QA-078 with YMP-016, "Record Source Transmittal Form Continuation Page."

Page 22 of 22: Replace Form Y-QA-068 with YMP-015, "Record Retrieval Request."

Instructions to Document Holder:

Replace existing page 13 of 22 with new ICN page 13 of 22

REASON FOR CHANGE (CAR, NCR, SDR, or other deficiency or commitments)

To bring QMP-17-01 in compliance with AP-1.17Q, Forms Control and correct minor errors in text.

APPROVAL

	Signature	Date
PROJECT MANAGER	N/A	N/A
DIRECTOR OF QUALITY ASSURANCE	N/A	N/A
(OTHER, AS REQUIRED)	N/A	N/A
PCB MANAGER (Minor ICNs only) KB 3/28/91	for Vincent F. Iorii	3-28-91

TRAINING REQUIRED ☐ YES ☒ N/A NUMBER OF DAYS REQUIRED FOR TRAINING N/A

COMMENTS: MINOR CHANGE — CHANGE IN FORM — NO CHANGE TO INTENT OR PROCESS FLOW

Training Officer/Training Manager — Date: 4-1-91

YMP-007
2/8/91

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT
INTERIM CHANGE NOTICE

Procedure No.:	Rev. No.:	ICN No.:	Page 2 of 2
QMP-17-01	3	1	

REQUIRED CHANGE(S): (continued)

Replace existing page 19 of 22 with new ICN page 19 of 22
Replace existing page 20 of 22 with new ICN page 20 of 22
Replace existing page 21 of 22 with new ICN page 21 of 22
Replace existing page 22 of 22 with new ICN page 22 of 22

YUCCA MOUNTAIN PROJECT OFFICE
DOCUMENT APPROVAL SHEET

Y-AD-002
1/22/91

CONTROLLED COPY NO. 223 THIS IS A RED STAMP

Title: QUALITY MANAGEMENT PROCEDURE: RECORDS MANAGEMENT: RECORD SOURCE IMPLEMENTATION

NO. QMP-17-01
[X] Q
[ ] Non Q

APPROVAL

PROJECT MANAGER:	Original signed by: Carl Gertz (Signature)	1/6/89 (Date)	
DIRECTOR OF QUALITY ASSURANCE:	James Blaylock (Signature)	1/6/89 (Date)	
Project Manager T&MSS (OTHER, AS REQUIRED):	J. E. Shaler (Signature)	1/6/89 (Date)	

REVISION 0 EFFECTIVE DATE: 1/11/89

REVISIONS

	INITIAL AND DATE			
	REVISION 1	REVISION 2	REVISION 3	REVISION 4
PROJECT MANAGER:	Carl Gertz 10/16/89	Carl Gertz 10/11/90	3/20/91	
DIRECTOR, QA:	E. L. Wilmot 10/16/89	D. G. Horton for E. L. Wilmot 10/11/90	3/20/91	
Project Manager T&MSS (OTHER, AS REQUIRED)	W. V. Mcnabb 8/25/89	N/A	N/A	
EFFECTIVE DATE:	10/30/89	11/1/90	4/10/91	

Page 1 of 22

TRAINING REQUIRED [X] YES [ ] N/A NUMBER OF DAYS REQUIRED FOR TRAINING 14

COMMENTS: Minimum Self-Study. Classroom Training Is Offered.

TRAINING OFFICER/TRAINING MANAGER 3/21/91 DATE

1.0 PURPOSE AND SCOPE

1.1 PURPOSE

The purpose of this procedure is to implement the requirements of the Office of Civilian Radioactive Waste Management (OCRWM) Quality Assurance Requirements Document (QARD) and the Yucca Mountain Project (YMP) Records Management Plan by assigning responsibility and providing a process to ensure that documents that are or will become Quality Assurance (QA) records are identified, prepared, collected, protected, and submitted to the Yucca Mountain Site Characterization Project Office (YMPO) Local Records Center (LRC) unless specifically excepted.

1.2 SCOPE

The scope of this procedure is limited to the identification, preparation, submittal, retrieval, storage, and correction of documents that are or will become QA records. Hereinafter, the term record(s) shall be used to delineate QA records.

2.0 APPLICABILITY

This procedure applies to YMPO, MAC Technical Services Company (MACTEC), and Technical and Management Support Services (T&MSS) personnel who create, generate, submit, maintain, or retrieve Project records while performing work under the OCRWM Quality Assurance Program Description Document (QAPD).

3.0 DEFINITIONS

NOTE: Terms in this procedure are used as defined in the YMP Glossary. The following additional definitions are adopted for the purposes of this procedure.

3.1 AUTHENTICATION

Authentication is the act of attesting that the information contained within a document is accurate, complete, and appropriate to the work accomplished by one of the following methods: (1) a stamped, initialed or signed, and dated document or (2) a written statement by the responsible individual or organization. Handwritten signatures are not required if the document is clearly identified as a statement by the reporting individual or organization. Authentication must be done by an individual on the signature authentication list.

3.2 QA RECORD

A QA record is a completed document that furnishes evidence of the quality of items or activities affecting quality. Examples are documents prepared and maintained to demonstrate implementation of QA programs (audit, surveillance, and inspection reports), procurement documents, specifications, technical data, and other materials that provide data and document quality regardless of the physical form or characteristic.

NOTE: Documents that are to become QA records are considered QA records upon completion and authentication by all required signatures. A complete QA record is a document that will receive no more entries and whose revision would be subject to a change control process. Prior to this final authentication, the documents must be protected and stored to avoid damage and loss. QA records may be originals or reproduced copies.

3.3 RECORD PACKAGE IDENTIFIER

A record package identifier is an alphanumeric code used to identify the type of package and the Work Breakdown Structure (WBS) under which it was created. The record package identifier is written as "___.X.X.X," where "___" is the three-digit alpha code used to identify the type of record package (i.e., QRP for Quality Related Package, PRP for Personal Record Package [nonquality-related materials], ARP for Administrative Records Package, or RTP for Record Turnover Package [nonquality-related materials]) and "X" is the WBS number assigned to the record package that corresponds to the activity.

3.4 RECORD PACKAGE SEGMENT

A record package segment is a record or a group of records that shall be included as part of a record package. It is turned over to an LRC prior to completion of a record package.

3.5 RECORD PACKAGE TRACKING NUMBER

A record package tracking number is a unique number originated by the LRC and used by the LRC and the record source(s) to track and control record packages while they are being compiled. This number will become inactive when the record package is forwarded to the Central Records Facility (CRF).

3.6 RECORD SOURCE

A record source is an individual or organization that is responsible for generating YMP records or for receiving YMP records from an entity within or outside the YMP.

3.7 SPECIAL PROCESS RECORDS

Special processed records are records that cannot be microfilmed but can be duplicated (e.g., magnetic tapes).

3.8 TECHNICAL DATA

Technical data are scientific, environmental, socioeconomic, and engineering numerical values, or factual information resulting from data acquisition or data development activities. Technical data can be qualitative, quantitative, or graphic.

4.0 RESPONSIBLE PARTIES

The following YMPO individuals or organizations are responsible for activities identified in Section 5.0 of this procedure:

1. Record Source

2. Division Director (DD) or Contractor Equivalent

5.0 PROCEDURE

NOTE: A flowchart of the following processes described in this procedure is attached as Figure 1. A checklist is attached (Attachment 1) to assist record sources in meeting the requirements of this procedure.

RESPONSIBLE PARTY	STEPS	PROCEDURE
		RECORD IDENTIFICATION
Record Source	1.	Perform the following actions if beginning a YMP activity or task that results in the receipt or generation of records; otherwise, go to Step 10.
	2.	Determine if a list of records or record packages has been submitted to the LRC for the activity or task.
	3.	If a records list has been submitted and no modifications are necessary, go to Step 8.

RESPONSIBLE PARTY	STEPS	PROCEDURE
Record Source	4.	If no records list has been submitted or if modifications to the submitted records list are necessary, prepare or modify records list identifying the title of the records or record packages to be generated and the plan, procedure, instruction, or other documents from which those records will be generated. Ensure list meets requirements of Step 11. Include the contents for record packages.
	5.	Obtain DD or Contractor Equivalent approval of list.
	6.	Submit the records list to the LRC in accordance with this procedure.
	7.	Modify the records list in accordance with Steps 4 through 6 if the records identified for an activity change.
	8.	Decide if records to be generated as record package segments will be maintained with the record source or the LRC until package is complete.
		a. If the LRC is to maintain record package segments, then contact the LRC to obtain a record package tracking number. Provide the LRC with the following information:
		1) A record package title
		2) A record package identifier
		3) A record source name
		4) A quality-affecting designation
	NOTE:	Records and documents submitted as record package segments will be maintained, tracked, and accounted for within the LRC until the record package has been completed and authenticated. Only after these events have occurred

RESPONSIBLE PARTY	STEPS	PROCEDURE
Record Source		will the completed package be turned over to the CRF.
		b. If the record source is to maintain the record package until complete, then ensure the following:
		1) Records when not in actual use by record sources (interim storage) are stored in a one-hour fire-rated container bearing a U.L. label or certified by a person competent in the field of fire protection, or dual storage is provided.
	NOTE:	When providing dual storage, records must be protected and stored in separate locations as a safeguard against both copies being destroyed in the same fire, flood, or similar event.
		2) Store documents that will become records so that damage will not occur due to excessive (1) light, stacking, and electromagnetic fields (in the case of magnetic tapes, store in accordance to manufacturer's specifications) and (2) temperatures and humidity. Also prevent loss of documents by maintaining access controls.
	NOTE:	If at anytime records, or documents destined to become records, cannot be properly stored and protected by the record source, submit those records to the LRC in advance of record package completion.

RESPONSIBLE PARTY	STEPS	PROCEDURE
		RECORD PREPARATION
DD or Contractor Equivalent	9.	Generate a list that contains the signatures and initials of personnel authorized to authenticate records. Update as necessary, and submit to the LRC in accordance with record submittal section.
Record Source	10.	Generate or receive documents that will become records. Provide adequate care, as identified in Step 8b.
	NOTE:	When materials received from outside entities become records or part of a record package, they shall be prepared and submitted in accordance with this procedure.
	11.	Prepare documents generated or received that will become records according to the following:
		a. Clearly mark DRAFT on the first page of draft documents.
		b. If a document is to become a final technical or scientific report, complete the following steps prior to completion of the final report:
	NOTE:	Journal articles, bulletins, or professional papers generated as a result of Project activities must be submitted to the LRC for processing, if identified as records, but are not required to receive an accession number prior to completion.
		1) Contact the LRC and obtain an accession number for the final report.
		2) Place the accession number on the inside of the back cover or within the acknowledgment section of the report.

RESPONSIBLE PARTY	STEPS	PROCEDURE
Record Source		3) Identify, within the citation, the accession number for all references cited in the final report, with the exception of readily available references (e.g., scientific handbooks, text books, and encyclopedias). Contact the LRC to obtain accession numbers for cited references if unknown.
		4) Submit the reference to the LRC if it was determined that it has not been previously submitted.
		5) Record the accession number assigned to the submitted referenced material in the citation of the final report when notified by the LRC of the number.
		c. Titles of documents must concisely identify and describe the contents of the document in order to enable future identification and timely retrieval.
		d. Verify that documents are complete and include all attachments or enclosures. Identify when attachments or enclosures to correspondence are not intended to be part of a record package by noting on the table of contents.
		e. Verify that no portions of a page are missing due to tearing or folding of record edges, and that no information is obliterated. If propriety information is required to be removed from a record/record package (e.g., social security number), documentation must accompany the record/record package into the records system.

RESPONSIBLE PARTY	STEPS	PROCEDURE
Record Source	NOTE:	Proprietary information may be removed by blacking out this information. Initialing and dating are not required.
	f.	Ensure that the documents are legible, including photo reductions, and that there is a clear and distinct image with a sharp contrast between the character or pictorial information recorded and the recording medium (paper).
	NOTE:	Records that are not legible should be submitted along with documentation stating that they have been evaluated by the authenticator and it has been determined that the illegible portion does not affect the technical content. Illegible portions that do affect the technical content shall be corrected or regenerated to ensure they are legible (documentation may be accepted in cases where the record cannot be corrected or regenerated).
	g.	Record data on records and drawings in black ink against a light background. Complete data to be recorded on drawings in accordance with American National Standards Institute (ANSI) Y 14.2. Create blackline drawings as opposed to blueprint or sepia copies. Submit only the original of NCR-type (no carbon required) paper.
	h.	Use only stamps or other marks that do not intersect and obliterate the text, and do not write extraneous (unrelated) information on the documents.
	i.	Fill in all applicable blanks on the documents, including signature, or enter NA.

RESPONSIBLE PARTY	STEPS	PROCEDURE
Record Source	NOTE:	As an alternative to writing N/A in each blank space, N/A may be placed in the first space and an arrow drawn through all following spaces, which are also N/A. The arrow shall stop where information other than N/A is applicable.
	j.	Convert documents on microfiche and microfilm to paper, and ensure all other requirements of this step are met.
	k.	Avoid folding oversized documents (i.e., minimum dimension greater than 14").
	l.	Records not meeting the above requirements must be corrected or regenerated to meet the requirements or documentation stating why the record cannot be corrected or regenerated must be provided.
	m.	Make corrections to errors by drawing a single line of black ink through the incorrect information, placing the correct information in close proximity, and initialing (or signing) and dating the correction. Ensure the correction reflects the date and initials (or signature) of the person within the organization who is authorized to make corrections.
	n.	Have the document authenticated if all preceding items have been accomplished. At this point, the document becomes a record, and proper storage must be provided as stated in Step 8b.

RESPONSIBLE PARTY	STEPS	PROCEDURE
	NOTE:	Ensure authenticator is on the signature authentication list maintained at the LRC. The authenticator for record packages should be someone other than the originator of the package.
Record Source		o. If records are technical data, further prepare and submit in accordance with Administrative Procedure (AP) 5.1Q.
	12.	Determine if the record is part of a record package. If yes, then go to Step 13. Otherwise, go to Step 14.
	13.	Determine if the record package is being maintained at the LRC or by the record source.
		a. If at the LRC, then go to Step 16.
		b. If by the record source, then include the record within the package, and continue to store in accordance with Step 8b, and go to Step 15.
	14.	Place the correct WBS number and quality-affecting designation of QA in the upper right portion of the first page of the record. Go to Step 16.
	15.	If the record package is complete, then:
		a. Prepare a table of contents to include as a minimum:
		1) The WBS number and QA designation
		2) The record package identifier (see definition)
		3) The page count for each item on the table of contents

RESPONSIBLE PARTY	STEPS	PROCEDURE
		b. Sign and date the table of contents and have it authenticated and go to Step 16.
		c. Otherwise, go to Step 10.

RECORD SUBMITTAL

Records identified and prepared under this procedure shall be submitted to the YMPO LRC with the exception of records created or initially received at the Nevada Test Site (NTS). These records shall be submitted to the Yucca Mountain Site Office (YMSO) LRC. Until the YMSO LRC is operational, the Sample Management Facility (SMF) shall submit records to the Technical and Management Support Services (T&MSS) LRC.

Record Source	16.	Create two copies of special processed records for submittal.
	17.	Submit individual records, record package segments, and the Record Packages using the Record Source Transmittal Form (Attachment 2).
	NOTE:	Documentation, as defined in Step 11.1, should be entered in the space provided on the appropriate transmittal form.
	18.	Submit individual records no later then 10 working days after the date of completion or receipt, and record packages no later than 10 working days after the record package has been authenticated.
	19.	For record packages being compiled by the LRC, determine if any additional segments will be submitted.
		a. If the package is complete, notify the LRC, and review the segments to ensure all applicable requirements of this procedure have been met. Sign and date the table of contents, and have the table of contents authenticated.

RESPONSIBLE PARTY	STEPS	PROCEDURE
		b. If additional record segments are to be submitted, return to Step 10.
		RECORD DISCREPANCIES
Record Source	20.	Resolve discrepancies with the LRC. Make the necessary corrections as requested, regenerate the record, or provide documentation identified in Step 11.1.
	21.	Notify the LRC of any errors in previously processed records or record packages. Submit the corrected, modified, or supplemental records as soon as possible in accordance with this procedure.
	22.	Return the LRC Rejection Form with the corrected records to the LRC within 10 working days of receipt.
		RETRIEVAL OF RECORDS
	23.	Contact the LRC to retrieve a record(s), or complete a Retrieval Request Form (Attachment 3) and submit it to the LRC.
	NOTE:	Provide information that will identify the record(s) (e.g., file code identifier, record date, author, organization, title, and subject).

6.0 REFERENCES

NOTE: Refer to the latest revision of the documents listed below unless otherwise stated.

6.1 REQUIREMENTS DOCUMENTS

OCRWM Quality Assurance Requirement Documents, DOE/RW-0214

OCRWM Quality Assurance Program Description Document, DOE/RW-0215

Yucca Mountain Project Records Management Plan, YMP/88-15

ANSI Y 14.2, Line Conventions and Lettering from the Engineering Drawing and Related Documentation Practices

6.2 INTERFACE DOCUMENTS

YMP Glossary, YMP/89-15

AP 5.1Q, Control and Transfer of Technical Data on the Yucca Mountain Project

7.0 FIGURES AND ATTACHMENTS

Figure 1, QMP-17-01 Flowchart

Attachment 1, Record Source Checklist

Attachment 2, Record Source Transmittal Form and Continuation Page

Attachment 3, Record Retrieval Request

8.0 RECORDS

The following records generated in the implementation of this procedure shall be submitted to the LRC for processing:

1. Record Source Transmittal Form, when supplying documentation regarding deficient records
2. Signature Authentication List
3. List of Records

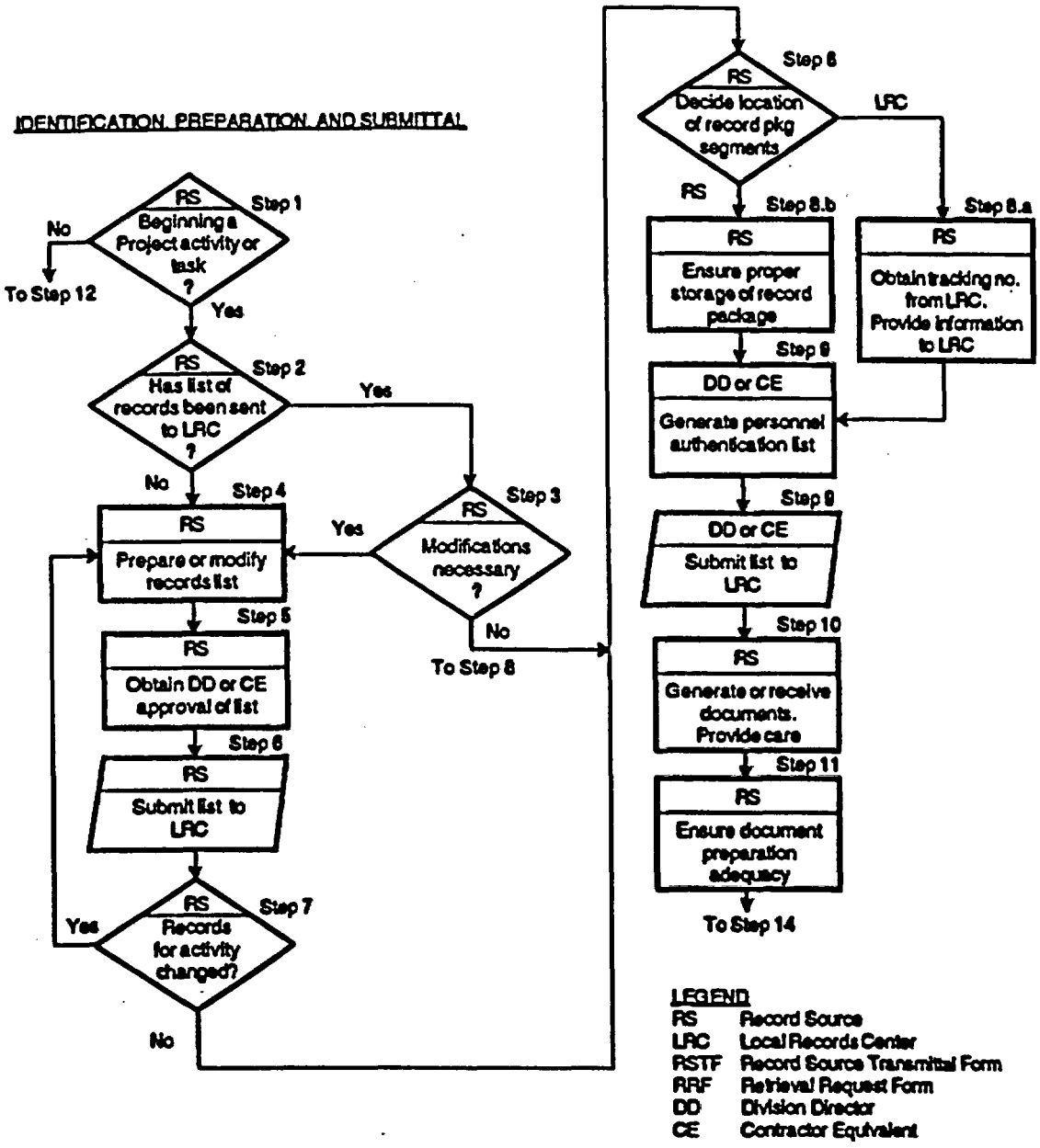

Figure 1 - QMP-17-01 Flowchart

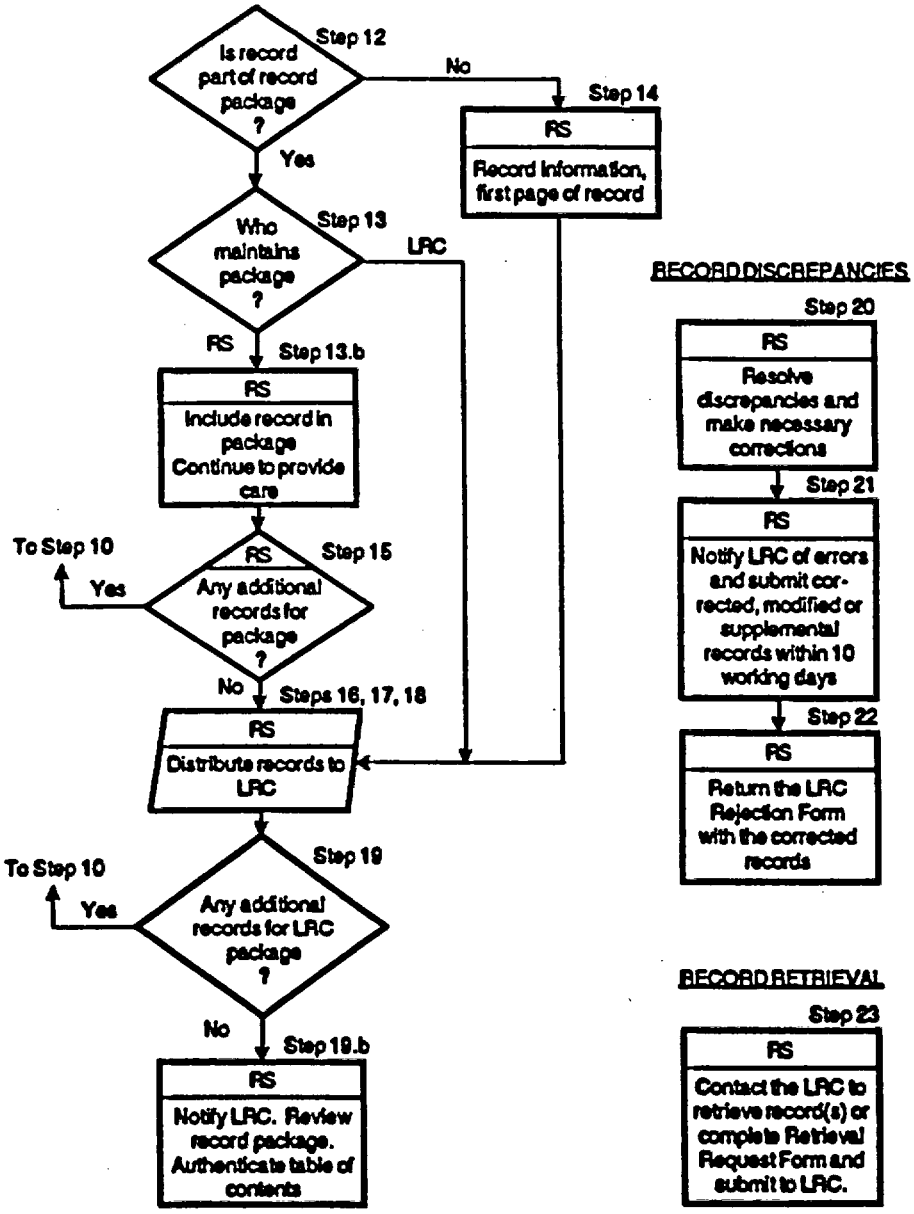

Figure 1 - QMP-17-01 Flowchart (continued)

Record Source Checklist for Implementation of QMP-17-01

Beginning an Activity

___ Is there a list at the LRC identifying the Project records I will be generating in the performance of my activity? If not, submit or modify a list.

___ Is everyone who will be authenticating QA records in performance of my activity on the signature authentication list at the LRC?

Opening a Record Package

If I plan to maintain that package until completion do I meet the following storage requirements:

___ A one hour fire-rated container to store completed/authenticated records in when not in actual use, or dual storage is provided.

___ Controls to prevent damage from temperature and humidity extremes, excessive light and stacking, and magnetic fields.

___ Access controls to the records to prevent loss.

If I plan to maintain the package at the LRC to ensure proper storage while it is being compiled, have I taken the following steps:

___ Contacted the LRC to notify them of my plans and communicated the information they need to track the package development (see procedure).

___ Obtained from the LRC a record package tracking number to identify the package segments when transmitting them to become part of the package.

Record Preparation

___ For documents received from outside entities that I plan to submit as QA records or part of a QA record package, have I ensured they meet all requirements listed below.

When generating documents or receiving documents from subcontractors that are to be submitted as Project records, have I ensured they met the following requirements:

___ Is the first page of draft documents marked DRAFT?

___ When creating a scientific or technical report have I:

a) identified all cited references with, except readily available references, accession numbers (if not, contact the LRC)?

b) obtained an accession number from the LRC to be put inside the back cover or in the acknowledgment section of the report prior to production?

___ Does the record have a complete title to enhance retrievability?

___ Is the record complete? all attachments? all required blanks filled in or N/A entered? all required signatures?

___ If the record is an individual record (not part of a package) does it have a QA designation and a WBS number in the upper right corner of the first page?

___ Is the document's technical content **legible**??? If not, fix it. This is required for QA records.

___ Is documentation provided for records not meeting these requirements (see 11k for specific guidance)?

___ Are all corrections on the record dated and initialed?

___ Is the record authenticated?

___ If the records are defined as technical data, have I read AP-5.1Q for additional requirements?

Record Submittal

___ Have I submitted all individual records or record package segments to the LRC within ten working days of completion using the record transmittal form in the procedure?

___ For records that can't be microfilmed but can be duplicated, have I created two copies for submittal.

Closing a Record Package

If all records have been generated that are to be part of the package:

___ have I, if the LRC is maintaining the package, notified the LRC and reviewed the package to ensure it is complete? Have I authenticated the package?

or

___ have I, if I'm maintaining the package, completed a table of contents, had the record package authenticated, and submitted the complete package within ten working days to the LRC?

Record Rejection

___ If any records are rejected from the LRC, have I corrected the deficiency or documented why the record can't be regenerated or corrected and re-submitted it to the LRC within ten working days?

Record Retrieval

___ For record retrievals, have I communicated to the LRC as much information about the requested record that I know and notified the LRC if the request is for an outside entity?

YMP-016-R0
2/11/91

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE
RECORD SOURCE TRANSMITTAL FORM

DATE: _____ WBS: _____

TO: YMPO LOCAL RECORDS CENTER (LRC) QA: _____

FROM: _____ TRACKING NUMBER: _____
Name of Record Source

PACKAGE IDENTIFIER: _____

The list below represents the record(s)/record package segments/record packages being transmitted by this memo to the YMPO LRC for processing:

REC/ SEG/ PKG	RECORD DATE	RECORD TITLE / SUBJECT	PAGE COUNT	RECORD ID NO. (If Applicable)

Documentation: *(if applicable)* _____

_____
Record Source Signature

_____
Date

YMPO LRC receipt acknowledgment (return signed copy to record source).

_____
YMPO LRC Personnel Signature

_____
Date

QMP-17-01

Attachment 2 - Records Source Transmittal Form and Continuation Page

YMP-016-R0
2/11/91

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE
RECORD SOURCE TRANSMITTAL FORM
CONTINUATION PAGE

DATE:_____

REC/ SEG/ PKG	RECORD DATE	RECORD TITLE/SUBJECT	PAGE COUNT	RECORD ID NO. (If Applicable)

USE ADDITONAL CONTINUATION PAGE(S) IF NECESSARY

QMP-17-01

Attachment 2 - Record Source Transmittal Form and Continuation Page (continued)

YMP-015-R0
2/11/91

YUCCA MOUNTAIN SITE CHARACTERIZATION PROJECT OFFICE
RECORD RETRIEVAL REQUEST

REQUESTER _____ DATE _____

RECORD ID NUMBER(S) _____

RECORD DATE _____ INCOMING/OUTGOING _____

RECEIVER/TO IND _____ ORGANIZATION _____

AUTHOR/FROM IND _____ ORGANIZATION _____

SUBJECT/TITLE _____

_____

ACCESSION NUMBER(S)

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

DATE REQUIRED _____ WITH ATTACHMENTS _____ YES _____ NO

COMMENTS _____

_____

_____

>>> DOE YMPO, LRC PERSONNEL ONLY <<<

LRC PERSONNEL _____ DATE IN _____ DATE OUT _____

SEARCH STRATEGY ☐ QUERIED ☐ PULLED ☐ COPIED ☐ DELIVERY

☐ FILED ☐ PAGES ☐ REPORTS: ☐ CREATED ☐ PRINTED

PS

BTP-YMP-001
QMP-17-01

Attachment 3 - Record Retrieval Request