

memorandum

HQO.880120.0076

DATE:

JAN 19 1988

REPLY TO
ATTN OF: RW-24

SUBJECT: OCRWM Records Management System

TO: Barbara Cerny, RW-14

- Reference:
1. Memorandum, "Records Management," Cerny to Anttonen, Neff, Gertz, Mann, dated September 29, 1987
 2. Memorandum, "QA Level Requirements for Records Management," Cerny to Anttonen, Neff, Gertz, Mann, dated August 20, 1987

At the last QACG meeting in Texas a discussion ensued on the program's attempt to implement a records management system. The QA representatives at the meeting expressed concern over recent guidance from your office on the handling of records (reference 1) and the draft Records Management Plan (RMP). The following summarizes QA's concerns:

- o The OCRWM RMP should follow the requirements of the baselined OGR B/3 for the processing of QA records. If your office has identified any areas in B/3 which you feel may impede the development of a programwide records system these areas should be brought to the attention of my office. At that time they will be reviewed against the QA regulatory requirements, and changes to the baselined B/3 initiated if required.
- o Individual documents need not be identified with a QA level and WBS number but only designated as quality related or non-quality related. A QA level and WBS number identification will only make the records systems overly complex (e.g., above any known regulatory requirements) and may lead to system failure.
- o Based on the requirements of Section 2.6, Supplement 17S-1 of NQA-1, we recommend the following methods to meet the requirements for identification of QA records. In most instances QA records should be assembled in a package form. Each package should contain the quality related documents associated with an activity/task and be identified with an identifier number that would be

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