



Southwest Research Institute®
Surveillance Report



IDENTIFICATION		
Submitted By: Brient, Robert D.	Date: 15-MAY-09	Report Number: 2009-SR-0093
Division: 20 - GEOSCIENCES & ENGINEERING 01.00: CNWRA	Project Number: 14002.01.021	
Quality Program: GED (20) QAM		
Associated Report: N/A		
Surveillance Scope: Review of Disposition of Records Received from Former Subcontractor Itasca Consulting Group, Inc.		
References: Legal Hold on HLWRS Records		
Starting Date: 11-MAY-09	Ending Date: 15-MAY-09	
Person(s) Conducting Test/Exam/Procedure: Maria Padilla		
Satisfactory Findings: Itasca Consulting Group, Inc., was a subcontractor for CNWRA up through the mid-1990's. In late 2008, CNWRA requested that Itasca retain any records relating to the work for CNWRA as part of the legal hold. Itasca decided to return the records to CNWRA, which was accomplished in late March 2009. Staff organized the records from Itasca according to their eventual disposition. The documents sent to CNWRA included (i) copies of documents (including CNWRA procedures and reports) already captured in ELF, - these may be discarded (ii) business/financial/contract-related documents not relevant to Itasca's technical support to CNWRA - these should be discarded by shredding to avoid problems with proprietary information, (iii) working papers, notes, etc., that were not otherwise captured in ELF - these have been processed in ELF as correspondence documents, (iv) several computer disks containing what appeared to be computer runs - these are considered to be quality assurance records and have been processed into ELF as such.		
Unsatisfactory Findings: None		
Recommendations/Actions: Business-related documents from Itasca should be shredded. Copies of documents already processed into ELF should be discarded. The other documents have already been processed into ELF.		
Equipment Calibration: Not applicable		
SwRI cc: Mackin, Patrick C. (20), Padilla, Maria J. (20), Patrick, Wesley C. (20), Sagar, Budhi (20)		
APPROVALS		
Management Approval: Sagar, Budhi	Date: 28-MAY-09	
QA Approval: Brient, Robert D.	Date: 28-MAY-09	

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