

 Independent Verification & Validation Program	Reference Guide for Controlling Records at Project Closeout	S3016 Version: Basic Effective Date: September 30, 2013
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AUTHORITY		DATE
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Richard Grigg (original signature on file)	Process Owner	09/30/2013

REFERENCE DOCUMENTS	
Document	Title
IVV QM	IV&V NASA Quality Manual
IVV 09-4	Project Management
IVV 16	Control of Records

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Verification &
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VERSION HISTORY

Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial Release - provides guidance to Records Team and others for handling closeout of project records.	PAR: 2013-P-382. Project closeout is not a frequent occurrence. So, this guidance provides a starting point for appropriately handling project records upon closeout.	Richard Grigg	09/30/2013

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1.0 Purpose/Scope of this Document

This document provides guidelines to the Records Team for controlling records upon close out of an IVVO project. When a project is about to be completed, a notification from the Project Manager is expected. The guidelines contained herein apply only to records pertaining to individual IV&V Office projects.

1.0 Guidelines

1.1 Ask PM to Cleanup Folders

In preparation for archiving or freezing the records, ask the PM to cleanup and delete all unneeded records; these may include: draft versions, ECM Versions, duplicate copies of internal records, copies of project or developer artifacts. This would also include unneeded files on SWAT servers; both in tools databases and individual /usr/home folders.

An optional step would be to ask IT/Help for an MS-Excel spreadsheet of all files on ECM for this project. This spreadsheet can be sorted to reveal extremely large files and/or duplicate files or even duplicate subfolders.

Once the project is complete and the PM has cleaned folders, continue with the following steps.

1.2 ECM Folder

The ECM project folder should be renamed to show its current status and sort to the bottom of the list, similar to these:

z(Closed-Canceled) GIFTS
z(Closed-Complete) GRAIL

A project's retention period is based on its mission completion date that may be different for each project. Using the expected end date and the class of project (AFS# 8/101 vs. 8/107), select and apply a retention period to the ECM folder.

Request from IT/Help that the Permissions be changed to the "STORAGE" standard, (i.e., Read-only for most employees, Edit for only a very few).

1.3 SWAT Server Folder

Send a request to IT/Help with a cc to SWAT to archive to tape for this project's files on the SWAT server (most likely the Pluto server).