S3016: Reference Guide for Controlling Records at Project Closeout

Version: Basic

Effective Date: September 30, 2013

Note: The official version of this document is maintained in IV&V's internal IV&V Management System Website (https://confluence.ivv.nasa.gov:8445/display/IMS). This document is uncontrolled when printed.

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.

Guidelines

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.

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).

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).

References

REFERENCES	
Document ID/Link	**Title**
IVV QM	IV&V NASA Quality Manual
IVV 09-4	Project Management
IVV 16	Control of Records

If any procedure, method, or step in this document conflicts with any document in the NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document. Any external reference shall be monitored by the Document Owner for current versioning.

Version History

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	9/30/2013