



Records Management

Description

Records Management (RM) refers to the systematic approach to the identification, creation, capture, organization, maintenance, retrieval, protection, storage and disposition of records, regardless of media, created or received in the transaction of business. The advantages to a RM program include: Assurance that regulatory requirements are met; reduced risk of expensive litigation; cost savings - only maintain records that need to be retained; rapid retrieval of records; definition of processes and procedures; and, lastly, protection of company assets.

Capabilities

Sandia National Laboratories' Nuclear Waste Management Program Records Management team designs, implements and maintains RM programs for various Sandia projects that are compliant with applicable corporate and Project-specific records requirements (which address Federal and DOE requirements).

The success of the Records Management Program is attributed to the combined expertise of the RM team and the Electronic Records Management System it utilizes. The RM team possesses the Project-specific historical knowledge and expertise necessary for cost effective operation and maintenance of RM programs. Uniform records management and baseline business practices have been defined in order to assure our customers the best service. The electronic system maintains RM indexing information that facilitates quick record search and retrieval. It is also capable of handling scanned images and other electronic files, as well as providing desktop access of record information directly to the user via the web.

Projects

Records Management has supported various projects within Sandia's Energy, Information and Infrastructure Surety Division, such as the Yucca Mountain Project (YMP), Waste Isolation Pilot Plant (WIPP), Greater Confinement Disposal, National Spent Nuclear Fuel Program, and National Transuranic Program.

RM efforts are primarily focused upon two projects, YMP and WIPP, both of which are high-rigor quality assurance projects driven by NQA-1.



Waste Isolation Pilot Plant Project

Sandia is the Department of Energy's "Scientific Advisor" for the WIPP Project, an underground repository for transuranic waste from defense programs. The RM team is responsible for maintaining the records of Sandia's scientific studies and supporting documentation relating to the WIPP Project. WIPP RM responsibilities include: maintenance of existing project Quality Assurance (QA) records, processing of records for re-certification, and submitting records and record information to the WIPP regulator, the Environmental Protection Agency. Many mandated high-level milestones exist for the WIPP Project, including preparing for the compliance re-certification application. Records are a key part of demonstrating the safety of the WIPP.

Yucca Mountain Project

The suitability of a Nevada-based site, Yucca Mountain, is being investigated for permanent disposal of spent fuel and high-level waste. There are multiple DOE-mandated high-level YMP milestones within the next few years. Records and technical data management support is invaluable to the success of this project. The RM team is trained to the Managing and Operating (M&O) procedures and assists the Sandia technical staff in meeting aggressive deadlines by: processing records and data into the system; utilizing several reporting/tracking databases during records and data processing and record retrieval; recording the information related to traceability of data, records and references; assembling the records packages so that they pass the acceptance criteria; and assuring information is processed, correctly stated and cited within the proper database. The RM team understands that the accuracy of system information is critical to project success. The RM team ensures that the M&O technical products are retrievable and defensible.

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