

No: Y12-028

Title: Records and Document Management

Rev. Date: 07/25/03

It is the policy of BWXT Y-12, L.L.C., to manage records and documents, regardless of media or format, in accordance with laws, regulations, business needs, and programmatic work scope. Records and documents are considered key assets, and shall be managed as such.

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**BWXT Y-12, L.L.C.  
Management Requirements**

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BWXT Y-12 Policy
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**Approvals: [Approval Signatures and Dates on File]**

[Steve Buckley]  
Executive Manager/Signature/Printed Name

9/5/03  
Date

[Gregory H. Baker for Dennis Ruddy]  
President and General Manager/Signature/Printed Name

9/9/03  
Date

Effective Date 09/15/03

This document has been reviewed and determined not to require an ADC or UCNI review in accordance with Y19-203INS.

Ann M. Glen 9/9/03 c  
Signature and Date

Subject: Records and Document Management
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## **1 POLICY**

It is the policy of BWXT Y-12, L.L.C., to manage records and documents, regardless of media or format, in accordance with laws, regulations, business needs, and programmatic work scope. Records and documents are considered key assets, and shall be managed as such.

## **2 PURPOSE**

The purpose of this policy is to affirm the commitment of BWXT Y-12 to create adequate and proper documentation of the work performed at the Y-12 National Security Complex, to ensure effective control of this documentation and to manage this documentation in accordance with approved retention policies and other requirements. It is the goal of BWXT Y-12 to manage this documentation cost effectively, commensurate with the importance of the documentation.

## **3 SCOPE**

This policy applies to all BWXT Y-12 organizations, all employees, and to third parties tasked with generating or maintaining required documentation.

## **4. REFERENCES**

- 10 CFR, Part 830, Nuclear Safety Management
- 36 CFR, Chapter XII, National Archives and Records Administration
- 48 CFR, Part 970, DOE Management and Operating Contracts
- DE-AC05-00OR22800, 1.117 DEAR 970.5204-79; H.10
- DOE O 151.1A, Comprehensive Emergency Management System
- DOE O 200.1, Information Management
- DOE O 241.1A, Scientific and Technical Information Management
- DOE/AL Quality Criteria (QC-1)

## **5 ADMINISTRATION**

The Administration and Purchasing Division Manager is responsible for the implementation and interpretation of this policy.