NCSX Document and Records Plan Peer Review Date: March 19, 2003

Resolution of NCSX Document and Records Plan Peer Review Chits, conducted on March 14, 2003, has been successfully completed and all CHITs closed out.

Review Board Comment/Recommendation and Close Out:

Concur: Judy Malsbury, Peer Review Chair

Cognizant Engineer's Response/Disposition/Closeout:

Robert Simmons

RLM Review:

Concur: Hutch Neilson, NCSX RLM

	WP #(ENG-032)	
PPPL DESIGN REVIEW CHIT	CHIT # <u>1</u>		
COMPONENT/SUBSYSTEM/SYSTEM NCSX Document & Reco	rds Plan	X PEER	
COGNIZANT DESIGN ENGINEER R. Simmons DATE OF REVIEW March	<u>14, 2003</u>	□ CDR □ PDR □ FDR	
SUBJECT: (CHECK AS APPLICABLE)			
REQUIREMENTS HARDWARE ANALYSIS CONFIGURATION PERFORMANCE RELIABILITY /MAINTAINABILITY	SAFETY COST/S QUALIT	CHEDULE	
COMMENT/CONCERN/RECOMMENDATION			
Technical documentation (e.g., requirements, NEPA documentation, technical data for outside agencies, etc.) should be kept for the lifetime of the project (i.e., through decommissioning and dismantlement) which is usually more than 10 years.			
ORIGINATO	R <u>H. Neilson</u>		
NAME/ORGANI.	ZATION NCSX PRO	DJECT	
REVIEW BOARD COMMENT/RECOMMENDATION (Address technical, cost, and schedule impacts as appropriate. If CHIT is not adopted, provide technical reaso do not simply state "out-of-scope or N/A" without explaining.)			
X CONCUR 0 DISAGREE 0 OTHER CHAIRPERSON J. Malsbury	/ DATE: March 1	9, 2003	
COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPOSITION:			
Worked with PPPL RIDS (T. DeMeo) to revisit Table 4-1 in pla comments. Increased retention requirements based on input f Revised Table 4-1 attached.			
SIGNATURE R. Simmons	DATE: March 19	, 2003	
RESPONSIBLE RLM REVIEW			
X APPROVE COG DISPOSITION 0 DISAPPROVE COG DISPOSITION SIGNATURE <u>H. Neilson</u> D,	ATE: <u>March 19,</u>	2003	
COGNIZANT DESIGN ENGINEER CLOSE-OUT			
Sign when action required by disposition is complete. SIGNATURE <u>Robert Simme</u>	ons_DATE: Marc	ch 19, 2003	

Type of Record	NCSX	DOE Record	Retention Requirement
	Record	Retention	(GEN-023)
	Key	Schedule	
	-	(GEN-023)	
Initial planning documents	DC1	14	Until construction project completion
NEPA documentation and other records	DC2	Е	25 years – need DOE approval to dispose of
Other technical information and/or data prepared for outside (of DOE) agencies	DC3	0	10 years – need DOE approval to dispose of
Design requirements/design and operations documentation records and demonstrating capability for safe design, fabrication, modifications, and operations	DC4	14	Until dismantlement or disposal
Project decommissioning and dismantlement records	DC5	Ε	75 years after decommissioning and dismantlement
Project management records	DC6	A16	1 year after project removed from service
Miscellaneous records supporting, but not required for project record purposes	DC7	14	Until construction project completion or superceded

Revised Table 4-1

CHITs That Address NCSX Data Management Plan Requirements

	WP #	(ENG-032)
PPPL DESIGN REVIEW CHIT	CHIT # DMP-1	
COMPONENT/SUBSYSTEM/SYSTEM NCSX Document & Reco	rds Plan	X PEER
COGNIZANT DESIGN ENGINEER R. Simmons DATE OF REVIEW March	<u>14, 2003</u>	CDR PDR FDR
SUBJECT: (CHECK AS APPLICABLE)		·
REQUIREMENTS HARDWARE ANALYSIS CONFIGURATION PERFORMANCE RELIABILITY / MAINTAINABILITY	□ SAFET □ COST/S □ QUALIT	SCHEDULE
COMMENT/CONCERN/RECOMMENDATION Suggest that we scan some portion of non-electronic documer store as info-only copy on web for reference.	nts (e.g. first pa	ge or two) an
ORIGINATO	R <u>B. Nelson</u>	/ ORNL
NAME/ORGANI	ZATION	
(Address technical, cost, and schedule impacts as appropriate. If CHIT is no do not simply state "out-of-scope or N/A" without explaining.) Agree, but may be physical constraints that will preclude scan X CONCUR		
0 DISAGREE 0 OTHER CHAIRPERSON J. Malsbur	VDATE: March 1	14 2002
COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPOSITION:	y DATE. March	14, 2005
Section 1.1 of the DMP has been revised to state:		
"The vast majority of project documents will be created, s electronically. In instances where the electronic storage not practical (e.g., vendor submittals, etc.), hard copies PPPL Operations Center for storage. Where feasible, th or other sample of the hard copy will be scanned and s the appropriate annotation made in the electronic file as the SIGNATURE <u>R. Simmons</u>	e of project do s will be prov ne cover page stored electro to the source r	cuments is ided to the , first page, nically with repository."
RESPONSIBLE RLM REVIEW		
X APPROVE COG DISPOSITION SIGNATURE H. Neilson D. 0 DISAPPROVE COG DISPOSITION SIGNATURE H. Neilson D.	ATE: <u>March 19,</u>	2003
COGNIZANT DESIGN ENGINEER CLOSE-OUT Sign when action required by disposition is complete.		
SIGNATURE R. Simmons	DATE: March 19	9, 2003

PPPL DESIGN REVIEW CHIT CHIT # DMP-2				
COMPONENT/SUBSYSTEM/SYSTEM NCSX Document & Records Plan X PEER				
COGNIZANT DESIGN ENGINEER <u>R. Simmons</u> DATE OF REVIEW <u>March 14, 2003</u>				
SUBJECT: (CHECK AS APPLICABLE)				
REQUIREMENTSHARDWARESAFETYANALYSISCONFIGURATIONCOST/SCHEDULEPERFORMANCERELIABILITY/MAINTAINABILITYQUALITY				
COMMENT/CONCERN/RECOMMENDATION				
Suggest a statement in the plan that any changes to critical records software, e.g. Pro-E, Pro-Intralink, Adobe Acrobat, etc. will require conversion of affected records to a format that is compatible with the new software.				
ORIGINATOR B. Nelson / ORNL				
NAME/ORGANIZATION				
REVIEW BOARD COMMENT/RECOMMENDATION (Address technical, cos t, and schedule impacts as appropriate. If CHIT is not adopted, provide technical reaso do not simply state "out-of-scope or N/A" without explaining.)				
X CONCUR				
0 DISAGREE 0 OTHER CHAIRPERSON J. Malsbury DATE: March 14, 2003				
COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPOSITION:				
The DMP Section 2.2 has been revised to add a new paragraph that states: "It is conceivable over the lifetime of the NCSX Project that electronic software advances may make the current standards of Microsoft Office and Pro/E and/or AutoCAD obsolete. This may necessitate converting project files to a format compatible with the new standards. This will require development and implementation of a specific conversion plan."				
SIGNATURE R. Simmons DATE: March 14, 2003				
RESPONSIBLE RLM REVIEW X APPROVE COG DISPOSITION 0 DISAPPROVE COG DISPOSITION SIGNATURE H Neilson DATE: March 19, 2003				
0 DISAPPROVE COG DISPOSITION SIGNATURE H. Neilson DATE: March 19, 2003 COGNIZANT DESIGN ENGINEER CLOSE-OUT				
Sign when action required by disposition is complete. SIGNATURE R. Simmons DATE: March 19, 2003				

	WP # (ENG-032)		
PPPL DESIGN REVIEW	СНІТ сніт # <u>DMP-3</u>		
COMPONENT/SUBSYSTEM/SYSTEM NCSX Documer	nt & Records Plan		
COGNIZANT DESIGN ENGINEER R. Simmons DATE OF REVI			
SUBJECT: (CHECK AS APPLICABLE)	i		
REQUIREMENTS HARDWARE ANALYSIS CONFIGURATION PERFORMANCE RELIABILITY/MAINTAI	□ SAFETY □ COST/SCHEDULE NABILITY □ QUALITY		
COMMENT/CONCERN/RECOMMENDATION With electronic filing system, what ensures that there is adequate long term records retention? Will NCSX Engineering Web site and FTP servers be maintained forever (after NCSX fabrication project completed)?			
OF	RIGINATOR Tom Brown		
NA	ME/ORGANIZATION		
REVIEW BOARD COMMENT/RECOMMENDATION (Address technical, cost, and schedule impacts as appropriate. If CHIT is not adopted, provide technical reaso do not simply state "out-of-scope or N/A" without explaining.)			
X CONCUR 0 DISAGREE 0 OTHER CHAIRPERSON J	. Malsbury DATE: March 19, 2003		
COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPO	OSITION:		
The Computer Division has committed to maintain electronic records for the life of the project and until Project specifically authorizes deletion. Record retention schedule shown in revised Table 4-1 (see CHIT #1)			
SIGNATURE R.S	Simmons_DATE: March 19, 2003		
RESPONSIBLE RLM REVIEW			
X APPROVE COG DISPOSITION 0 DISAPPROVE COG DISPOSITION SIGNATURE H. N	Neilson DATE: March 19, 2003		
COGNIZANT DESIGN ENGINEER CLOSE-OUT Sign when action required by disposition is complete.			
	pert T. Simmons DATE: March 19, 2003		

	WP # (ENG-032	2)		
PPPL DESIGN REVIEW CHIT	CHIT # <u>DMP-4</u>			
COMPONENT/SUBSYSTEM/SYSTEM NCSX Document & Reco	rds Plan X P	PEER		
COGNIZANT DESIGN ENGINEER R. Simmons DATE OF REVIEW March	<u>14, 2003</u>	DR DR DR		
SUBJECT: (CHECK AS APPLICABLE)				
REQUIREMENTS HARDWARE ANALYSIS CONFIGURATION PERFORMANCE RELIABILITY/MAINTAINABILITY	□ SAFETY□ COST/SCHED□ QUALITY	ULE		
COMMENT/CONCERN/RECOMMENDATION				
Need to assure that electronic files are appropriately archived. archival program.	. TSM backup is not a	n		
ORIGINATO	R <u>J. Malsbury</u>			
NAME/ORGANI	IZATION QA			
REVIEW BOARD COMMENT/RECOMMENDATION (Address technical, cost, and schedule impacts as appropriate. If CHIT is no do not simply state "out-of-scope or N/A" without explaining.) X CONCUR 0 DISAGREE	ot adopted, provide technic	al reaso		
0 OTHER CHAIRPERSON J. Malsbur	<u>у</u> DATE: <u>March 19, 200</u>	<u>3</u>		
COGNIZANT DESIGN ENGINEER'S RESPONSE/DISPOSITION: TSM is only a desktop backup and is not archival. This is not applicable to files stored on PPPL servers.				
The Computer Division has confirmed that all files residing on PPPL servers are backed- up nightly (incrementally) and monthly (full back-up) using NetBack-up System. They also confirmed that these backups will be retained until such time that the Project specifically identifies that the files can be deleted. Therefore, there is no question on not retaining the files for the length desired.				
SIGNATURE R. Simmons	_DATE: March 19, 2003			
0 APPROVE COG DISPOSITION 0 DISAPPROVE COG DISPOSITION SIGNATURE <u>H. Neilson</u> D	DATE: <u>March 19, 2003</u>			
COGNIZANT DESIGN ENGINEER CLOSE-OUT Sign when action required by disposition is complete.				
SIGNATURE R. Simmons	DATE: March 19, 2003	1		