

Vital Record Title	Tier (1,2)	Original Location	Organization/ Record Custodian	Volume of Feet/Bytes	Format of Vital Record	Name of Electronic Application	Vital Record Location	Cycling Schedule	Records Description
Department Name – Administrative Assistant									
Master Delegation of Authority		1 X-1000	Admin Assistant – Paula Scott	984 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Chain of command - highest level PMA Upper Management
Department Name – Capital Asset Management									
GSA Vehicle List		1 Fleet Management - I drive	Capital Asset Management – Amanda Mayo	73 KB	Electronic	Excel	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Fleet inventory list
Department Name - Cyber Security									
Information System Contingency Plan at PORTS - PMA (IT CS PLA) PORTS 0088 R7 - OHO		1 Electronic - I drive	Cyber Security - Benjamin Jackson	4.41 MB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	
Incident Response at the Formerly Operating Portsmouth Gaseous Diffusion Plant PMA IT CS PRO 5100 R4		1 Electronic - I drive	Cyber Security - Benjamin Jackson	315 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	

Department Name – Emergency Management									
Joint Emergency Plan FBP-EM-PLA-00026 R8 - QUC	1	X-1020	Emergency Management – Matt Miller	744 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	D&D and ISS Joint Emergency Plan
Emergency Management Plans, Procedures and Forms	2	PMA Intranet	Emergency Management – Matt Miller	12 docs	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	
Facility Emergency Packets	1	Controlled Document Copies are maintained by FBP at EOC X-1020, X-1007 Fire Station, X-300 EOC	Emergency Management – Matt Miller		Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Detailed emergency actions, pre-fire plans, hazardous material inventory, bomb threat plans, facility drawings, etc.
Emergency Action Plans - PMA Facilities	1	PMA Intranet Copies are maintained at each facility	Emergency Management – Matt Miller	3.25 MB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Shows evacuation routes, shelter areas, emergency procedures, alarms, and contact information
Group/Section and Organizational Accountability - blank forms	1	PMA Intranet	Emergency Management – Matt Miller	316 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Forms used for Employee Accountability purposes

Department Name - Environmental

Hazardous Chemical Inventory Database	2	FSSSQLO2 PMA Database server	Matt Miller	13 MB	Electronic	EPOCH	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Information on type, quantities, hazards, and locations. This database is currently managed by ERP.
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Department Name - ES&H

SDS Sheets	2	Link on PMA Intranet ES&H	ES&H - Marsha Bevins	1.5 GB	Electronic	EPOCH	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Material Safety Data Sheets. This database is currently managed by ERP.
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Department Name - Finance

Credit Card List & Authorized Users	1	X-1000	Finance - Suzanne Duellely	14 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	List of current PMA Credit cards & Specific personnel assigned to cards.
General Ledger, Trial Balance	2	Deltek/Costpoint	Finance - Suzanne Duellely, Keith Turner	12 GB	Electronic	Can be downloaded into Excel if needed	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Accounts and records of the company
Payroll	2	Deltek/Costpoint	Finance - Suzanne Duellely	12 GB	Electronic		Onsite EOC & Offsite EIC - Endeavor Center	As needed	Payroll system including Back up information

Department Name – Human Resources									
Employee Medical Records SOMC Contact Information	1	SOMC – Portsmouth, Ohio	HR – Sherry Pernell	25 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Contact information for SOMC
USW Bargaining Agreement	2	I:/Drive	HR – Sherry Pernell	452 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Union contract agreement
PMA Organizational Chart	1	PMA Intranet	HR – Sherry Pernell	4.07 MB	Electronic	Powerpoint	Onsite EOC & Offsite EIC - Endeavor Center	As needed	PMA Organizational Chart
Quality Assurance/Performance Documents									
PMA Procedures, Plans, Manuals, Charters, Policy, Programs and Guides	2	PMA Intranet	QA/Performance Documents - Dan Minter, Amanda Napier	NA	Electronic	MS Word, Excel, PDF	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Electronic database associated electronic files containing various Performance Documents

Department Name - Procurement									
Requisition Form	1	X-1000	Procurement - Suzanne Duelley	89 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Hardcopy to be used for purchases if electronic systems are down
PO FFP Contract	1	X-1000	Procurement - Suzanne Duelley	100 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Hardcopy to be used for purchases if electronic systems are down
General Terms and Conditions for purchasing	1	X-1000	Procurement - Suzanne Duelley	1.04 MB	Electronic	PDF	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Seven documents to provide instructions for different types of purchases
Representation & Certification Notice	1	X-1000	Procurement - Suzanne Duelley	66 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	
Request for Offer Instructions	1	X-1000	Procurement - Suzanne Duelley	85 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	

Department Name - Project Controls									
NO VITAL RECORDS			Project Controls Shannon Roth						PROJECT CONTROLS - NO VITAL RECORDS

Department Name - Security									
Current Site Employees & Security Clearance Roster	1	Drive	Security – Brianna Kirkendall	163 KB	Electronic	Excel	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Individual Employees & Security clearances
Visitor Lists	2	Drive	Security – Brianna Kirkendall	Average - 115 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Daily visitor lists for Gates
Site Security Plan PMA/PORTS-16-0754 R5 - OJO	1	Drive	Security – Brianna Kirkendall	2.40 MB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	
PMA Demonstrator/ Protestor Plan PMA/PORTS-16-0760 R3 - OJO	1	Drive	Security – Brianna Kirkendall	5.54 MB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	
Security Conditions (SECON) Response Plan for PORTS PMA/PORTS-0261 R2 - OJO	1	Drive	Security – Brianna Kirkendall	7.47 MB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	
Security Management in Contracting Plan PMA/PORTS/16-0745 R2	1	Drive	Security – Brianna Kirkendall	14.7 MB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	

Department Name - Training									
LEARN Database		2 Oak Ridge	Training - Angie Remington		Electronic	LEARN	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Training Database containing Employee Training history (including memo with backup information)

Department Name – Infrastructure Support Services - Grounds/Maintenance									
NO VITAL RECORDS			ISS Grounds/ Maintenance - Laura Blankenship						ISS-GROUNDS/ MAINTENANCE – NO VITAL RECORDS

Department Name - RMDC									
ISS & D&D Contractor Joint Records Disaster Prevention, Mitigation, and Recovery Plan at PORTS PMA-PORTS-18-6318		1 Documentum	RMDC – Susie Morrow	2.33 MB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	
PORTS File Plan PMA-PORTS-20-6506		2 I Drive	RMDC – Susie Morrow	729 KB	Electronic	Excel	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Disposition schedule used to determine retention time on records
Essential Records Procedure PMA EQ RM PRO 1407 R2		1 PMA Intranet & Documentum	RMDC – Susie Morrow	165 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	

Department Name - IT									
Server Rooms Access Lists	1	Drive	IT – Melinda Noel	1.58 MB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Individuals with access and keys for server rooms
IT Emergency Contact information - Appendix A PMA (IT CS PLA) PORTS 0088 R7 OUC	1	Cyber Security I Drive	IT – Melinda Noel	388 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Included in Information System Contingency Plan (ISCP) - PMA (IT CS PLA) PORTS 0088 R7 Appendix A - OUC
IT Staffing and Tasks - Appendix C PMA (IT CS PLA) PORTS 0088 R7 - OUC	1	Cyber Security I Drive	IT – Melinda Noel	1.63 MB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Included in Information System Contingency Plan (ISCP) - PMA (IT CS PLA) PORTS 0088 R7 Appendix C - OUC
Hardware, Software Inventory (includes physical location) - Appendix F PMA (IT CS PLA) PORTS 0088 R7 - OUC	1	Cyber Security I Drive	IT – Melinda Noel	1.86 MB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Included in Information System Contingency Plan (ISCP) - PMA (IT CS PLA) PORTS 0088 R7 Appendix F - OUC
IT Vendor, Contact Lists - Appendix H PMA (IT CS PLA) PORTS 0088 R7 OUC	1	Cyber Security I Drive	IT – Melinda Noel	873 KB	Electronic	Word	Onsite EOC & Offsite EIC - Endeavor Center	As needed	Included in Information System Contingency Plan (ISCP) - PMA (IT CS PLA) PORTS 0088 R7 Appendix H - OUC