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**APPENDIX 16**

**REV. 6**

**G-FSP-G-00016**

**Functional Service Agreement Between  
Savannah River Nuclear Solutions, LLC  
and  
Savannah River Remediation LLC**

**Enterprise Controls and Support Services**

**March 31, 2016**

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**TABLE OF CONTENTS**

<b><u>Section</u></b>	<b><u>Page No.</u></b>
<b>1.0 INTRODUCTION.....</b>	<b>1</b>
<b>2.0 POLICIES, PROCEDURES, AND MANUALS .....</b>	<b>1</b>
<b>3.0 CODES AND STANDARDS.....</b>	<b>2</b>
<b>4.0 SERVICES .....</b>	<b>3</b>
4.1 Service Hours	
4.2 Records Management	
4.2.1 Records Management Service Listing	
<b>5.0 INTERFACE CONTROL INFORMATION .....</b>	<b>5</b>
<b>6.0 SERVICE UNIT INFORMATION .....</b>	<b>4</b>
<b>7.0 POINTS OF CONTACT .....</b>	<b>5</b>
<b>8.0 APPROVALS .....</b>	<b>Error! Bookmark not defined.</b>

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## **1.0 INTRODUCTION**

This Functional Service Agreement, Appendix 16 of Memorandum of Agreement (G-MOA-G-00002) describes the service exchange between the Savannah River Site (SRS) Management and Operating (M&O) contractor, Savannah River Nuclear Solutions, LLC (SRNS) and Savannah River Remediation LLC (SRR).

This appendix describes the baseload work to be provided. Included may be, programmatic responsibilities for the Site, as well as, certain tasks related to monitoring program effectiveness and activities considered to be part of Site Landlord Services. Task-related activities that are requested will be documented in this Functional Service Agreement (FSA) as defined in CO direction to SRNS.

The parties agree to review this FSA periodically (not to exceed two years) and revise it if changes are needed as determined by both parties.

Unless otherwise noted in this document, the services described do not apply to SWPF/Parsons.

This appendix describes specific Enterprise Controls and Support Services (EC&SS) services provided by SRNS to SRR. The description of services and responsibilities for the following EC&SS group is detailed Records Management (RM).

## **2.0 POLICIES, PROCEDURES, AND MANUALS**

The following policies, procedures, and manuals will be maintained for the Site by SRNS.

The following SRNS procedures and policies apply when services are provided:

<b>Manual Number</b>	<b>Manual Title</b>	<b>Applicable Sections</b>
1B	Management Requirements and Procedures	MRP 3.31, Records Management
1B	Management Requirements and Procedures	MRP 3.11, SRS Document and Correspondence Numbering System
12B1	Information Technology Procedures, Policies, Standards/Guides and Practices	Procedure 1.18, Processing of Boxes for Storage or Hardcopy Destruction

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12B1	Information Technology Procedures, Policies, Standards/Guides and Practices	Procedure 1.19, Processing Correction & Rev./Addendums in Electronic Doc Workflows System
12B1	Information Technology Procedures, Policies, Standards/Guides and Practices	Procedure 1.20, Records Disposition Process for Expired Retentions
1Q	Quality Assurance Manual	17-1, Quality Assurance Records Management
1Q	Quality Assurance Manual	Appendix B, Quality Assurance Document Numbering System
7Q	Security Manual	401, Protection & Control of Classified Matter
7Q	Security Manual	406, Identification and Protection of Unclassified Controlled Information

**3.0 CODES AND STANDARDS**

<b>Number</b>	<b>Title</b>
DOE Order 243.1B Admin Change 1	Records Management Program
DOE Order 471.3, Admin Change 1	Identifying and Protecting Official Use Only Information
DOE M 470.4-4	Information Security
DOE Order 471.6 Admin Chg 2	Information Security
DOE Order 200.1A	Information Technology Management
US Code, Title 552	Freedom of Information; Privacy Act of 1974
Title 36 CFR	Records, including historical preservation

## 4.0 SERVICES

### 4.1 Service Hours

SRNS will provide SRR the following services during the service hours specified in the below chart. A contact list will be published and provided to the SRR POC to provide multiple means of contacting EC&SS personnel for normal service and for critical needs or operational emergencies.

Service	Service Hours
Records Management	M-Th 0600 – 1630 Shift 32
Classified Records	M-Th 0600 – 1630 Shift 32

### 4.2 Records Management

Records Management (RM) provides the capture, storage, management, and disposition of SRR records. The Electronic Document and Workflow System (EDWS) functions as the official Site records inventory and electronic records repository. EDWS currently contains over 7 million Site records. This collection includes records for all the various facilities on Site, including SRR. These records will remain in EDWS and be available to SRR personnel as needed. Records Management serves as the point of contact for collection of information in response to various requests for information, including: Electronic Discovery for Litigation, Health Studies (EEOICPA, NIOSH) and Freedom of Information Act (FOIA) Requests. RM will provide twenty-four hour or less retrieval turnaround for records stored on-Site. A contact list will be published and provided to the SRR POC to provide multiple means of contacting EC&SS personnel for normal service and for critical needs or operational emergencies.

#### 4.2.1 Records Management Service Listing

Records Management	SRNS RM	SRR
Records Indexing	Perform	Perform
Records Scanning	Perform	Perform
Records Storage and Final Disposition	Perform	Assist

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Hardcopy records Storage (Unclassified Records)	Perform	Perform
Records Training	Perform	
Departmental Records Contact (DRC) Program Coordinator	Perform	Assist
Records Inventory and Retention Assistance	Perform	Assist
Records Retrieval	Perform	Assist
System Record Inventory Management Plan (SRIMP) Process	Perform	Assist
Employee termination checkouts	Perform	
Media Destruction (Can Accept Media, but Shredding of Media Not Currently Funded)	Perform	
Department Records Contact (DRC) appointee (req per 3.31)		Perform

## **5.0 INTERFACE CONTROL INFORMATION**

The SRNS and SRR POCs will interface to address questions on services. A contact list will be published and provided to the SRR POC to provide multiple means of contacting EC&SS personnel for normal service and for critical needs or operational emergencies.

## **6.0 SERVICE UNIT INFORMATION**

For SRR, see Section 6 and the Attachment 1 of this MOA (G-MOA-G-00002) and Section 4.2.1 Records Management Service Listing.

When the records suspension is lifted, processing will resume based upon previous averages of boxed records intake for processing. SRNS will be ingesting an average of 50 boxes per month allocating 25 for SRR as well as 250 requests for records per month. Training will continue with approximately 20 sessions per year with SRR not to exceed 60 seats.

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**7.0 POINTS OF CONTACT**

SRNS: Deanna S. Goodlove, IT Enterprise Business Management

SRR: James Harris, Operations & Facility Mgmt

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**8.0 APPROVALS**

**SRNS:**

**Jeff Krohn**

A handwritten signature in black ink, appearing to read "Jeff Krohn", written over a horizontal line.

**SRR:**

**Sandra Fairchild**

A handwritten signature in black ink, appearing to read "Sandra Fairchild", written over a horizontal line.