

Management System: Records Management

Subject Area: Records Management

Procedure: Records Disaster Prevention Inspections

Issue Date and Revision Number:
10/05/15 1

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1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) organizations and may be adopted by an Environmental Management (EM) small site or supported site, at their discretion.

2.0 Required Procedure

The purpose of this procedure is to specify the actions to be completed on a monthly basis to inspect centralized file rooms, and records holding/storage areas that contain significant quantities of records. At a minimum, Records Management designated file rooms at the Chiquita Office location and the Springdale records holding/storage areas are to be inspected.

▲ Clarifying terms if adopted by an EM small site:

- Records Coordinator (RC) replaces the term Record Custodian (RC).
- Small sites Records Management Field Officer (RMFO) replaces the term RMFO.

Step 1	RMFO identifies the locations/areas to be inspected.
Step 2	<p>RMFO contacts the Records Management (RM) staff and/or RC responsible for the location/area and provides date/time of the inspection in the event the RC would like to participate.</p> <p>Note: At a small site, additional RM staff or Records Coordinators may not exist in this event, proceed to step 3.</p>

Step 3	<p>RM staff/ RC conducts the inspection.</p> <ul style="list-style-type: none"> • Evaluate the overall storage environment, conditions, and practices. • Perform random sampling and inspection of the stored documents to check for signs of insects, vermin, and moisture.
Step 4	<p>RM staff/ RC to complete FM-OTSAM-243-04-F1, EMCBC Records Disaster Prevention Inspection Checklist.</p> <p>If no issues found, proceed to Step 7.</p>
Step 5	<p>If issues/concerns are found, RM staff will document, notify the appropriate individual(s) (depending on the issue itself) to address a resolution and file for follow-up within 30 days.</p>
Step 6	<p>Return to Step 3 for follow-up and re-inspection of area to closeout issues/concerns. Repeat Step 5 as necessary. Once issue has been resolved, proceed to Step 7.</p>
Step 7	<p>RM staff / RC finalize the checklist by signing the document and filing.</p>

3.0 References – Forms

3.1 Forms

- FM-OTSAM-243-04-F1, EMCBC Records Disaster Prevention Inspection Checklist

4.0 Records Generated

Records generated through implementation of this document are identified as follows and are maintained by the Office of Technical Support & Asset Management in accordance with the EMCBC Organizational File Plan.

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM 16-07	Records Management Files – Records Storage Inspection Checklist	Office of Technical Support & Asset Management	Not Applicable

EMCBC RECORD OF REVISION**DOCUMENT TITLE: Records Disaster Prevention Inspections**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	N/A 1 st Edition to meet MSD needs		4/1/13
1	Updated Section 3.1 and Form	2	10/05/15