SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.6.1 Records Management Program Description

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The Portsmouth records collection consists of Government-owned records in various media including, but not limited to: electronic, paper, microfilm, audiovisual (photographs, negatives, tapes, etc.), X-rays, etc. that were generated/received under prior contracts with the Department of Energy or its predecessor agencies. This collection also includes management of classified records.

Approximate Records Volumes:

Description	Approximate Volumes
Records Management Program	Avg. Volume of Electronic records Submitted from Contractors: 1500 Documents a month (anticipate this to increase). Additionally 500-600 boxes per year of hard copy records are turned over to Records Management.
	Estimated 430 DOE Records Dispositon Schedules utilized (anticipate this to decrease as GRS changes occur)
	Email Volume unscheduled 8.74TB of PSTs 5,857 pst files, 1.63 TB of email of data/2,708 mailboxes Exiting employees email record/non record content 5.07GB
	Electronic Documents non-scheduled on shared drives, personal drives, etc., Previous Contractor server drive, 458 GB, Legacy USEC turnover 390,969 documents, Previous ISS Contractor shared data: 24,875 items 9.20 GB
Electronic Records Management System (ERMS)	Documentum Volume 1,055,019 documents/2.77 TeraBytes (anticipate this to increase)
Audiovisual Records	Photographs (hard copy) captioned/uncaptioned 165 cubic feet
Electronic Information Systems (Examples include corrective action tracking systems, emergency management software, correspondence tracking, project cost planning and estimating, etc.)	60 Electronic Information Systems
Classified Records	Legacy classified records will continue to be reviewed by a Classification Officer prior to release to verify correct markings and protection.
Record Requests	FOIA-6/yr
	Avg. Privacy Act-30/yr
	DOE-5/yr
	Litigation- 2/yr
	Legacy -15 month

Description	Approximate Volumes
Administrative Record	300 cubic ft paper records/documents
	1,577 documents processed into Documentum Electronically Annually (includes records digitized and uploaded to the Electronic Information Center Online Repository NEW ACTIVITY)
	Avg. 30-60 documents received monthly
Historical Records	Paper (X720)- 9,200 cubic feet
	Microfiche and Aperature cards=1,000,000 records
	Photographs: 165 cubic ft.
	Video Tapes= 180 cubic feet
	Electronic Videos= 4 TB
	DVD's=6 cubic feet
	Slides/Reels=4 cubic feet
	Cassette Tapes=2 cubic feet
	Paper (Contaminated)-12 cubic ft.
	E-Mail Volume =8.74 TB (5,857 files) of PSTs 1.63 TB (2,708 mailboxes) of email
	Legacy USEC turnover=458 GB (390,969 documents)
	Legacy ISS turnover=9.2 GB (24,875 documents)
Records Disposition	Avg. 10,589 Cubic Feet at FRC's (Dayton, Chicago, Suitland, and Lee's Summit (Avg.FRC Retreivals per month-25)
	Avg 90 cubic feet of records (destruction)/yr
	Avg 500 cubic feet of records (shipped to FRC)/yr

NOTE: No assurances are made that workload and volume of future effort and costs will replicate past experience. Historical information is provided merely for informational purposes.