Thinking About Taking the Leap?
Hear from those Who Did So… and Survived
A Case Study:
NASA Stennis Space Center
Electronic Records Management

Presented by: Colby Albasini, CSC
Agenda

- ITS Records and Document Management
- History
- Goals
- Evolving from Paper
- Challenges
- Lessons Learned
Chartered to provide support in the management of Federal records, NASA and SSC Directives, processing of Space Act Agreements, administering documentation management processes and systems, and assisting with information management activities.

- Records Indexing
- Technical Writing
- Storage and Retrieval of Records
- Records Management Training
- Staffed with NARA certified Federal Records Managers and United States Export Control Officers
- Auditing records, record-keeping systems, and practices
- Managing records archival and legal disposition
- Provide Risk Assessments
History

- 1998 established SSC Technical Documentation System
- 1999 – Approximately 3,800 documents in the system
  - No Electronic Records Management
  - No uniform numbering scheme
  - Most items scanned, but not OCR or text searchable
- 2008 – Approximately 100,000 documents
  - Electronic Records Management Module
  - 47 percent of documents with associated RMA
  - Majority of items in native or text searchable formats
  - Updating schedules to address all items as media neutral
Goals

• Move from paper to electronic
• Provide a site-wide repository
• Establish a Document Management System
• Determine a Standardized numbering system
• Develop a consistent format
• Prevent documentation rework
• Achieve ISO Certification
Evolving from Paper to Electronic

• Standardized documentation
  – Formalized document numbering
  – Tied to Agency File Scheme
  – Center–Doc Type–AFS–Seq. No–Unique ID
  – SPG 1400.1 Stennis Documentation Procedural Guidelines

• Enhanced TechDoc System
  – Document categorization
  – Report Capabilities
Enter Document Information

Create Document in /ITS_TOD/roadward

Number: [Field]
Title: [Field]

Doc Type: [Dropdown]
Doc Category: [Dropdown]

Check to add myself to Distribution List.
Check to add myself to Notification List.

Point of Contact: [Field]
Organization: [Dropdown]
Web Search: [Dropdown]
Reason: [Dropdown]

Next  Cancel

Standardized Numbering

(See next slide)
## Document Categories

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ComFin</td>
<td>Commercial/Financial</td>
</tr>
<tr>
<td>EAR</td>
<td>Export Administration Regulations</td>
</tr>
<tr>
<td>ITAR</td>
<td>Int’l Traffic In Arms Regulations</td>
</tr>
<tr>
<td>NS</td>
<td>Non-Sensitive Information</td>
</tr>
<tr>
<td>PriPro</td>
<td>Privileged/Proprietary</td>
</tr>
<tr>
<td>TradeSecret</td>
<td>Trade Secrets Act</td>
</tr>
<tr>
<td>Security</td>
<td>Homeland Security</td>
</tr>
<tr>
<td>ACI</td>
<td>Administratively Controlled Information</td>
</tr>
</tbody>
</table>
Enter Report Info

Report Name.

Report Description.

Will this Report be Private or Shared?

Choose Yes or No to Show Headings on Report.

Select a Table format for your Report.

Click Next.
1) Choose the desired field(s) from the **Available Data Fields** list.

2) Click **Add**.

3) Click **Next**.
Refine Your Report

<table>
<thead>
<tr>
<th>DocMgr</th>
<th>ssctddoc.ssc.nasa.gov</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explorer</td>
<td>Lists</td>
</tr>
<tr>
<td>Search by:</td>
<td>Document Number</td>
</tr>
</tbody>
</table>

Five (5) left and right parentheses on each criterion line allow for nesting.

Click **Next**.
You can choose to preview the Report in CSV, HTML, or XML format.

If you need to make a change, click Previous.

The Report will not actually be saved until you click OK.
Challenges

Stennis Space Center

IMAGERY COURTESY: CIMSS/SSEC

NASA Stennis

29 AUG 2005 - G-12 IMG - 01:15:00 UTC

RELEASED - Printed documents may be obsolete; validate prior to use.
Opportunities

- Increase visibility into records management
- Improve Disaster Recovery
- Increase employees interest in process improvement
- Improve electronic records management
- Improve records management facility location
- Refine procedures to be more proactive
# ERM Reports

## RMA Records That Are Permanent

<table>
<thead>
<tr>
<th>ID</th>
<th>Doc Number</th>
<th>Owner</th>
<th>Date Filed</th>
<th>Publication Date</th>
<th>Last Review Date</th>
<th>Next Review Date</th>
<th>Retention Date</th>
<th>P</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>SSC/FED-98-003-03</td>
<td>Nelson-Admin, Bonita</td>
<td>R 06/23/2006</td>
<td>07/01/2002</td>
<td>07/01/2002</td>
<td>07/02/2012</td>
<td>12/31/9999</td>
<td>YY</td>
<td>YY</td>
</tr>
</tbody>
</table>

**Release Note:**

Printed documents may be obsolete; validate prior to use.
Continuing to Evolve

No. of Electronic Records

- 2005
- 2006
- 2007
- 2008

No. of Electronic Records
In Summary

• Increased visibility into records management
  – Partnered with NARA to provide electronic records management and Emergency Response training
  – Mandate all civil servants and records personnel attend training

• Improve Disaster Recovery
  – TechDoc considered a vital system
  – All electronic documentation and records managed by our system available offsite