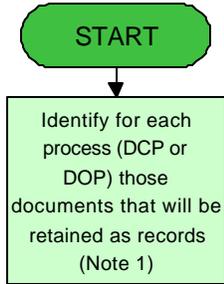


Process Owner or
Personnel Assigned by
Director/Office Chief to
Control Records

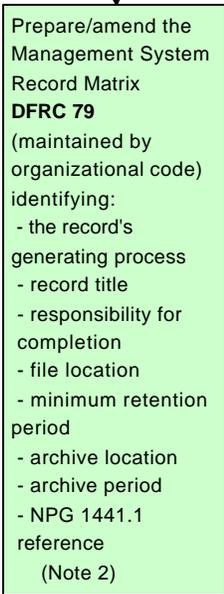
MANAGEMENT OF MANAGEMENT SYSTEM RECORDS

Dryden Flight Research Center
DCP-X-013
Revision: E



Objectives:

- to ensure control of DFRC business records
- to ensure compliance with federal laws and regulations
- to identify and maintain records relevant to product and service quality in order to facilitate and demonstrate the effectiveness of the quality system



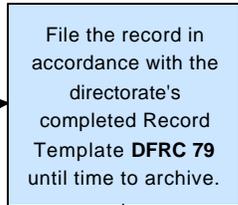
Electronically Approved By
Assistant Director for Management Systems

Note 1: Record
A record is a document (hard copy or electronic media) that provides evidence of business activities performed or results achieved. Records are normally referenced in and generated as a result of a process. Examples include inspection reports, test data, validation reports, audit and survey reports, calibration data, check sheets, minutes, logs, and appropriate contractor generated records.

The record template, **DFRC 79**, shall contain records that meet the definition above.

A current Records template, External Documentation template and training record shall be maintained by an organization for a minimum of the life of the system plus one year unless otherwise stated in the Records template for that organization. Retention of superseded templates is not required unless otherwise specified on the Records template.

Person Responsible for Maintaining Record (e.g., Process User)

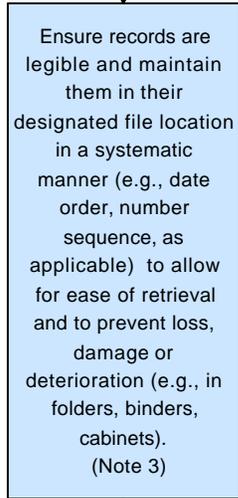


Note : 2 Records Template Completion
Generating Process Fill in the Procedure or Policy Document Reference that generates the record, e.g., **DCP-X-100** (use N/A if it does not exist)

Record Title	Name and record/form number if it exists (e.g., DFRC 78.)
Responsibility	Title/function of the individual.
Location	e.g., Room number/filing cabinet.
Retention	e.g., one year after completion of action.
Archive Location	In accordance with DCP-F-603 requirements, fill in building/room/city as required or N/A if archive not required.
Archive Period	Follow NPG 1441.1

Electronic Media Records
Computer records shall be stored on hard disks and shall be included in the Records Template and backed up according to local requirements. The backup media shall be marked to identify the record.

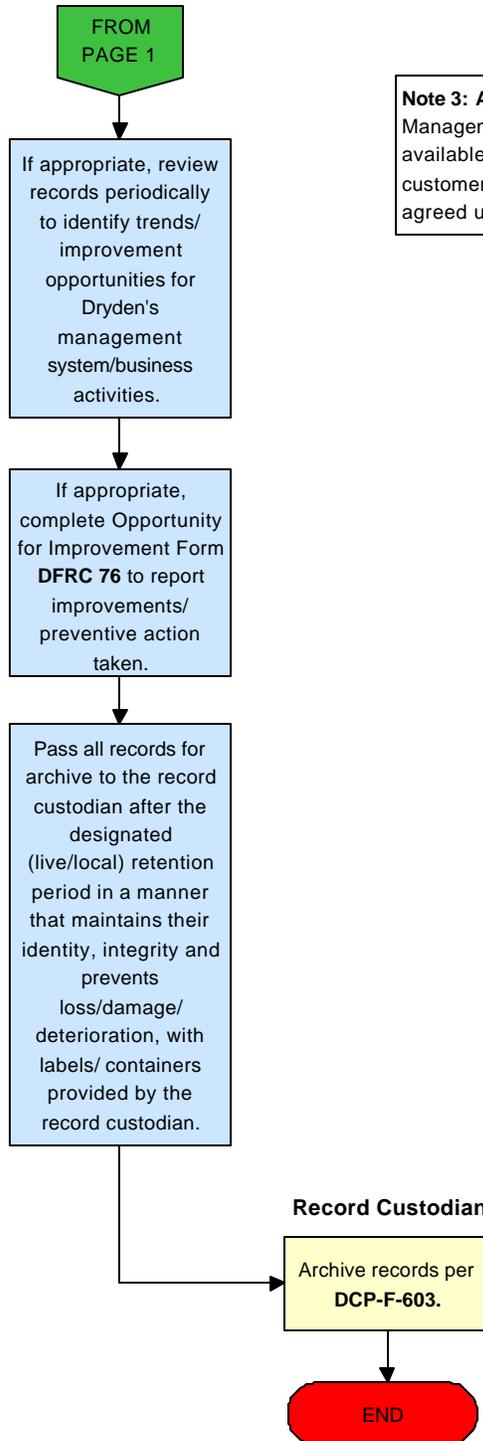
Contractor records
Pertinent contractor records shall also be referenced in the Records template.



Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE.
PRINTED DOCUMENTS ARE FOR REFERENCE ONLY.

**Person Responsible
for Maintaining
Record
(e.g., Process User)**

DCP-X-013
Revision: E



Note 3: Access to records
Management system records shall be made readily available to auditors. Records shall be made available to customers, if such an arrangement has been contractually agreed upon.

Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
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DOCUMENT HISTORY PAGE

This page is for informational purposes and does not need to be retained with the document.

<u>DATE APPROVED</u>	<u>ISSUE</u>	<u>PAGE</u>	<u>AMENDMENT DETAILS</u>
<u>1/25/99</u>	Baseline		
<u>2/02/99</u>	Rev A	1	<u>Additions made to Note 1, wording changed in second block under Process Owner.</u>
<u>3/30/99</u>	Rev B	1	<u>Added last sentence to Note 1.</u>
<u>4/6/99</u>	Rev C	1	<u>Added last paragraph to Note 1.</u>
<u>7/14/00</u>	Rev D	1	<u>Modified Note 1 from Training Template to training record.</u>
<u>See IDMS Document Master List</u>	Rev E	All	<u>Modified Note 1 regarding DFRC 79; p.2, modified first block under Person Responsible for Maintaining Records to read "If appropriate...", and split that box into two boxes.</u>

**Check the list at <http://www.dfrc.nasa.gov/Business/DMS/index.html>.
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