

NATURAL / CULTURAL RESOURCES RECORD MANAGEMENT FORM

Document Title: _____

Project Manager (Recipient): _____

Recipient Affiliation: _____

Phone Number: _____

Email: _____

Contract Number: _____ TO/DO _____

Document Category:	Natural Resources	Document Type:	Report
	Cultural Resources		Correspondence
			Analytical Data
			Photo
			Guidance
			Public Notice

Author: _____ Author Affiliation: _____

Project Location: _____ Project UIC: _____

Sensitive Material? No Partial Full

Type of Sensitivity: _____ **Location in Material:** _____

Archaeological Location Coordinates or
Maps

Attorney/Client Deliberative Process
Information

Command Internal Rules and Practices

Commercial Trade Secrets or Confidential
Commercial Information

Drawings of Military Structures/Buildings
or Federal Buildings

Geological/Geophysical Information/Data
Concerning Wells

Privacy Act Information

Street Level Map(s) of Military Installation
or Federal Building

Document Date: _____ Estimated Page Count: _____

Litigation Hold: No Global Installation Document

Litigation Case: _____

Comments:

Instructions for the Natural & Cultural Resources Records Management Form

In accordance with 44 U.S.C. 31, Commands are required to maintain an active records management program that provides for the accurate and efficient tracking and retrieval of command records. Command records must adequately document the organization, operations, functions, policies, procedures, decisions, and transactions of the command and provide information necessary to protect the legal and financial rights of the command and the government. The Records Management (RM) program is designed to ensure records are created, maintained, and disposed of properly.

Project Managers must fill this form out completely. All documents **must** be copied onto a CD, in **PDF format**. If an electronic copy is not available, scan the document and place it on the CD. Source files in their native software applications must also be included on the CD, when available. Include all Records Management requirements in Scopes of Work when awarding contracts. Project Managers need to then send the document, CD, and form to the EV5 Facilitator to be processed.

Title: Use the full title of the document. This is a required field.

Recipient: This is the Project Manager or addressee of correspondence. Use full name.

Affiliation: The name of the company or agency the author represents. For NAVFAC PM, this will be NAVFAC SW.

Phone/email: Use only navy phone and email. You do not need to use DSN. This is a required field.

Contract Number: Use NAVFAC contract number.

Delivery Order/Task Order (DO/TO): Use DO/TO for the NAVFAC contract.

Author: Name of person writing document.

Author Affiliation: Name of company or agency the author represents.

Project Location and UIC: Navy / Marine Corps installation where the project will take place. Spell the full name out. Do not use abbreviations or acronyms. These are usually found in the title and in eProjects. If the project covers multiple

locations then each location must be listed. UICs are required for Navy and Marine Core sites within the SW footprint. This is a required field.

Sensitive? Is the materiel contained in the document considered sensitive? Fill out the next section describing what type of sensitive material the document(s) contain and the location in the document(s). This is a required field.

Type of Sensitivity: Since 9/11, the Department of Justice and National Archives and Records administration (NARA) have deemed street level maps/construction drawings records as "sensitive". This includes, but is not limited to, *Archaeological Location Coordinates or Maps, Drawings of Military Structures/Buildings or Federal Buildings, Geological/Geophysical Information/Data Concerning Wells, and Street Level Map(s) of Military Installation or Federal Building.*

Attorney/Client Deliberative Process Information includes opinions or recommendations from the attorneys used by the decisional authorities. This includes, but is not limited to the LSM.

Command Internal Rules and Practices, and Commercial Trade Secrets or Confidential Commercial Information need to be marked as sensitive.

Privacy Act Information are records that can be retrieved by personal identifiers such as a name, social security number, or other identifying number or symbol. Information protected under the Privacy Act also includes dates and educational institutions in which personnel have graduated and/or earned professional degrees.

Location in Material: State the page number(s) or entire sections (i.e., Appendix A) in which the sensitive material is found. If everything in the document and associated documents are considered sensitive then write **Full** in the type of sensitivity it covers.

Document Date: Actual document date . The document date must include month, day and year. If a report is dated as month and year only and is NOT signed, use the first day of the month. For documents which include a signature date, use the date the document was signed.

Estimated Page Count: Total estimated number of pages in document; each side is considered 1 page. Example, a document as thick as a ream of paper is 500 pages; if double-sided, 1,000 pages.

Litigation Hold: Is the document currently under a type of litigation hold? If not, mark No. If yes, mark type of hold.

Litigation Title/Case: Descriptive name of the litigation the document is under. Include the Litigation Case Number/Code, if known.

Email “Records”: All email ‘records’ must be on the CD and have a printed hardcopy. NOTE: Using the “Save to .PDF” function in Outlook will save all required metadata from the e-mail into the .PDF file. It will **NOT** save any attachments and produce .PDF files of the attachments. Attachments must be saved and printed separately.

For Questions or Concerns, please contact:

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