

RFP NNNK09287472R

ATTACHMENT 3

Data Requirements List and DRDs

<b>DATA REQUIREMENTS LIST</b>		
DRL NUMBER: <b>KISS II</b>		REVISION
PROJECT/SYSTEM <b>KSC Institutional Support Services II (KISS II)</b>		
CONTRACT NUMBER <b>TBD</b>		PREPARATION DATE
CONTRACTOR <b>TBD</b>		TECHNICAL APPROVAL
ATTACHMENT NUMBER <b>3</b>		EXHIBIT NUMBER
ITEM NO.	TITLE	CHANGE STATUS
1	Workforce Report	
2	Management and Control Plan for Treatment and Access to Sensitive Information	
3	Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information	
4	Task Order Tracking Report	
5	Weekly Activity Report	
6	Advanced Notification of Workforce Reductions Report	
7	Records Management Program Plan	
8	Summary of Records Holdings & Transfers (File Plan)	

**INSTRUCTIONS FOR COMPLETING CONTRACT  
APPLICATION INFORMATION**

RFP NNK09287472R

- A. **LINE ITEM NO.** Sequentially number line items beginning with number 001.
- B. **LINE ITEM TITLE** - Enter the title of the data item, as shown in the Statement of Work (SOW), the RFP and/or as directed by the CTM.
- C. **OPR** (OFFICE OF PRIMARY RESPONSIBILITY) - Enter the organization designated to exercise technical and or administrative control over the data requirement. Use approved organizational code.
- D. **TYPE - Enter** "Type of Data" code as follows:

<u>CODE</u>	<u>DESCRIPTION</u>
1	Data requiring written approval by the procuring activity prior to implementation into the procurement or development program.
2	Data submitted to the procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless the contractor has been notified of disapproval prior to project implementation.
3	Data submitted to the procuring activity for coordination, surveillance, or information.
4	Data retained by the contractor to be made available to the procuring activity upon request. The contractor shall furnish a list to the procuring activity.
5	Data to be retained by the contractor and reviewed by NASA on request.

- E. **INSPECT/ACCEPT** - Enter Inspection Acceptance code as follows:

<u>CODE</u>	<u>INSPECTION</u>	<u>ACCEPTANCE</u>	<u>CODE</u>	<u>INSPECTION</u>	<u>ACCEPTANCE</u>
1	Source	Source	4	Certificate of Conformance	(Mandatory)
2	Destination (OPR)	Destination (OPR)	5	Certificate of Conformance	(Optional)
3	Source	Destination (OPR)	6	No Inspection Required	No Acceptance Required

- F. **FREQ. OF SUBM.** - Enter the frequency of submission code as follows:

<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>CODE</u>	<u>DESCRIPTION</u>
AD	AS DIRECTED	PC	PER CONTRACT	PV	PER VEHICLE
AN	ANNUAL	PD	PER FAILURE	QU	QUARTERLY
AR	AS REQUIRED	PE	PER EVENT	RD	AS RELEASED
BE	BIENNIAL	PF	PER FACILITY	RT	ONE TIME & REVISIONS
BM	BIMONTHLY (every two months)	PG	PER PROGRAM	SA	SEMI ANNUALLY
BW	BIWEEKLY (every two weeks)	PI	PER EQUIPMENT END ITEM	SM	SEMI MONTHLY
DA	DAILY	PJ	PER PROJECT	TY	THREE YEAR PERIOD
DD	DEFERRED DELIVERY	PL	PER LAUNCH FLIGHT MISSION	UR	UPON REQUEST
MO	MONTHLY	PS	PER SYSTEM	WK	WEEKLY
OT	ONE TIME	PT	PER TEST		

- G. **INITIAL SUBMITTAL**- Enter date of initial submittal as follows: Month, Day, Year. If calendar date is not scheduled, enter number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.
- H. **AS OF DATE** - For "Onetime Only" submittals, enter date by month/day/year. For recurring submittals, enter number coding (e.g., 30/10, 90/10, 15/5, etc.). The first digit(s) indicate the number of calendar days from the reporting period's (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date. Example: If Block F were "MO" and Block H were "30/10", the data would include the entire month and would be submitted within 10 days thereafter.
- J. **REMARKS:** Enter in this space:
  - a. Minor exceptions to the DRD.
  - b. Stipulation of specific forms when multiple forms are authorized on the DRD.
  - c. The paragraph, page, etc., in an existing contract where the data requirement is specified. (This data may be removed at final approval.)
  - d. Additional submittal information, if necessary.

- K. **DISTRIBUTION** - Enter organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:

<u>CODE</u>	<u>DEFINITION</u>	<u>CODE</u>	<u>DEFINITION</u>
A	Regular	C	Microfilm, Aperture Cards
B	Reproducible	D	Other, (Explain in remarks, Item J).

**EXAMPLE ENTRIES:** IS-PRO-2 (1A) = One regular copy.  
 IS-PRO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy.  
 Enter the total number of copies by type in the space provided

**INSTRUCTIONS FOR COMPLETING DATA  
REQUIREMENT DESCRIPTION**

**GENERAL** - The Data Requirement Description (DRD) will be prepared to describe the content and provide preparation information for data required in support of NASA programs.

- 1. **TITLE** - Enter the title or type of document required. The first word of the title should be a principal noun which best established the basic concept of the data. Subsequent words should be appropriate modifiers.
  - Examples:** Plan, Project Development (SIVB)  
 Specification, Test (GSE)  
 Report, Quarterly Progress  
 Proposal, Engineering change (ECP)
- 2. **NUMBER** - Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
- 3. **USE** - Enter a synopsis of the use of the document, stating reason for the requirement.
- 4. **DATE** - Enter date of preparation.
- 5. **ORGANIZATION** - Identify the installation preparing the DRD.
- 6. **REFERENCES** - List applicable documents by number, (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.,) to which the preparing office (e.g., NASA installations, contractors, etc.) may refer for additional information concerning the data requirement.
- 7. **INTERRELATIONSHIP** - Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.
- 8. **PREPARATION INFORMATION** - Provide ample information for preparation of the data required by the data requirements description; include all necessary details of preparation to satisfy the originator's formal requirements.

# DATA REQUIREMENT

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<b>CONTRACT APPLICATION INFORMATION FOR DRL <u>KISS II</u></b>						Page 1 of 1	A. ITEM NO. <b>001</b>	
B. LINE ITEM TITLE:  Workforce Report								
C. OPR. <b>BA-D</b>	D. TYPE <b>3</b>	E. INSPECT/ACCEPT <b>6</b>	F. FREQ. <b>QU</b>	G. INITIAL SUB. <b>09/01/09</b>	H. AS OF DATE <b>90/10</b>			
J. REMARKS:								
K. DISTRIBUTION							TOTALS	
<ol style="list-style-type: none"> <li>1. OP-OS, Contracting Officer (1B)</li> <li>2. BA-D (1B) Mariah.K.Champagne@nasa.gov</li> <li>3. Labor Relations Office/OP (1B)</li> </ol>							NO.	TYPE
							<b>3</b>	<b>B</b>
<b>DATA REQUIREMENT DESCRIPTION</b>								
1. TITLE Workforce Report						2. NUMBER		
3. USE						4. DATE		
						5. ORGANIZATION <b>KSC/BA-D</b>		
7. INTERRELATIONSHIP						6. REFERENCES		
8. PREPARATION INFORMATION								
<p>The Contractor shall submit, on a quarterly basis, a manpower report delineating information about its workforce, in accordance with KSC 52.242-93 (Oct 2006), which includes the following:</p> <ol style="list-style-type: none"> <li>1. Contract Number</li> <li>2. Contractor's total on-site workforce</li> <li>3. Total on-site union represented employees by bargaining unit</li> <li>4. Total on-site non-union represented employees</li> <li>5. Total off-site workforce performing on the contract</li> </ol> <p>The Contractor shall provide this information no later than 10 days after the close of each reporting period which end March 31<sup>st</sup>, June 30<sup>th</sup> and December 31<sup>st</sup>. The report shall be submitted to the Contracting Officer with copies to Workforce Planning and Analysis Office, (Code BA-D) and Industrial Labor Relations office (Code OP).</p> <p>Contractor form is acceptable.</p>								

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL <u>KISS II</u></b>					Page 1 of 1	A. ITEM NO. 002
B. LINE ITEM TITLE:						
Management and Control Plan for Treatment and Access to Sensitive Information						
C. OPR.	D. TYPE	E. INSPECT/ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE	
OP-OS	2	6	RT	45 days after contract award	N/A	
J. REMARKS:						
K. DISTRIBUTION						
OP-OS, Contracting Officer (1B)					TOTALS	
					NO.	TYPE
					1	B
<b>DATA REQUIREMENT DESCRIPTION</b>						
1. TITLE				2. NUMBER		
Management and Control Plan for Treatment and Access to Sensitive Information						
3. USE				4. DATE		
Document contractor's approach for compliance with NFS 1852.237-72				5. ORGANIZATION		
				OP-OS		
7. INTERRELATIONSHIP				6. REFERENCES		
				NFS 1852.237-72		
8. PREPARATION INFORMATION						
<p>The plan shall describe how the contractor will fully comply with the management and control of sensitive information as specified in NFS Clause 1852.237-72. The plan shall, as a minimum, devote a section to each of the seven requirements specified in Section (c) of the clause.</p> <p>Copies of revisions to the plan shall be promptly provided to the Contracting Officer.</p> <p>The contractor can reasonably expect that the Government will conduct a minimum of one annual audit of the contractor's compliance with the plan.</p>						

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL <u>KISS II</u></b>					Page 1 of 1	A. ITEM NO. 003
B. LINE ITEM TITLE:  Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information						
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. 30 days after contract award	H. AS OF DATE 30/10	
J. REMARKS:						
K. DISTRIBUTION					TOTALS	
					NO.	TYPE
1. OP-OS, Contracting Officer (1B)					2	B
2. Contracting Officer Technical Representative (1B)						
<b>DATA REQUIREMENT DESCRIPTION</b>						
1. TITLE Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information					2. NUMBER	
3. USE Provide identification of personnel at KSC and document contractor's compliance with NFS 1852.237-72(c)(5) and (6)					4. DATE	
					5. ORGANIZATION OP-OS	
7. INTERRELATIONSHIP					6. REFERENCES NFS 1852.237-72	
8. PREPARATION INFORMATION  The report shall include a listing of all contractor employees located at KSC with the following information:						
<ol style="list-style-type: none"> <li>1. Name</li> <li>2. Task Order number</li> <li>3. Office supported (full name and code)</li> <li>4. Position Title</li> <li>5. Contact name and phone number for office supported (best civil service employee to contact about this person)</li> <li>6. Date of employee's training</li> <li>7. Date of employee's written affirmation s/he has received the training required by contract clauses 1852.237-72, Access to Sensitive Information.</li> </ol> <p>Contractor form is acceptable</p>						

**DATA REQUIREMENT**

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<b>CONTRACT APPLICATION INFORMATION FOR DRL <u>KISS II</u></b>				Page 1 of 3	A. ITEM NO. 004
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**B. LINE ITEM TITLE:**  
Task Order Tracking Report

C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ACCEPT 6	F. FREQ. MO	G. INITIAL SUB. The 15 <sup>th</sup> day of each month	H. AS OF DATE 30/10
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**J. REMARKS:**

<b>K. DISTRIBUTION</b>  1. OP-OS, Contracting Officer (1B) 2. Contracting Officer Technical Representative (1B) 3. Resource Analyst (1B)	<b>TOTALS</b>	
	NO.	TYPE
	3	B

**DATA REQUIREMENT DESCRIPTION**

1. TITLE Task Order Tracking Report	2. NUMBER
3. USE To track all task orders awarded against this task order and to monitor funding as compared to contract value.	4. DATE
	5. ORGANIZATION OP-OS
7. INTERRELATIONSHIP	6. REFERENCES

**8. PREPARATION INFORMATION**

The report shall include a listing of all task orders awarded against this contract with the following information:

1. Task Order number
2. Task Order title
3. Task Order requiring organization
4. Task Order headcount
5. Task Order period of performance
6. Task Order Status (Open or Closed)
7. Task Order not-to-exceed (NTE) value for current contract period (i.e., Base Period, etc.)
8. Task Order cumulative actual invoiced amount
9. Task Order actual invoiced amount – for the current month
10. Task Order final amount billed
11. Cumulative Total NTE Contract Value
12. Sum of all Task Order values and headcounts

Upon Task Order completion, this report shall mark the Task Order as “closed” & shall report the final billed value of the Task Order.

The report shall have an “Actual Hours Worked” attachment for each Task Order with the following information:

1. Task Order number
2. Task Order title
3. Task Order requiring organization
4. Listing of each position for that Task Order, actual hours worked for the month & cumulative (Straight Time & Overtime), total labor dollar costs for the month & cumulative (Straight Time & Overtime)
5. Subtotal Labor hours and costs for the month & cumulative (Straight Time & Overtime)
6. Travel costs for the month & cumulative
7. Total costs for the month & cumulative
8. Current Contract Period (i.e., Base Period) not-to-exceed (NTE) value, by cost element (i.e., Straight Time, Overtime, etc.)
9. Cumulative Contract Period billed, by cost element
10. Calculate the difference between the NTE and Billed costs by cost element

Contractor form is acceptable

**CONTRACT APPLICATION INFORMATION FOR DRL KISS II Page 2 of 3**

A. ITEM NO.  
004 RFP NNK09287472R

B. LINE ITEM TITLE:

Task Order Tracking Report (attachment)

Task Orders		Requiring Org	Head count	PoP	Status	Task Order Values				Cumulative Total NTE Contract Value
Contract Period (i.e., Base Period, etc.)						Contract Period NTE	Cumulative Actual Billed	Current Month Billed	Final Billed	
Submission Month										
Task Order Number	Title									
1	TBD									
2	TBD									
3	TBD									
4	TBD									
5	TBD									
4	TBD									
5	TBD									
6	TBD									
7	TBD									
8	TBD									
9	TBD									
10	TBD									
11	TBD									
12	TBD									
13	TBD									
14	TBD									
15	TBD									
16	TBD									
17	TBD									
<b>TOTAL</b>										

**CONTRACT APPLICATION INFORMATION FOR DRL KISS II**

B. LINE ITEM TITLE:

Task Order Tracking Report – Actual Hours Worked (Attachment)

Task Order No.:	Title	Requiring Org	Submission Month

Labor Category	Name	Actual Hours Worked		Cumulative Hours Worked		Billable Rate		Current Month Total\$			Cumulative Total \$			
		ST	OT	ST	OT	ST	OT	ST	OT	Total	ST	OT	Total	
<b>Sub Total – Labor</b>														
<b>Travel Total (if any)</b>											Travel \$			Travel \$
<b>Grant Total</b>														

	Current Contract Period NTE	Cumulative Contract Period Billed	Difference
<b>Straight Time</b>			
<b>Overtime</b>			
<b>Travel</b>			
<b>Grand Total</b>			

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL</b>					<u>KISS II</u>	Page 1 of 1	A. ITEM NO. 005
B. LINE ITEM TITLE:  Weekly Activity Report							
C. OPR. OP-OS	D. TYPE 3	E. INSPECT/ACCEPT 6	F. FREQ. WK	G. INITIAL SUB. 1 week after contract award	H. AS OF DATE 7/2		
J. REMARKS:							
K. DISTRIBUTION						TOTALS	
1. OP-OS, Contracting Officer (1B) 2. Contracting Officer Technical Representative (1B) 3. Task Order technical monitors (1B)						NO.	TYPE
						TBD	B
<b>DATA REQUIREMENT DESCRIPTION</b>							
1. TITLE Weekly Activity Report						2. NUMBER	
3. USE  To provide insight into status of all activities under contract.						4. DATE	
						5. ORGANIZATION OP-OS	
7. INTERRELATIONSHIP						6. REFERENCES	
8. PREPARATION INFORMATION  The report shall describe the Contractor's weekly activities and identify accomplishments and issues to an appropriate level of detail such that the Government is provided insight into the Contractor's performance and can aid in resolution of issues as needed. This information shall be organized by Task Order.  Contractor form is acceptable.							

## DATA REQUIREMENT

<b>CONTRACT APPLICATION INFORMATION FOR DRL <u>KISS II</u></b>						Page 1 of 1	A. ITEM NO. 006
B. LINE ITEM TITLE: Advanced Notification of Workforce Reductions Report							
C. OPR. OP	D. TYPE 3	E. INSPECT/ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. See *J. Remarks	H. AS OF DATE As Required		
J. REMARKS: The contractor shall notify in writing the Industrial Relations Officer (IRO), Code OP, with a copy to the contracting officer, at least 15 calendar days in advance of notification to employees of any planned reduction of permanent, full-time, and part-time employees that exceeds 10% of the total contract workforce or 25 employees, whichever is less. In addition, if Workforce Adjustment and Retraining Notification (WARN) Act notification is required, the contractor shall provide the IRO and the contracting officer the information required by the WARN Act, Section 639.7(c) and a listing of all organizations to be notified including those required by Section 639.6(a), (c), and (d), at least five (5) days prior to issuance of the notification. Type "D" electronic versions shall be...							
K. DISTRIBUTION						TOTALS	
<ol style="list-style-type: none"> <li>1. OP – Industrial Relations Officer (1A)</li> <li>2. OP-OS, Contracting Officer (1A)</li> <li>3. Contracting Officer Technical Representative (1A)</li> </ol>						NO.	TYPE
						3	A
<b>DATA REQUIREMENT DESCRIPTION</b>							
1. TITLE Advanced Notification of Workforce Reductions Report						2. NUMBER	
3. USE This document describes the contractor's overall management systems for the implementation and accomplishment of the contract Statement of Work (SOW).						4. DATE	
						5. ORGANIZATION OP	
7. INTERRELATIONSHIP						6. REFERENCES WARN Act, Section(s): 639.6(a), (c), (d), 639.7(c)	
8. PREPARATION INFORMATION The notification shall include: <ol style="list-style-type: none"> <li>1. The reason for the reduction in workforce,</li> <li>2. The number of employees impacted,</li> <li>3. Their labor classifications,</li> <li>4. Their physical location, and</li> <li>5. Their location within contract organizational structure.</li> </ol> <p>The notification shall also identify:</p> <ol style="list-style-type: none"> <li>1. The expected date of the first separation and</li> <li>2. The anticipated schedule for making separations, as well as</li> <li>3. The name and telephone number of a company official to contact for further information.</li> </ol> <p>Contractor format is acceptable.</p>							

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL</b>						<u>KISS II</u>	Page	1	of	3	A. ITEM NO. 007
B. LINE ITEM TITLE: Records Management Program Plan											
C. OPR. IT	D. TYPE 3	E. INSPECT/ACCEPT 6	F. FREQ. AR	G. INITIAL SUB. 60 days after award	H. AS OF DATE 60 days after award	J. REMARKS:					
K. DISTRIBUTION										TOTALS	
1. OP-OS, Contracting Officer (1B)										NO.	TYPE
2. IT (1B) Records Manager										2	B
<b>DATA REQUIREMENT DESCRIPTION</b>											
1. TITLE Records Management Program Plan								2. NUMBER			
3. USE To describe the overall approach to the Records Management Program.								4. DATE			
7. INTERRELATIONSHIP								5. ORGANIZATION KSC/IT			
								6. REFERENCES See block 8.			
8. PREPARATION INFORMATION											
<p>Contractor format is acceptable as long as the guidance described in the applicable documents is followed.</p> <p>The following definitions are provided for clarification purposes.</p> <p>(a) <u>Government-owned records.</u> Except as provided in paragraph (b) of this clause, all records acquired or generated by the contractor in its performance of this contract shall be the property of the Government and shall be delivered to the Government or otherwise disposed of by the contractor either as the contracting officer may from time to time direct during the process of the work or, in any event, as the contracting officer shall direct upon completion or termination of the contract.</p> <p>(b) <u>Contractor-owned records</u> The following records are considered the property of the contractor and are not within the scope of paragraph (a) of this clause.</p> <p>(1) Employment-related records (such as workers compensation files; employee relations records, records on salary and employee benefits; drug testing records, labor negotiation records, records on ethics, employee concerns, and other employee related investigations conducted under an expectation of confidentiality; employee assistance program records; and personnel and medical/health –related records and similar files), except for those records described by the contract as being maintained in Privacy Act systems of records.</p> <p>(2) Confidential contractor financial information, and correspondence between the contractor and other segments of the contractor located away from the NASA Center (i.e., the contractor’s corporate headquarters);</p>											
Continued on next page											

**CONTRACT APPLICATION INFORMATION FOR DRL**KISS II

Page 2 of 3

A. ITEM NO.

007

## B. LINE ITEM TITLE:

## Records Management Program Plan

- (3) Records relating to any procurement action by the contractor, (confidential financial information and correspondence obtained by the Contractor for use in its subcontracts; source selection and other confidential, pre-decisional, or similar documents relating to the Contractor's deliberative process in selecting subcontractors) except for records that fall under 48 CFR Chapter 18 that may apply to NASA;
- (4) Legal records, including legal opinions, litigation files, and documents covered by the attorney-client and attorney work product privileges;
- (5) The following categories of records maintained pursuant to the technology transfer clause of this contract.
  - (i) Executed license agreements, including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.
  - (ii) The contractor's protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.
  - (iii) Patent, copyright, mask work, and trademark application files and related contractor invention disclosures, documents and correspondence, where the contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.

**(C) Metadata**

Metadata as defined by ISO 15489 3.12 "Metadata: data describing context, content, and structure of records and their management through time."

<b>CONTRACT APPLICATION INFORMATION FOR DRL</b>				<u>KISS II</u>	Page	3	of	3	A. ITEM NO. 007
B. LINE ITEM TITLE:									
Records Management Program Plan									

## DATA PREPARATION INFORMATION

1. **SCOPE:** This pertains to all records management programs.

2. **APPLICABLE DOCUMENTS:**

- (1) 44 U.S.C. Chapters 29, 31, 33.
- (2) 44 U.S.C. 3501 et. seq., Paperwork Reduction Act.
- (3) 36 CFR Parts 1220-1238.
- (4) 5 U.S.C. 522, The Freedom of Information Act as amended.
- (5) 5 U.S.C. 522a, The Privacy Act of 1974 as amended.
- (6) OMB Circular A-123, Internal Control Systems
- (7) OMB Circular A-130, Management of Federal Information Resources.
- (8) Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended.
- (9) NPD 1440.6 (As revised) – NASA Records Management
- (10) NPR 1441.1 (As revised) – NASA Records Schedule
- (11) NPD 2190.1 (As revised) – NASA Export Control Program,

Center Specific:

- (12) KNPD 1440.1 (As Revised) – KSC Records Management and Vital Records Program
- (13) KPD-KSC-P-1881(As revised) – Records Management

3. **CONTENTS:** The Records Management Plan (RMP) shall describe the implementation of a records management program in accordance with compliance requirement above. The RMP shall provide sufficient detail to demonstrate an understanding of the compliance requirements including the following areas:

I. Program Management

- a. Program authorization and organization
- b. Guidance and training
- c. Internal Evaluations
- d. Procedures and Processes

II. Records Creation/Recordkeeping Requirements

- a. Creation of records/adequacy of documentation
- b. Contractor Records

III. Records Maintenance (General) a. General b. Paper-based Records

IV. Maintenance of Special Records

- a. Electronic Records
- b. Audiovisual Records
- c. Cartographic and Architectural Records
- d. Micrographic Records

V. Records Disposition a. Records Deposition Schedule Implementation

VI. Vital Records

**DATA REQUIREMENT**

<b>CONTRACT APPLICATION INFORMATION FOR DRL</b>					<u>KISS II</u>	Page	1	of	2	A. ITEM NO.	
										008	
B. LINE ITEM TITLE:											
Summary of Records Holdings & Transfers (File Plan)											
C. OPR.	D. TYPE	E. INSPECT/ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE						
IT	3	6	AN	120 days after award	120 days after award						
J. REMARKS:											
See block 8.											
K. DISTRIBUTION										TOTALS	
										NO.	TYPE
1. OP-OS, Contracting Officer (1B)										2	B
2. IT (1B) Records Manager											
<b>DATA REQUIREMENT DESCRIPTION</b>											
1. TITLE								2. NUMBER			
Summary of Records Holdings & Transfers (File Plan)											
3. USE								4. DATE			
To submit summary of records holdings as specified in stated requirements.								5. ORGANIZATION			
								KSC/IT			
7. INTERRELATIONSHIP								6. REFERENCES			
								See block 8.			
8. PREPARATION INFORMATION											
Contractor format is acceptable as long as the guidance described in the applicable documents is followed.											
<b>DATA PREPARATION INFORMATION</b>											
14. <b>SCOPE:</b> All records management programs.											
15. <b>APPLICABLE DOCUMENTS:</b>											
a. NPD 1440.6 (As revised) – NASA Records Management											
b. NPR 1441 (As revised) – NASA Retention Schedule											
c. KNPD 1440.1 (As revised) – KSC Records Management and Vital Records Program											
d. NPD 2190.1 (As revised) – NASA Export Control Program,											
e. KDP-KSC-P-1881 (As revised) – Records Management											
Continued on next page											

<b>CONTRACT APPLICATION INFORMATION FOR DRL</b>				<u>KISS II</u>	Page	2	of	2	A. ITEM NO. 008
B. LINE ITEM TITLE:									
Summary of Records Holdings & Transfers (File Plan)									

16. **CONTENTS:** The contractor's format is acceptable.

The file plan shall include at a minimum, the following data:

- a. **AFS#:** NPR 1441.1
- b. **Item#:** NPR 1441.1
- c. **Record Title:** Record Series description, a description of the record and its function
- d. **Office of Record:** Office responsible for retiring the record at end of lifecycle
- e. **Location:** Physical location of records
- f. **Retention/Disposition:** The period of time the record shall be kept, and how it is treated at the end of its active lifecycle
- g. **Permanent vs. Temporary:** Designation of permanent status or temporary status of records
- h. **Vital Status:** Records identified as necessary for continuing operations immediately following an emergency
- i. **Volume:** Amount of records