2. To: (Receiving Organization) Distribution		3. From: (Originating Organization) LMSI		4. Related EDT No.: N/A							
5. Proj./Prog./Dept./Div.: HMFN0091 IRM 102944/AJ70		6. Design Authority/Design Agent/Cog. Engr.: D.S. Carey		7. Purchase Order No.: N/A							
8. Originator Remarks: These documents are being released for public use and will be posted on the web. The RIDS documents were deleted from this EDT, as they may contain Potentially Patentable information per B.P. Gelhaus, LMSI/SDI, 5/9/00.				9. Equip./Component No.: N/A							
11. Receiver Remarks: For Release				10. System/Bldg./Facility: N/A							
11A. Design Baseline Document? ☐ Yes ☒ No				12. Major Assm. Dwg. No.: N/A							
				13. Permit/Permit Application No.: N/A							
				14. Required Response Date:							
15. DATA TRANSMITTED											
(A) Item No.	(B) Document/Drawing No.	(C) Sheet No.	(D) Rev. No.	(E) Title or Description of Data Transmitted	(F) Approval Designator	(G) Reason for Transmittal	(H) Originator Disposition	(I) Receiver Disposition			
1	HNF-4049	N/A	0	IRAD Software Req. Specs.	N/A	2	1	1			
2	HNF- 6765 5765 gda 5/9	N/A	0	IRAD System Description	N/A	2	1	1			
3	HNF-6125	N/A	0	IRAD Conv Req./Design	N/A	2	1	1			
4	HNF-6007	N/A	0	EDMS Soft. Design Descr.	N/A	2	1	1			
5	HNF-6004	N/A	0	EDMS System Impl. Plan	N/A	2	1	1			
6	HNF-6008	N/A	0	EDMS System Test Plan	N/A	2	1	1			
7	HNF-6009	N/A	0	EDMS Soft. Ver. Desc. Doc.	N/A	2	1	1			
16. KEY											
Approval Designator (F)		Reason for Transmittal (G)			Disposition (H) & (I)						
E, S, Q, D OR N/A (See WHC-CM-3-5, Sec. 12.7)		1. Approval 2. Release 3. Information 4. Review 5. Post-Review 6. Dist. (Receipt Acknow. Required)			1. Approved 2. Approved w/comment 3. Disapproved w/comment 4. Reviewed no/comment 5. Reviewed w/comment 6. Receipt acknowledged						
17. SIGNATURE/DISTRIBUTION (See Approval Designator for required signatures)											
(G) Reason	(H) Disp.	(J) Name	(K) Signature	(L) Date	(M) MSIN	(G) Reason	(H) Disp.	(J) Name	(K) Signature	(L) Date	(M) MSIN
		Design Authority									
		Design Agent									
2	1	Cog. Eng. D.S. Carey	<i>Dwight L Carey</i>	4/27/00	H8-43						
2	1	Cog. Mgr. W. Winters	<i>Winters</i>	4/27/00	H8-41						
		QA				3		DOE Reading Room			H2-53
		Safety				3		Central Files			B1-07
		Env.				3		B.P. Gelhaus			H8-43
18. <i>B.P. Gelhaus</i> B.P. Gelhaus Signature of EDT Originator			19. <i>Winters</i> Authorized Representative for Receiving Organization			20. <i>Winters</i> Design Authority/Cognizant Manager			21. DOE APPROVAL (if required) Ctrl No. _____ ☐ Approved ☐ Approved w/comments ☐ Disapproved w/comments		

(CONTINUATION PAGE)

IRM

D.S. Carey

628798

Page 2 of 2

BD-7400-173 (10/97)

Information Release Administration Database (IRAD) Software Design Description (SDD)

Prepared for the U.S. Department of Energy
Assistant Secretary for Environmental Management

Project Hanford Management Contractor for the
U.S. Department of Energy under Contract DE-AC06-96RL13200

Fluor Hanford
P.O. Box 1000
Richland, Washington

HNF-6125
Revision 0
EDT 628798

Information Release Administration Database (IRAD)

Software Design Description (SDD)

D.S. Carey
Lockheed Martin Services, Inc.

Date Published
May 2000

Prepared for the U.S. Department of Energy
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Fluor Hanford
P.O. Box 1000
Richland, Washington

Christine Millerigland 5-10-00
Release Approval Date

Release Stamp

HNF-6125
Revision 0

Key Words: Information Release Administration Database, IRAD, Software Design Description, Paradox, Microsoft SQL Server, Visual Basic

Abstract: The IRAD system is a client server system that is written in Paradox for DOS. This system will be replaced with a Visual Basic and SQL Server in order to update the technology, eliminate obsolete functions, as well as to automate the manual interfaces.

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Total Pages: 30

INFORMATION RELEASE ADMINISTRATION DATABASE (IRAD)

SOFTWARE DESIGN DESCRIPTION (SDD)

**HNF-6125
Rev. 0**

**Lockheed Martin Services, Inc.
P.O. Box 950
Richland, Washington 99352**

Last Revised: May 4, 2000

INFORMATION RELEASE ADMINISTRATION DATABASE (IRAD)

Software Design Description

1.0 INTRODUCTION / PURPOSE

The IRAD system is a client server³ system that is written in Paradox¹ for DOS². This system will be replaced with a Visual Basic⁴ and SQL Server⁴ in order to update the technology, eliminate obsolete functions, as well as to automate the manual interfaces.

The Information Release Administration Database (IRAD) is a storage and retrieval database that provides status control, accountability, and tracking information for any document that will be released either to the public or for limited use. Any document that is to be released is required to go through the clearance process, and is entered and tracked in IRAD. The clearance process may include routing a document to obtain the required signatures for approval.

This tracking information is maintained in IRAD as the document makes its way through the approval process. At any point in the approval process, the document's whereabouts can be determined in IRAD.

Public documents may be sent to OSTI electronically, and/or to some other public location (i.e. the Bookstore). Limited (sensitive) documents may be sent to OSTI on paper, or released to a limited audience.

IRAD currently assigns document ID's for miscellaneous and DOE/RL documents, and has the ability to create new prefixes and types. IRAD also provides reports for various groups.

Information from RMIS is used to populate various fields in IRAD. Once a document is scanned in RMIS, information from IRAD (along with the image) may be sent to OSTI. There is also an implied interface with HDNS, and other numbering systems. Most numbers are now assigned by HDNS, and then entered into IRAD.

HDCS tracks each level of Engineering Change Notices (ECN), drawings and specifications. When documents in HDCS are ready to be released to the public, they are entered in IRAD.

¹Paradox is a trademark of Borland International, Inc.

²DOS is a trademark of Eason Technology, Inc.

³Visual Basic is a trademark of Microsoft Corp.

⁴SQL Server is a trademark of Sybase, Inc.

1.1 IRAD SYSTEM FUNCTIONS

1.1.1 Input / Edit / Data

Online processing with input screens that allow access to all data fields. It will maintain the entire history of the document and its changes. However, historical records should be maintained so edit and/or query performance of active records is not diminished.

All input and update functions will be performed online in a real-time mode.

The primary key of prefix / type / sequence number / subcategory will be used to locate and query records from the database.

To the maximum extent possible, edits will be put in place to ensure that the data input into the system will be of the highest quality. These edits will be placed in the application software to ensure that any record that passes edits will have no problems updating the database. This also allows for the use of existing data that may not pass the more stringent current edits.

Audit capabilities will be built into the system. This will allow supervisor / system administration personnel to track the most recent update activity against database records.

1.1.2 Querying Data

The system will allow ad-hoc queries of each and/or all fields. These ad-hoc queries can be used to access any record or group of records in the database. Once records are retrieved as a result of a query, viewing will be done through the same set of screens that are used for inputting and updating records.

1.1.3 Reports

There will be a set of standard reports available from the main menu screen. These are considered the pre-defined reports as listed elsewhere in this document. Additional ad-hoc reporting capability will be available through the use of a reporting tool that will be included in the IRAD system. This reduces the development and maintenance time required for this system, while allowing the user complete access to all data, and easy ad-hoc report generation.

2.0 USER CHARACTERISTICS

The primary users of the IRAD System application will be the Information Clearance Services (ICS) group in the Documentation & Records Management (DRM) organization of Lockheed Martin Systems, Inc. (LMSI). They will perform all data collection, input, and verification functions of the IRAD system. The ICS users will also have the ability to generate all reports defined in the IRAD system. There will also be at least one System Administrator user from the ICS organization, or designated by RIM personnel, who will have the added ability to set up and maintain user security (user ID's and passwords) for the IRAD system.

2.1 SYSTEM SECURITY

A System Security screen will be available to the system administrators and supervisor personnel. This screen will be used to add new users to the system. Required entries will be Hanford ID, user name, password, and access level.

Users shall be restricted to the specific IRAD system functions for which they are authorized. Qualified users will access the IRAD data through the use of User ID's and Passwords, and be assigned a security level that will remain with the users for the duration of their session.

2.2 SYSTEM INTERFACES

2.2.1 RMIS - Records Management Information System

Accession Number and Page Count are manually retrieved from RMIS. These fields are sent to OSTI. Automating these fields from RMIS to IRAD would be a benefit, although may be difficult since the Document ID's are not the same format between these systems, in some cases (i.e. DOE/RL vs. DOE-RL).

A notification to IRAD when an image has been scanned into RMIS, would also be a benefit.

2.2.2 HDNS - Hanford Document Numbering System

Document ID's are primarily assigned by HDNS and then manually entered in IRAD. If there were an automatic interface between HDNS and IRAD, this would eliminate the need to manually enter this same information in IRAD. The information would be more accurate in IRAD. Many documents may not be sent to Information Clearance to be entered in IRAD for clearance, but should be, so an interface could help that situation as well.

2.2.3 OSTI - Office Of Science And Technical Information

The OSTI process, which is one of the primary functions of IRAD, is now residing in a sub-system outside of IRAD. This needs to be incorporated back into IRAD. The Comment field needs to become separate fields, instead of being parsed in the OSTI program. A notification to IRAD when a document has been sent to OSTI, and an indicator if it was sent electronically or by paper, would be a benefit.

2.2.4 HPC - Hanford People Core

If there continues to be a People Core interface to IRAD, a feature that reformats the Author's name to just include the first and middle initials, would be a benefit. OSTI needs this format.

There is a desire to retain the interface to People Core, similar to the current system. When a HID, or name is entered in IRAD, the rest of the information is filled in from the People Core information. This is used to fill in names, Hanford ID's, phone numbers, mail stops, etc., and reduces errors, and keystrokes.

People Core sends a flat file to an IRAD directory weekly. When the Pcore Report is run, it reads this file and updates an IRAD table (unknown right now). The Pcore Report function does not produce any printed output.

5

2.2.5 VIEWSTAR - Document Scanning / Management

IRAD document images are retrieved from ViewStar and are sent to OSTI. When the OSTI process runs, any document that will be going to OSTI that month, will have its bibliographic information retrieved from IRAD (title, author, etc.). Its corresponding image from ViewStar will also be retrieved if there. Both of these files will be sent to OSTI.

2.2.6 INTERNET

A URL (web address) may be stored in IRAD if there is no paper copy available. This address is then sent to OSTI. It contains the location on the Internet for a particular document that the public may view. The image from ViewStar that is sent to OSTI is also made available on the Internet, by OSTI.

2.2.7 RIDS - Records Inventory Disposition Schedule

For official documents, the Box Number is obtained from Judie Reed in the RIM group of LMSI. It is from the RIDS system. She gives it to Information Clearance, who then may enter it into IRAD. Unofficial Box Numbers are created by Information Clearance and also stored in IRAD.

2.2.8 RHA - Records Holding Area

The RIM group of LMSI sends all boxes of documents from IRAD, to RHA. The documents can be either scanned (into RMIS) or unscanned documents. They can contain official (RIDS) or unofficial (IRAD) Box Numbers and documents (copies).

⁵ViewStar is a trademark of ViewStar Corp.

2.2.9 INSIGHT - Report Viewing Tool

When the Soft Reporting function is run, a formatted flat file is sent to an Insight directory. It is picked up by Insight, where various reports can be viewed. These reports contain a list of public documents, and limited documents (on separate reports).

3.0 OTHER REQUIREMENTS

3.1 PERFORMANCE REQUIREMENTS

The Information Release Administration Database currently is a multi-user system with three to five (3-5) users simultaneously sharing a single executable program file and data base.

3.2 DATA

An IRAD Data Dictionary will be established defining all data elements and the data files they are stored in.

3.3 OPERATIONS

Barring failure of the HLAN, network backup times, system upgrade installation, and system failure maintenance, the IRAD system shall be available to users during normal business hours.

3.4 RECOVERY

The IRAD system shall be structured such that if a hardware, HLAN or IRAD system failure should occur, the only data which could be lost would be the data being entered at the time of the failure. In extreme cases of system failure data and programs could be recovered from a previous HLAN network backup.

3.5 AUDIT

All data entered into the IRAD system will be documented and verified such that it will pass a traceability audit.

3.6 TESTING AND ACCEPTANCE CRITERIA

Testing and Acceptance criteria will be defined in the System Test Plan (STP). The testing process will simulate actual processing conditions using test data as well as actual data. User acceptance of the IRAD system will be based upon the results of this process.

3.7 DOCUMENTATION

Documentation will be developed for the IRAD system according to the RIM Software Project Management Plan (SPMP), and all documents will adhere to Lockheed Martin Services Inc. Standards.

3.8 TRAINING

All IRAD users will be given training on the system and its supporting software. The degree of training for individuals will depend upon their particular needs, and be done by subject matter experts from the Documentation & Records Management organization.

3.9 CONVERSION

Conversion of data depends on the outcome of this analysis.

3.10 METHODOLOGY

The major activities and phases of the development of the IRAD computer system will follow a high-level outline that is referred to as a Life Cycle Methodology. This Life Cycle IS detailed in the RIM Software Project Management Plan. (HNF-5523)

3.11 CHANGE CONTROL PROCESS

The RIM Software Project management Plan (SPMP) also defines the process of Change Control after the initial Requirements gathering stage. This procedure defines the Configuration control that will be used during development, implementation, and maintenance.

3.12 DESIGN CONSTRAINTS

The IRAD system will be compatible with applicable site standards, including project management standards, software development methodology standards, and programming standards. The IRAD system will be designed to satisfy site production standards.

3.13 MAINTAINABILITY

Analyst support will be provided during all phases of the project including the maintenance and operations phase. Support includes training, maintenance, user assistance, and recovery from system failures.

3.14 Spelling and Grammar Check for OSTI

A spelling and grammar check function for the Abstract field that is sent to OSTI, would be a benefit. This information is published on the Internet to the public.

4.0 MANAGE AND CONTROL CLEARANCE DOCUMENTS

4.1 TABLE OF UNIT PROCESSES

Business Event	Processing	Freq.	Initiates U.P.
Author Request	Request For Document Release	As Req.	
Verify Format	Preliminary Check Of Format	As Req.	
EDT Form	Author Receives EDT Form To Be Filled Out	As Req.	
ECN Form	Revision Of Previously Released Document	As Req.	
SD Cover Sheet	Author Receives SD Cover Sheet Form To Be Filled Out	As Req.	
Record of Revision	Description Of Past Revision Of Document	As Req.	
Clearance Form	Clearance Form Is For Miscellaneous Documents	As Req.	
Form Fill Out	Fill Out Forms	As Req.	
Trademark / Patent	Check For Trademarks And Patents	As Req.	
Copyright Information	Must Obtain Written Approval To Use Copyrighted Material.	As Req.	
Receive EDT of ECN & Record of Revision Form	Form Is Received And Checked For Proper Signatures	As Req.	
Receive SD Cover Sheet	Receive SD Cover Sheet At Release Station	As Req.	Manual
Format	Checks Proper Format Of Document	As Req.	
Document Validation	Validates Signatures And Prepares Additional Cover Sheets And Legal Notices Necessary	As Req.	
Data Entry	Enter Data Into RMIS And HDCS	As Req.	
Pagination Page	Pagination Page Is Prepared If There Is More Than 25 Pages	As Req.	
REMS Ticket	REMS Ticket Is Prepared For Tracking Distribution	As Req.	
Forward Document To Scanning Station	Releases Document To Scanning Station	As Req.	

**Information Release Administration Database (IRAD)
Software Design Description**

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Input Into HDCS	Input Engineering Documents Into HDCS	As Req.	
Queries RMIS	Queries RMIS By Accession #, Document Number, Or Title	As Req.	
Clear For OSTI	Stored Information Regarding Which Documents Should Be Sent To OSTI	As Req.	
Update History Table	Weekly Update From The Doctrac Table To The History Table	As Req.	
Monthly OSTI Report	Monthly Ran Report	As Req.	
Insight Report	Dump To Insight	As Req.	

4.2 BUSINESS PROCESS DESCRIPTION

Business Event – Author Request

A document is requested to be released by the author at the release station.

Business Event – Verify Format

The Release Specialist (RS) does a preliminary check of the document for proper format.

Business Event – EDT Form

If the author has a new engineering document to release, an Engineering Data Transmittal (EDT) form is required. (Multiple documents can be listed on one EDT form if they are similar in type.)

Business Event – ECN Form

If the author has a previously released engineering document to revise, a 2-page Engineering Change Notice (ECN) form is required. (Multiple documents can be listed on one ECN form if they are similar in type.)

Business Event – SD Cover Sheet (For Engineering Supporting Documents)

The author fills out an SD self cover sheet for engineering 'Supporting' documents only, which contains: document number and revision, title, author, keywords, and abstract. (The SD cover sheet has a Release Approval and Date line printed at the bottom of the page, which will be used by the Release Specialist (RS) for clearance & release purposes.)

Business Event – Record of Revision

Along with an SD self cover sheet and 2-page ECN form for revised supporting documents, a Record of Revision form is required to list the revisions, releasing EDT/ECN information and give a brief description of what changes were made at each level of revision. (The author and manager's signature is required on this form.)

Business Event – Clearance Form

If the author has a (Miscellaneous, Speech Article, Presentation, DOE/RL, DOR/ORP, Trac, Reg) document then the Information Release Specialist (IRS) gives the author a clearance form to fill out. This is also a site form. Everything that comes in on a clearance form is not entered in the HDCS database.

Business Event – Form fill out

The author fills out all required forms and gets proper signatures for release.

Business Event – Trademark / Patent

If there are any trademarks within the document i.e. (mention of other company products, scanned in charts from other publications) it must be footnoted at the bottom of the page it is first mentioned. Trademarks are listed at <http://trademarks.uspto.gov>.

Business Event – Copyrighted Information

You must obtain written approval in order to use copyrighted information.
The copyright permission form is a site form.

Business Event – Receive EDT or ECN & Record of Revision Forms (For all Engineering 'Supporting' Documents)

The Engineering Data Transmittal (EDT) or Engineering Change Notice (ECN) & Record of Revision (ROR) forms are received by the Release Specialist (RS) who checks for the proper signatures. If the form(s) do not have the proper signatures then the document and form(s) will be returned to the author until corrections meet release requirements.

Business Event – Receive SD Cover Sheet (For Engineering 'Supporting' Documents)

The SD cover sheet is received by the Release Specialist (RS) for every document that is to be released. (If multiple documents are to be released on one EDT or ECN form, then there should be an individual SD self cover sheet for each document attached to the EDT or ECN.)

Business Event – Format

The Release Specialist (RS) checks the document for proper format such as (headers, doc numbers, page numbers, etc.). If there is any trademark material within the document it must be stated at the bottom of the first page it is mentioned, i.e.(Microsoft Visual Basic, SQL Server). If the form does not have the proper format, then the document and form(s) will be returned to the author until corrections meet release specifications.

Business Event – Document Validation

Once the document has all the proper paper work filled out the Information Release Specialist (IRS) validates it with their stamp of approval.

SD

REMS Ticket

Drawings

Speech's

(EDT form not required for this type of document)

All other Documents

(EDT form not required for this type of document)

Business Event – Data Entry

The Release Specialist (RS) enters document release information into the HDCS database. The Information Release Specialist (IRS) enters document release information into IRAD, as well as determines if it is an OSTI document.

Business Event – REMS Ticket

A REMS ticket is prepared that lists the number of originals and copies, and how the distribution and delivery shall be made.

Business Event - Forward Document To Scanning Station

SD: The Release Specialist (RS) mails or sends by courier all released documents to the DPC for scanning & indexing into RMIS, duplicating, and distribution.

Speech's: Are not sent to the scanning station. Final full paper speech articles are scanned.

Business Event – Input into HDCS

Only engineering documents and some drawings will be entered into HDCS.

Business Event – Queries RMIS by Accession #

The Release Specialist (RS) goes to RMIS system, queries against the records database by document number or title, and receives the accession number and page count.

Business Event – Clear for OSTI

IRAD stores information regarding which documents should be sent to OSTI and whether they should be sent electronically or on paper. The documents that are sent to OSTI are determined by their tracking date, tracking code with an "A" for approved and a "Y" in the OSTI indicator field. These documents are sent monthly to the Office of Scientific and Technical Information.

Business Event – Update History Table

Weekly, the Information Release Specialist (IRS) will run the History report that copies all documents from the DOCTRAC table to the HISTORY table that has a disposition date (this includes approved, canceled, or disapproved statuses). The criteria for moving a document to the HISTORY table is if the disposition date contains a date. If the date is there, the document information will be moved to the HISTORY table.

Business Event – Monthly OSTI Report

There is a Monthly run OSTI reports that goes to DOE.

Business Event – Insight Report

There is a file dump that is created for Insight.

5.0 DATA DICTIONARY

5.1 RMIS RECORDS TABLE

<u>Field Name</u>	<u>Description</u>	<u>Data Type / Size</u>
RCD_ACCESSION The unique identifier for retrieving documents files.	Accession	Char (10)
RCD_TRAN Number obtained from a group's transmittal log, and assigned to the record transfer form.	Trans Number	Varchar (12)
RCD_STRUCTURE Building, tank number, or structure referenced by the document.	Structure	Varchar (24)
RCD_AREA Hanford area where the document originated.	Area	Char (5)
RCD_ORIG The name of the originator(s), author, investigator, initiator, etc. The format is last name[space]initials.	Originator	Varchar (35)
RCD_RECIP The name of the person(s) to whom the document was addressed.	Recipient	Varchar (35)
RCD_RECIP_CO The organization(s) or company(s) of the recipient(s).	Recipient Company	Varchar (25)
RCD_DTDOC The date of the document (mm/dd/yyyy)	Document Date	Datetime
RCD_DOC The name of the person(s) to whom the document was addressed.	Document Number	Varchar (30)
RCD_REV Revision number of the document.	Revision	Char (4)
RCD_TYPE	Type	Char (1)
RCD_TITLE_DESC A title or description of the document.	Title/Description	Varchar (150)
RCD_LOC Location of box or record.	Location	Char (4)

RCD_BOX The Records Holding Area (RHA) box number.	Box Number	Char (6)
RCD_TIPE The type of record.	Record Type	Varchar (20)
RCD_DTFROM Date RHA box was started.	Date From	Datetime
RCD_DTTO Date RHA box was finished.	Date To	Datetime
RCD_QUAL "Q" for quality, "N" for non-quality, and "R" for record.	Quality	Char (1)
RCD_SHT Sheet number for drawing numbers.	Sheet	Char (3)
RCD_REL_FRM Location of microfilmed records.	Reel / Frame	Varchar (10)
RCD_ORIG_CO The company(s) of the originator(s), author, investigator, initiator, etc.	Originator Company	Varchar (25)
RCD_INSPECTED_DT Periodic QA review for declassified documents	Inspected Date	Datetime
RCD_REF Reference document numbers.	Reference	Varchar (250)
RCD_KW Words that uniquely describe the document's subject or content, for the purpose of future search and retrieval of the document.	Keywords	Varchar (100)
RCD_PAGES The number of pages in the document.	Pages	Smallint
RCD_ALT_DOC_NO Another document number that the document is known as.	Alternate Document Number	Varchar (30)
RCD_HIST History of the document(i.e. Voided, Cancelled, or if modification has been completed, superceded, cleared, etc.	History	Varchar (30)

RCD_STATUS	Status	Char (2)
Status of the document distribution (L= limited, P = public availability).		
RCD_QUAD	QARD	Char (1)
Quality Assurance Requirements Document. Used for Spent Nuclear Fuel(SNF) document. Use "Y" to indicate that the document is related to a QARD.		
RCD_NATIVE_FILE	Native File Type	Char (1)
Hidden code for the Native File Type (i.e. WordPerfect 5.1, MS-Excel, etc.)		
RCD_SENT_TO_RHA	Sent to RHA	Char (1)
Hidden code for the Native File Type (i.e. WordPerfect 5.1, MS-Excel, etc.)		
RCD_IMAGE_PATH	Image Path	Varchar (80)
Hidden code for the Native File Type (i.e. WordPerfect 5.1, MS-Excel, etc.)		
RCD_NF_TYPE	NF Type	Int (4)
Hidden code for the Native File Type (i.e. WordPerfect 5.1, MS-Excel, etc.)		
RCD_SUBMITTED_BY	Submitted By	Varchar (100)
Name of person submitting the Native File.		
RCD_SUBMITTED_DT	Submitted Date	Datetime
Date Native File submitted.		
RCD_ENTERED_BY	Entered By	Varchar (100)
Name of the user that entered the initial record.		
RCD_ENTERED_DT	Entered Date	Datetime
Date the initial record was entered.		
RCD_LST_UPDT_BY	Last Updated By	Varchar (100)
Name of the user that last updated the record.		
RCD_LST_UPDT_DT	Last Updated Date	Datetime
Date of the last update.		
RCD_TIMESTAMP	Timestamp	Timestamp (8)

Well Id
Well location.

TSD Number
Treatment, storage, or disposal unit associated with environmental records.

OUN

Operable unit number.

PIN (M)

Package Identification Number.

Project (M)

Project associated with the document.

5.2 NEW RMIS TABLE – CHILD OF RECORDS

<u>Field Name</u>	<u>Description</u>	<u>Data Type / Size</u>
-------------------	--------------------	-------------------------

IRAD_RCD_ACCESSION	Accession	Char(10)
---------------------------	------------------	-----------------

The Accession number will link the child table to the Records table in RMIS

IRAD__COMMENT	Comment	Varchar(150)
----------------------	----------------	---------------------

This is one field that contains most of the OSTI fields. They appear to be separate fields, but are not stored separately in the tables. Currently, another screen can be brought up from the Comment field which contains most of the OSTI specific fields: UC, Page Count, Keywords, Abstract, Accession Number, Funding, Society, and Internet Address.

UC and Society fields are no longer needed by OSTI.

This field will be made into separate fields -when migrating to RMIS ?????. In the OSTI interface program, this field is parsed out for the different OSTI fields.

IRAD__SPEECH_LOC	Speech Location	Varchar (20)
-------------------------	------------------------	---------------------

The location of the speech (place). This is sent to OSTI.

IRAD__SPEECH_DT	Speech Date	Date
------------------------	--------------------	-------------

The date of the speech. This is sent to OSTI.

IRAD__AUTHOR_HID	Author's HID	Varchar (10)
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The Hanford ID of the author of the document.

IRAD__REVIEW_HID	Document Reviewer's HID	Varchar (10)
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The Hanford ID of the person that is reviewing the document, or the location of the reviewer ??????. The information in this field changes, depending where the document is in the review process.

IRAD__REVIEW_DT	Document Review Date	Date
------------------------	-----------------------------	-------------

The date the Reviewer reviews the document.

IRAD__LIMITED	Limited	Char (2)
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This is the release level code that indicates the level of release to the public. A document is either public or private, and may have different levels of sensitivity. This is also used to add a legal disclaimer to the clearance form cover.

May be able to migrate to RCD_STATUS ???????

IRAD__OSTI_IND	OSTI Indicator	Char (1)
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A value of "Y" indicates this document will be sent to OSTI electronically (and when there is an "A" in the Tracking Code field).

IRAD__JOURNAL_NAME **Journal Name** **Varchar (20)**
This is the name of the journal that the document will appear in. The GPO needs it.

IRAD__REQUESTOR_HID **Requestor's HID** **Varchar (10)**
The Hanford ID of the requestor of the document (the person who requested the document be created). If the author of the document has left the company, someone else may request the document be released. This would be for documents where the ID has been assigned, but the document may have not been sent to Clearance yet. Some time may have passed before a document needs to be released, so the Requestor may do this in lieu of the author who is no longer there. This is an audit trail of who is responsible for the document. Requests for a document usually come through the Bookstore.

IRAD__APPROVAL_DT **Approval Date** **Date**
This is the date that a document is at a particular point in the cycle.

IRAD__APPROVAL_CD **Approval Code** **Char (1)**
Valid values are (A)pproved, (D)isapproved, or (C)anceled.
This field indicates the status or disposition of a document.

IRAD__B&R_NO **Budget Reporting Number** **Varchar (15)**
The Budget and Reporting number. This indicates who is funding the document. This information goes to OSTI.

IRAD__ASSIGNED_DT **Date Assigned** **Date**
This is the date that the document ID was assigned.
Still Need ????? Was For Number Assignment ????

IRAD__CLEARED_BY_HID **Clearance Person HID** **Varchar (10)**
This is the Hanford ID of the Information Release Administrator that originates the document. **This is usually their initials - Migrate as is into this field, lookup for name on screen if this starts with an 'h' ????????**

IRAD__CONFERENCE_TITLE **Conference Title** **Varchar (20)**
The title of the conference the document is written about.

IRAD__CO_NAME_AUTH **Author's Company Name** **Varchar (5)**
This is the company name of the author of the document.
Won't need - Migrate to RCD_ORIG_CO if RMIS field is null.

IRAD__LST_UPDT_DT **Last Update Date** **Datetime**
Date the document was last updated. Updated by the system.

IRAD__LST_UPDT_BY **Last Updated By HID** **Varchar (10)**
The Hanford ID of the last person to update this record. Updated by the system.

5.3 EXISTING IRAD DATA TABLES

5.3.1 DOC-TRAC Table

The Document Tracking table defines the main data elements of the document tracking information. This is the current working table of IRAD, and contains documents that are either waiting for the actual document, or pending review.

Data Types

A = Alphanumeric **M = Memo** **Date**

<u>Field Name</u>	<u>Description</u>	<u>Data Type / Size</u>
PREFIX	Document Prefix	A (20)
Primary Key for a document. In the old format, this is the Company but often contains other information such as numbers. In the newer format, this isn't used. In the latest format, this again may contain the Company.		
TYPE	Document Type	A (12)
Primary Key for a document. In the old format, the Document Type indicates the type of document. In the newer format, it is the Company. In the latest format, it may contain PRO, MD, MP. Etc. A new type can be added to IRAD.		
SEQUENCE_#	Document Sequence Number	A (20)
Primary Key for a document. In the old format, the Sequence Number contains additional information about the document, a sequential number or additional information about a document. In the new format, it contains a sequential number.		
SUBCATEGORY	Document Subcategory	A (40)
Primary Key for a document. In the old format, the Subcategory contains fields such as REV0, FP, A, DRAFT, VOLI. In the new format, it contains the revision (REV0), but could also contain something else.		
RECEIVE_DATE	Document Receive Date	Date
The date the document was received by Records Management.		
DOC_SUB_TYPE	Document Sub Type	A ()
<i>I'm not sure what this is; it's not on the update/view screen.</i>		
TITLE	Document Title	A (220)
The title of the document.		

COMMENT	Comment	A (150)
This is one field that contains most of the OSTI fields. They appear to be separate fields, but are not stored separately in the tables. Currently, another screen can be brought up from the Comment field which contains most of the OSTI specific fields: UC, Page Count, Keywords, Abstract, Accession Number, Funding, Society, and Internet Address.		

UC and Society fields are no longer needed by OSTI.

This field will be made into separate fields. In the OSTI program, this field is parsed out for the different OSTI fields.

SPEECH_LOCATION	Speech Location	A (20)
The location of the speech (place). This is sent to OSTI.		

SPEECH_DATE	Speech Date	Date
The date of the speech. This is sent to OSTI.		

BOX_#	Box Number	A (10)
The box number of the box where the document is stored. This may contain an unofficial one created by ICS, or an official one from RIDS (not always entered in IRAD).		

AUTHOR	Document Author	A (30)
The name of the author of the document.		

PAYNO_AUTH	Author's HID	A (10)
The Hanford ID of the author of the document.		

TEL_NO_AUTH	Author's Telephone Number	A (7)
The telephone number of the author of the document.		

MSIN_AUTH	Author's Mail Stop	A (5)
The mail stop of the author of the document.		

ORG_CODE_AUTH	Author's Organization Code	A (6)
The organization code of the author of the document.		

EDITOR	Document Editor	A (15)
The name of the editor of the document but is no longer used.		

SPECIALIST	Specialist	A (15)
The Property Number of the person's workstation who is logged into the IRAD system. This appears in the "Who's On" screen in IRAD. The IRAD users have requested the name (or initials) of the person appear as well, to be more descriptive. This could be combined with IRA Originator.		

REVIEWER **Document Reviewer** **A (30)**
The person that is reviewing the document, or the location of the reviewer. The information in this field changes, depending where the document is in the review process.

REVIEWER_DATE **Document Review Date** **Date**
The date the Reviewer reviews the document.

KEYWORD **Keyword** **A (15)**
Keyword is the first letter of each word in the title of the document. This field isn't too meaningful, so is not really used, or needed. There is another Keyword field (in Comment field) that is for OSTI.

LIMITED **Limited** **A (2)**
This is the release level code that indicates the level of release to the public. A document is either public or limited use information, and may have different levels of sensitivity. This is also used to add a legal disclaimer to the clearance form cover.

OSTI **OSTI Indicator** **A (1)**
A value of "Y" indicates this document will be sent to OSTI electronically (and when there is an "A" in the Tracking Code field).

JOURNAL_NAME **Journal Name** **M (20)**
This is the name of the journal that the document will appear in. The GPO needs it.

PAYNO_REQ **Requestor's HID** **A (10)**
The Hanford ID of the requestor of the document (the person who requested the document be created).

REQUESTOR **Requestor Name** **A (30)**
This is the name of the requestor of the document. If the author of the document has left the company, someone else may request the document be released. This would be for documents where the ID has been assigned, but the document may have not been sent to Clearance yet. Some time may have passed before a document needs to be released, so the Requestor may do this in lieu of the author who is no longer there. This is an audit trail of who is responsible for the document.
Requests for a document usually come through the Bookstore.

TEL_NO_REQ **Requestor's Telephone No.** **A (30)**
This is the telephone number of the requestor of the document.

MSIN_REQ **Requestor's Mail Stop** **A (5)**
This is the mail stop of the requestor of the document.

ORG_CODE_REQ **Requestor's Org Code** **A (6)**
This is the organization code of the requestor of the document.

TRACKING_DATE **Tracking Date** **Date**
This is the date that a document is at a particular point in the cycle.

TRACKING_CODE **Tracking Code** **A (1)**
Valid values are (A)pproved, (D)ispproved, or (C)anceled.
This field indicates the status or disposition of a document.

B&R# **Budget Reporting Number** **A (15)**
The Budget and Reporting number. This indicates who is funding the document. This information goes to OSTI.

DATE_ASSIGNED **Date Assigned** **Date**
This is the date that the document ID was assigned.

LAST_UPDATE_DATE **Last Update Date** **Date**
Date the document was last updated. Updated by the system.

LAST_UPDATE_TIME **Last Update Time** **A (8)**
Time this document was last updated. Updated by the system.

IRA_ORIGINATOR **IRA Originator** **A (15)**
This is the name of the Information Release Administrator that originates the document. This is usually their initials.

CONFERENCE_TITLE **Conference Title** **A (20)**
The title of the conference the document is written about.

CO_NAME_AUTH **Author's Company Name** **A (5)**
This is the company name of the author of the document.

CO_NAME_REQ **Requestor's Company Name** **A (5)**
This is the company name of the requestor of the document.

6.0 CONVERSION INSTRUCTIONS

6.1 DATA MAPPING

CURRENT IRAD Database Table	Mapping Process	RMIS Database Tables
PREFIX		RCD_DOC
TYPE	Example (DOE/RL-99) Is Proper Format.	RCD_DOC
SEQUENCE_#	This Is A Unique Number. Strip All Preceding Zeros When Entering Into RMIS.	RCD_SHT
SUBCATEGORY		
RECEIVE_DATE	Move RECEIVE_DATE To RCD_DTDOC Check On Proper Format For Year (I.E. 00/00/00, Or 00/00/0000).	RCD_DTDOC
TITLE	Current IRAD TITLE Could Be Moved Into The RMIS RCD_TITLE_DESC If Field Was Increased To 220 Characters. Will Be Entered Into RMIS As Upper Case, But Needs The Capability Of Upper And Lower Case Conversion For IRAD's OSTI Process. (Don't Need-Move This To RCD_TITLE Where RCD_TITLE Is Null ????)	RCD_TITLE_DESC
Page_Count	Move This Data Straight Over	RCD_PAGES
BOX_#	Move If RMIS Is Null	RCD_BOX
AUTHOR	Move If RCD_ORIG is Null. This Should Be In All Caps	RCD_ORIG

CURRENT IRAD Database Table	Mapping Process	NEW RMIS Database Tables
KEYWORDS	A New Field Is Created For The Keywords.	IRAD_KEYWORDS
ABSTRACT	Move To	IRAD_ABSTRACT
ACCESSION_NUMBER	Move To	IRAD_RCD_ACCESSION
FUNDING	Move To	IRAD_FUNDING
SOCIETY	Move To	IRAD_SOCIETY

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INTERNET_ADDRESS	Move To	IRAD_INTERNET_ADDRESS
SPEECH_LOCATION	A New Field Is Created For The Location Of The Speech.	IRAD_SPEECH_LOC
SPEECH_DATE	A New Field Is Created For The Speech Date.	IRAD_SPEECH_DT
PAYNO_AUTH	What If It Is A Payroll Number??? Create A People Core Interface To Automatically Fill In The Authors Name, Phone, MSIN, Organization Code, And Company When The Authors Pay Number Is Entered. If Author Has No Pay Number Then Information Is Manually Inputted	IRAD_AUTHOR_HID
REVIEWER	Move To	IRAD_REVIEW_HID
REVIEWER_DATE	Move To	IRAD_REVIEW_DT
KEYWORD	This Field Will Not Be Migrated	
LIMITED	(AT: Applied Technology, BS: Business Sensitive, EC: Export Controlled Information, PC: Protected Crada, PD: Personal Data, PR: Proprietary/Company Proprietary, PS: Procurement Sensitive, PT: Patentable, SR: Sponsor Release, UC: Unclassified Controlled Nuclear Information, ZZ: Publicly Available)	IRAD_LIMITED_CD or RCD_STATUS
OSTI	Move To IRAD_OSTI There Could Be More Than One Identifier	IRAD_OSTI_IND
JOURNAL_NAME	Move To	IRAD_JOURNAL_NAME
PAYNO_REQ AND REQUESTOR	Create A People Core Interface To Automatically Fill In The Requestors Name, Phone, MSIN, Organization Code, And Company When The Authors Pay Number Is Entered. If Author Has No Pay Number Then Information Is Manually Inputted	IRAD_REQUESTOR_HID
TRACKING_DATE	Proper Format For Date Will Be Inserted.	IRAD_APPROVAL_DT
TACKING_CODE	Move To	IRAD_APPROVAL_CD
B&R#	Move To	IRAD_B&R_NO
DATE_ASSIGNED	Proper Format For Date Will Be Inserted.	IRAD_ASSIGNED_DT
LAST_UPDATE_DATE	Proper Format For Date Will Be Inserted.	IRAD_LAST_UPDT_DT

Information Release Administration Database (IRAD)
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SPECIALIST	This Will Keep Track Of The Last Person Who Updated The Records	IRAD_ LAST_UPDT_BY
IRA_ORIGINATOR	Move To	IRAD_ CLEARED_BY_HID
CONFERENCE_TITLE	Move To	IRAD_ CONFERENCE_TITLE