

MPG 7120.2

REVISION D

EFFECTIVE DATE: September 24, 2001

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MARSHALL PROCEDURES AND GUIDELINES

ED01

MULTIPROGRAM/PROJECT COMMON-USE DOCUMENTATION

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	
Revision	A	8/20/99	<p>P.1: Changed to "...MSFC Multiprogram/Project common-use documentation..."</p> <p>P.2: Changed to "...which process MSFC-generated Multiprogram/Project common-use documentation that applies to multiple programs and/or projects as defined in NPD 7120.4."</p> <p>P.5: Added MSFC-STD-555 as reference.</p> <p>1.9: Revised definition to include existing Multiprogram/Project common-use documents.</p> <p>2.7.1: Changed "Maintain and disposition" to "Store and properly dispose of."</p> <p>3.3.1.1: Added "affected by Multiprogram/Project common-use documentation."</p> <p>3.3.4.1: Added paragraph for addition of existing Multiprogram/Project common-use documents to the master list.</p> <p>3.4 and 4.2: Changed "maintain" to "store and properly dispose of."</p> <p>4.1: Changed NRRS "1/72D" to "1/72.E" and added "superseded, obsolete, or" to the disposition.</p> <p>4.3: Corrected disposition.</p> <p>4.6: Added paragraph.</p>
Revision	B	3/13/00	<p>P.3: Delete NPD 8070.6.</p> <p>P.4: Added MPD 1150.1, Charter MC-06 and deleted MWI 1410.1.</p> <p>P.6: Changed to read: MPG 7120.2A dated August 20, 1999."</p> <p>1.4 and throughout the document: Changed "Document Control Custodian (DCC)" to "Master List Custodian (MLC)."</p> <p>2.3.1, 1st sentence: Added "draft" after "submit."</p> <p>2.3.3: Added: "Specify any restrictions for accessibility of the draft document(s) submitted for review and final document(s) submitted for approval."</p> <p>2.3.4 Added: "Resolve any comments submitted, when possible. Present changes resulting from comment resolution at a formal DCB meeting when required."</p> <p>2.3.5: Added: "Prepare final document, incorporating the changes determined by the DCB, and submit for approval."</p> <p>2.4: Changed to read: "Multiprogram/Project Common-Use Document Control Board (DCB) Members shall review documentation, including any background information, for adequacy, critically evaluate, and disposition documentation."</p> <p>2.5.1/2.5.2/3.5: Removed "quality."</p> <p>2.6.5: Delete and renumber remaining</p>

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			<p>paragraphs.</p> <p>3.3.1: Changed to read: ". . . DCB was chartered (refer to MPD 1150.1, Charter MC-06) . . ."</p> <p>3.3.1.1: Added ", or designated personnel," following "Director/Manager."</p> <p>3.3.1.1.b: Added sentence: "DCB members are strongly encouraged to enter the organization's disposition for each document; however, no response from an organization constitutes concurrence."</p> <p>3.3.4.1: Changed 1st sentence to read: ". . . : Engineering Directorate personnel will perform an initial document purging exercise . . ." Added last sentence: "However, when existing documents are updated, it is highly desirable that the documents be reformatted to meet this procedure."</p> <p>4.1: Added: 4.1 "The following records shall be maintained in accordance with NPG 1441.1" and renumbered remaining paragraphs.</p> <p>4.1.2/4.1.6: Changed disposition to 8/12.A.</p> <p>4.1.5: Changed "OPR" to "ED43 MLC."</p> <p>4.1.7: Added records of the initial purging exercise.</p>
Revision	C	1/5/01	<p>2.3.3: Added "Obtain document/drawing checking prior to Center review."</p> <p>2.3.5: Added "Ensure proper review has been completed by affected organizations."</p> <p>2.6.3: Added "Establish electronic reminder notification of the non respondent DCB members 4 days prior to review closure."</p> <p>3.3.1.1.b: Changed to read: "DCB members are responsible for entering their organization's disposition for each document."</p> <p>3.3.1.1.b: Removed: "...no response from an organization constitutes concurrence."</p> <p>3.3.2: Changed to read: "If reviews of additional drafts are conducted, the OPR designee will establish a due date of 10 working days for completion of each review."</p>
Revision	D	9/24/01	<p>2.5.4: Added new responsibility.</p> <p>3.3.2: Completely revised to define the total review and disposition process.</p> <p>3.3.4: Completely rewritten.</p> <p>5.0: Added blocks 3.3.2.1 through 3.3.2.4 to the flow diagram. [Footer URL updated 01/14/2004 by Directives Manager.]</p>

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PREFACE

P.1 PURPOSE

This Marshall Procedures and Guidelines (MPG) establishes the procedure and responsibilities for identifying/defining, preparing, controlling, and dispositioning Marshall Space Flight Center (MSFC) multiprogram/project common-use documentation fulfilling the requirements of MPD 1280.1.

P.2 APPLICABILITY

This MPG is applicable to all MSFC organizations which process MSFC-generated multiprogram/project common-use documentation that applies to multiple programs and/or projects as defined in NPD 7120.4.

P.3 AUTHORITY

- a. NPD 7120.4, "Program/Project Management"
- b. MPD 1280.1, "Marshall Management Manual (MMM)"

P.4 APPLICABLE DOCUMENTS

- a. MPD 1150.1, "Establishment of Councils, Boards, and Committees," Charter MC-06
- b. MPG 1440.2, "MSFC Records Management Program"
- c. MWI 2210.1, "MSFC Documentation Repository Input/Output and Data Management Project Requests"
- d. MWI 7120.3, "Program/Project Data System (PDS)"
- e. MPG 1280.4, "MSFC Corrective Action System"
- f. MWI 1280.4, "MSFC Quality System Deficiency Notice System"
- g. MWI 7120.4, "Documentation Preparation, Programs/Projects"
- h. NPG 1441.1, "NASA Records Retention Schedules (NRRS)"

P.5 REFERENCES

MSFC-STD-555, "MSFC Engineering Documentation Standard"

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P.6 CANCELLATION

MPG 7120.2C dated January 5, 2001

Original Signed by
Axel Roth for

A. G. Stephenson
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Applicable Document. Document called out in the body of a document required to carry out the procedure(s) specified in the document.

1.2 Controlled Electronic Version. The official electronic file accessible from the master list controlled by an organization. A copy printed from the electronic system is uncontrolled, although it may be correct.

1.3 Correct Version. The version available full-text, or a version identical to this version, from the electronic library and/or all applicable versions cited on the master list(s) or the signed original document, or a copy identical to the signed original, cited on the master list.

1.4 Historical Document. Any obsolete or canceled document retained for historical reference.

1.5 Limited Applicability. Applies to marking/using superseded or obsolete documents; user must have documented authority to use previous/obsolete document.

1.6 Maintaining Documentation. Providing storage, distribution, reproduction, document revisions, replacing documents in the field with the latest revisions, and disposition of obsolete and/or invalid documents (i.e., historical, limited applicability, reference, documents, etc.) for master list documentation.

1.7 Master List(s). Controlled list of data/documents, including applicable documents, which identifies the correct version status of the data.

1.8 Master List Custodian(s) (MLC). Individual(s) assigned to process and maintain documentation and create and update the master list each time a document is added, revised, or canceled.

1.9 Multiprogram/Project Common-Use Document. Technical descriptive standard, handbook, or specification prepared for common use by MSFC. Multiprogram/project common-use documents in existence prior to the approval of Revision A of this document may be other document types (e.g., procedures [PROC], reports [RPT], requirements [RQMT], plans [PLAN], drawings, etc.).

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1.10 Multiprogram/Project Common-Use Document Control Board (DCB). A functional body responsible for the review and disposition of all baselines, revisions, and cancellations of multiprogram/project common-use documents.

1.11 Office of Primary Responsibility (OPR). The organization with primary responsibility for a document and the content, or the organization responsible for the process represented by the document.

1.12 OPR Designee. Individual(s) appointed by the office of primary responsibility who is responsible for a specific document within his or her area.

1.13 Revision. Any change, modification, or newly edited version of a document.

1.14 Uncontrolled Copies. Copies printed from the master list system.

1.15 User. Any person who uses or refers to any document during the performance of a specific task.

2. RESPONSIBILITIES

2.1 The Director, Engineering Directorate, or designated personnel, shall:

2.1.1 Ensure documentation has been reviewed for adequacy and act as the approving authority for the baseline release and any subsequent revisions to, and cancellations of, the multiprogram/project common-use documentation prior to issue for use to perform work.

2.1.2 Establish the Multiprogram/Project Common-Use DCB and serve as DCB Chair.

2.1.3 Ensure review and approval of revisions and cancellations are performed prior to issue for use to perform work by the same functions/organizations that performed the original review and approval, unless specifically designated otherwise.

2.2 The Director/Manager, or designated personnel, shall:

2.2.1 Assign an OPR designee for each document. More than one person may be assigned to assist with document activity.

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2.2.2 Ensure that personnel are assigned to review for adequacy prior to issue for use to perform work all multiprogram/project common-use documentation.

2.2.3 Where previous/obsolete versions or multiple versions have applicability, clearly identify the intended use of each version (e.g., on the master list, on the document, in a memorandum, task agreement, contracts, etc.).

2.2.4 Ensure an annual review of multiprogram/project common-use documents for which the organization has responsibility is conducted to ensure they are current.

2.3 The OPR Designee shall:

2.3.1 Define, prepare, and submit draft document for review, revisions thereto, and cancellations for assigned documents. The proposed changes shall be identified in the document (i.e., use the revision tool in Word, in the Document History Log).

2.3.2 Ensure pertinent background information is provided for review and approval of baseline, revision, and for cancellation of the document.

2.3.3 Obtain document/drawing checking prior to Center review.

2.3.4 Specify any restrictions for accessibility of the draft document(s) submitted for review and final document(s) submitted for approval.

2.3.5 Ensure proper review has been completed by affected organizations.

2.3.6 Resolve any comments submitted, when possible. Present changes resulting from comment resolution at a formal DCB meeting when required.

2.3.7 Prepare final document, incorporate the changes determined by the DCB, and submit for approval.

2.4 Multiprogram/Project Common-Use DCB Members shall review documentation, including any background information for adequacy, critically evaluate, and disposition documentation.

2.5 The DCB Secretariat shall assist the DCB Chairperson with the following:

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2.5.1 Preparing the membership memorandum (a record) and any changes thereto for the Chair's signature and distributing the memorandum.

2.5.2 Preparing and distributing the agenda and minutes (a record), when required, for formal DCB meetings. Agendas will establish the DCB meeting date, time, and location; identify materials to be presented and who will present; and include any due or past due items or actions. Minutes of meetings will provide the meeting date and location, a list of attendees, a list of agenda items and their disposition, and action items assigned with due dates or actions closed at the meeting.

2.5.3 Tracking action items to closure for the DCB.

2.5.4 Monitoring the process defined in 3.3.2 and providing status reports to the Chair.

2.6 The Master List Custodian(s) (MLCs) shall:

2.6.1 Establish electronic notification of the DCB membership that a draft document is accessible for review.

2.6.2 Maintain electronic documents readily accessible for review.

2.6.3 Establish electronic reminder notification of the nonrespondent DCB members 4 days prior to review closure.

2.6.4 Support the DCB to facilitate the electronic documentation process.

2.6.5 Establish a master list that provides, as a minimum, the following six (6) items of information for each approved multiprogram/project common-use document:

2.6.5.1 Unique document number

2.6.5.2 Revision level of the correct version

2.6.5.3 Document title/subject

2.6.5.4 Effective date

2.6.5.5 OPR organizational code or proper identification

2.6.5.6 Document location

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The master list will provide, as a minimum, the following items of information for each applicable document invoked by the multiprogram/project common-use documents:

- a. Unique document number
- b. Revision level of the correct version, or a pointer to the location where the revision level of the correct version or the correct version itself may be found
- c. Document title
- d. The document location, either physical or electronic, at which users will retrieve the correct version of the applicable document. A direct electronic (hypertext) link to the correct document or its controlling master list may be provided and is preferred.

2.6.6 Provide readily accessible master list to users to preclude the use of invalid and/or obsolete documents.

2.6.7 Provide electronic accessibility to pertinent background information for review and approval of documents.

2.6.8 Promptly remove invalid and/or obsolete documents from access and the master list.

2.7 The MSFC Documentation Repository shall:

2.7.1 Store and properly dispose of the official controlled electronic multiprogram/project common-use documentation.

2.7.2 Maintain documents readily accessible to users, providing hard copies upon request.

2.8 Any person may:

2.8.1 Identify the requirement for a multiprogram/project common-use document.

2.8.2 Report a multiprogram/project common-use document deficiency.

2.9 Users shall assure against unintended use of any previous/obsolete version of any multiprogram/project common-use document and have documented authority to use previous/obsolete documents to perform work.

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3. PROCEDURE

3.1 Identification/Definition of Multiprogram/Project Common-Use Documents.

3.1.1 Identify Requirement. Any person may identify and define the requirement for a multiprogram/project common-use document as the need arises.

3.1.2 Assign OPR Designee. The director/manager of the OPR, or designated personnel, shall assign an OPR designee(s) for each document.

3.2 Preparation of Multiprogram/Project Common-Use Documents. These documents shall be prepared by the OPR designee in accordance with MWI 7120.4.

3.3 Control of Multiprogram/Project Common-Use Documents.

3.3.1 Establishment of the Multiprogram/Project Common-Use DCB. The Multiprogram/Project Common-Use DCB was chartered (refer to MPD 1150.1, Charter MC-06) to review for adequacy prior to issue to perform work, critically evaluate, and disposition all MSFC Multiprogram/Project common-use documents.

3.3.1.1 Membership. The DCB Chair, or designated personnel, shall establish and maintain DCB membership by memorandum in coordination with the managers of each MSFC organization affected by multiprogram/project common-use documentation. The director/manager, or designated personnel, of each MSFC organization will designate a member and an alternate as DCB members to the DCB Secretariat, with changes reported as they occur. Membership will include the following representatives:

a. Chair. The Director, Engineering Directorate, or designated personnel, will serve as the DCB Chair. The Chair may establish any time period for reviewing multiprogram/project common-use documents as deemed necessary. The DCB Chair has the authority to disposition a multiprogram/project common-use document without review and disposition by the DCB membership; however, the Chair shall provide reasons for not submitting the document through the established review and disposition process to the DCB to be included as a record in the DCB minutes.

b. Multiprogram DCB Members/Alternates. Assigned members/alternates from each MSFC organization are responsible for obtaining the consolidated position of their organizations on all applicable DCB activities, and are empowered to act for the organizational director/manager, who is ultimately totally

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responsible for the areas covered by the members. DCB members are responsible for entering their organization's disposition for each document.

3.3.1.2 DCB Secretariat Support. A DCB secretariat will be assigned to support the DCB.

3.3.1.3 MLC Support. The MLC will be assigned to support the DCB.

3.3.1.4 Other Support. Other support personnel may be assigned as needed.

3.3.2 Review and Disposition of Multiprogram/Project Common-Use Documents. The electronic review, disposition, and approval process defined by MWI 7120.3 shall be used. Formal DCB meetings may be called as required. An overview of the review and disposition timeline for the process is described below. (NOTE: the time for the OPR designee to prepare the document and obtain checking review is not included):

3.3.2.1 The OPR designee uploads either a new or revised document as "draft" along with any pertinent background information, and assigns a due date for DCB members' review. The Chair requires that a nominal review period shall be 10 working days or less when possible. If the complexity of either the initial baseline or proposed changes warrant, the OPR designee may add time to the schedule up to a total of 20 working days. Any extension beyond 20 working days shall require the prior approval of the Chair.

3.3.2.2 The DCB members will review and upload comments by the due date. After the due date, late comments are NOT accepted by the PDS, therefore the OPR designee is not required to accommodate them. The DCB member/alternate has 3 options for late comments: (1) Hold them and submit in the next review cycle for the document, (2) Forward to the OPR designee for consideration, or (3) Request the Chair to direct incorporation, providing rationale of why the proposed late changes should be included in the current review cycle.

3.3.2.3 OPR designee will coordinate with the reviewers and upload resolutions within 10 working days or less when possible. In rare instances that the OPR designee is unable to satisfactorily resolve the DCB member(s) comment(s), the OPR designee will notify the Secretariat to schedule a meeting with the Chair for a discussion and decision on the resolution of the problem comment(s). The directed resolution will be specified by the OPR designee in the overall OPR resolution. In some

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instances where the OPR designee has decided that accommodation of late comments is possible within the schedule, the OPR designee shall briefly specify the nature of the changes to be made in the overall OPR resolution.

3.3.2.4 OPR designee incorporates changes into the text of the document and uploads the final draft for Chair approval not to exceed 7 working days from resolution upload. NOTE: For those rare instances that the Chair must decide on the resolution and/or incorporation of comments as a result of a meeting, up to 5 extra days shall be allowed for the OPR designee to upload the final document.

3.3.2.5 If the changes due to the comments are extensive, the OPR designee may prepare DRAFT 2 and upload to start another review cycle within the 7 working days. If the OPR designee is unable to comply within the 7 working days, the OPR designee requests a schedule extension from the Secretariat not to exceed 5 working days. Otherwise, the OPR designee provides rationale for an extension of time and requests Chair approval. NOTE: The Chair may direct a subsequent draft be prepared as necessary.

3.3.2.6 The above times are maximums for fairly complicated technical documentation. Most of the multiprogram/project documents processing should be accomplished in considerably less time, whereas highly complicated documents may take more time.

3.3.3 Document Approval. The Director, Engineering Directorate, or designated personnel, shall be the approving authority for multiprogram/project common-use documentation. The document approval or disapproval process shall be in accordance with MWI 7120.3.

3.3.4 Master List. The official Master List for multiprogram/project common-use documentation resides on the MSFC Integrated Document Library (MIDL) Web page and the approved current documents are available online. The PDS data base administrator (ED43) maintains the records of preparation, review and approval, cancellation, etc., for the "M" DCB. The goal is to have an all-electronic transfer system (link) between the PDS data base and the MIDL data base. Until this is implemented, the Secretariat, in conjunction with the PDS data base administrator, assures that the DCB-approved document and the requisite Form 2896 are placed on the MIDL, and that invalid or obsolete documents are promptly identified and removed from the MIDL. Any restrictions for accessibility shall be specified by the organization responsible for the document.

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3.3.4.1 Addition of Existing Multiprogram/Project Common-Use Documents to the Master List. Existing multiprogram/project common-use documentation, processed in accordance with MSFC-STD-555, will be added to the master list by the following process: Engineering Directorate personnel will perform an initial document purging exercise to cancel documents no longer needed. The remaining documents will be sent to the MLC for placement on the master list. Multiprogram/project documentation other than specifications, standards, and handbooks in existence prior to the approval of Revision A of this document may be retained as such for the life of the document, including revisions. However, when existing documents are updated, it is highly desirable that the documents be reformatted to meet this procedure.

3.3.5 Document Revisions and Cancellations. Document revisions and requests to cancel documents shall be prepared by the OPR designee and processed in accordance with MWI 7120.3. Document revisions and the request to cancel documents shall be reviewed for adequacy prior to issue to perform work by the same functions/organizations that reviewed the original document, unless specifically designated otherwise. Revisions that do not affect the technical or material content of the document (i.e., formatting, clerical, administrative, grammatical, some corrections) do not require DCB disposition.

3.3.6 Assurance Against Unintended Use of Obsolete Documents.

3.3.6.1 Users shall verify the correct version of a document is used in the work being performed by checking revision status on the master list.

3.3.6.2 To assure against unintended use of any previous/obsolete version of a document, all users shall comply with the following provisions:

- a. Destroy the document, or
- b. Mark if retained, e.g., "FOR HISTORICAL PURPOSES ONLY," "FOR LIMITED APPLICABILITY," "REFERENCE," etc. (e.g., on the face of the document, a file cabinet or drawer, a bookcase or shelf), or
- c. Otherwise suitably identify (e.g., via explanation).

3.3.6.3 Users shall ensure that authority to use versions other than the current version is documented by contractual arrangement, customer agreement, or other authority.

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3.4 Disposition of Multiprogram/Project Common-Use Documents.
The MSFC Documentation Repository shall store and properly dispose of the official controlled electronic versions that are readily accessible to users, disposition the documents, and provide paper copies upon request per MWI 2210.1. Records resulting from this MPG shall be maintained and dispositioned in accordance with MPG 1440.2.

3.5 Annual Review of Documents. Organizational managers shall ensure the conduct of an annual review of multiprogram/project common-use document(s) for which their organization is responsible to ensure they are current. Results of the reviews are records.

3.6 Reporting Multiprogram/Project Common-Use Document Deficiencies. Any person may report a deficiency in accordance with MPG 1280.4 and MWI 1280.4.

4. RECORDS

4.1 The following records shall be maintained in accordance with NPG 1441.1:

4.1.1 Electronic master list of multiprogram/project common-use documents shall be maintained by the MLC in accordance with NRRS 1/72E [1410], maintained current; destroy when superseded, obsolete, or no longer needed.

4.1.2 The MSFC Documentation Repository shall store and dispose of the approved electronic versions of multiprogram/project common-use documents in accordance with NRRS 8/12.A [8070], permanent-retire to FRC when no longer needed for reference; transfer to NARA when 15 years old.

4.1.3 DCB membership memorandums (originals) shall be maintained by the DCB Chair in file cabinet filed by date in accordance with NRRS 1/14.A.2 [1150], destroy 2 years after termination or dissolution of Board. Reference copies shall be maintained by the DCB Secretariat in file cabinet filed by date in accordance with NRRS 1/14.B.1(b) [1150], destroy when 3 years old or when no longer needed for reference, whichever is sooner.

4.1.4 DCB minutes (originals) shall be maintained by the DCB Chair in file cabinet filed by date in accordance with NRRS 1/14.B.1(a) [1150], permanent-retire to FRC when 2 years old; transfer to NARA when 20 years old, whichever is sooner. Reference copies shall be maintained by the DCB Secretariat in file cabinet filed by date in accordance with NRRS 1/14.B.1(b)

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[1150], destroy when 3 years old or when no longer needed for reference, whichever is sooner.

4.1.5 Results of annual reviews of multiprogram/project common-use documents shall be maintained by the ED43 MLC in accordance with NRRS 1/78.D [1442] (N 1-9h), destroy when 1 year old or when no longer needed, whichever is sooner.

4.1.6 DCB multiprogram/project common-use documentation reviews shall be maintained electronically by the ED43 MLC in accordance with NRRS 8/12.A [8070], permanent-retire to FRC when no longer needed for reference; transfer to NARA when 15 years old.

4.1.7 Records of the initial purging exercise (refer to paragraph 3.3.4.1) shall be maintained by the Program Manager, NASA Technical Standards Program, in accordance with NRRS 1/78.D [1442] (N 1-9h), destroy when 1 year old or when no longer needed, whichever is sooner.

5. FLOW DIAGRAM

See the following page.

