

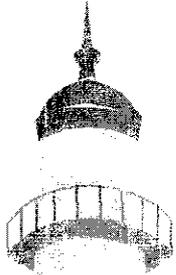


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# Electronic Project Records at JPL



Library,  
Archives,  
and  
Records

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**Margo Young**  
**Presented at RCIM Meeting**  
**Oct. 16 & 17, 2003**



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# Project Libraries



- Projects, such as Voyager 1977 to present, Mars Pathfinder 1987, MER 1999-2004, Jupiter Icy Moons Orbiter (2002-2012) create project libraries for their documents
  - Xerox' DocuShare product implemented at JPL in 1998 through Knowledge Management
  - Many project libraries use DocuShare
  - Chargeback service from Institutional Computing so once project end, libraries are transferred to "active archives"
- Project librarians vary from part-time clerks to Information Systems Managers
- Projects are expected to deposit their ISO quality documents with Engineering Document Services and to transition their records to Archives and Records at the end of the project



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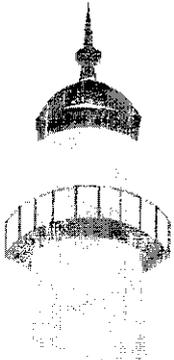
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# Electronic Archives Task

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- Established cross-lab team in summer of 2002 including Project Librarians, DocuShare manager, Chief Archivist.
- Assigned DocuShare team member and Staff Archivist half time in fall 2002.
- Goals:
  - Develop and Publish Policy
  - Develop and Field Procedures Supporting Policy
  - Develop and Implement Tools to Facilitate Policy and Procedures



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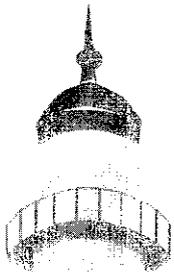
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# Accomplishments FY 03

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- Policy
  - Simplified definitions
  - Emphasized archiving
  - Integrated more with Flight Project Practices and Document and Data Control Requirement
- Added metadata
  - Ownership (government vs. Caltech)
    - Our contract specifies much more than deliverables are government records
  - Record series
- Created User's Guide/Web site
- Matched access policies for electronic "active archives" and traditional archives/records, including export control & sensitivity
- Creating file maps for projects until record series can be automated
- Archivist now contacted to transition libraries at end of project

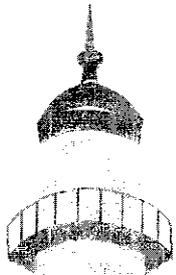


# FY 04 Plans

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- Finalize Common Project Records list
- Conduct Project interviews
- Streamline process using JIMO Project as a prototype
- Develop “road map” of current practice vs. vision for Division Manager and CIO
- Work with TeamCenter and DocuShare teams to integrate schedules into systems (based on Document Type or File Map)
- Develop Functional Requirements for “archives” system
  - Pilot requirements and test against Enterprise Data Management’s Catalog & Archive Service
  - Move archived libraries out of DocuShare and into new service
  - Test processing of records/archives in electronic environment
- Rationalize services:
  - Compare content of archived libraries with Engineering Document Services





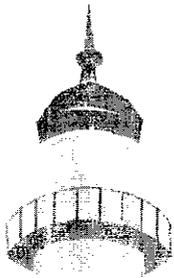
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# Longer Term

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- Develop Best Practices:
  - Capturing and Archiving Email
  - Archiving web pages
- Finalize system requirements for records management and archiving
  - Look at Oracle bolt-ons?
- Tackle archival format of data storage (disk vs. tape) and then application migration issues to keep information useable.



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