



KNOWLEDGE ENGINEERING

Transforming Information into Knowledge

Migration Reference Sheet

“What Do I Do With My Document? Delete It or Keep It?”

Knowledge Engineering (KE) provides comprehensive solutions to successfully leverage intellectual capital (IC) within an organization. It incorporates enterprise content management technologies and transforms information into knowledge on demand, enabling effective decision-making and information sharing. Among other things, KE incorporates Records Management (RM) compliance requirements and best practices to manage IC. This document describes the process for electronic information management during content migration initiatives.

- 1** Is the *document* a duplicate?

 - Yes** **Delete it!** Why? Duplicate documents take up unnecessary space and complicate the identification of the **record** copy.
 - No** Please proceed to Question 2.

- 2** Is the document a *reference copy*?

 - Yes** **Delete it!** Why? Maintaining these files after completing a project can complicate the identification of the record copies. They may also be subject to “**legal discovery**” if kept beyond the disposition (scheduled destruction) date of the record.
 - No** Please proceed to Question 3.

- 3** Is the document a *draft* or an interim copy AND does a *final* copy exist?

 - Yes** **Delete it!** Why? If the document exists in a final state, draft or interim copies are duplicates that take up unnecessary space and complicate the identification of the record copy.
 - No** Please proceed to Question 4.

- 4** Is the document non-work related (i.e. *nonrecords* such as pictures, personal files, etc.)?

 - Yes** **Delete it!** Why? It is not appropriate to have personal documents stored at work.
 - No** Please proceed to Question 5.

- 5** Is the document a *working file*?

 - Yes** **Keep It!** It should be moved to the network drives.
 - No** It is most likely a final file. Remember, before finalizing a current file, it is required to go through the Quality Assurance/Configuration Management (QA/CM) process. If the document has already gone through QA/CM, please proceed to Question 6.

- 6** Is the document a *final file*?

 - Yes** **Keep It!** Please place the file directly into its corresponding final folder.
 - No** If the document does not fit into this or any of the above categories, please contact your KE representative at dhra-cio-support@osd.pentagon.mil.



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RM Definitions

Document: Includes but not limited to deliverables generated on Microsoft Office Suite, System Architect, or any other relevant application, audio-visual files, web site information, etc.

Draft: A version of any document which undergoes consecutive revisions before finalizing and approval by the agency stakeholder who requested the document.

Final: The approved, signed, or delivered version of a document that meets the intended organizational objective and mission of your agency.

Legal Discovery: Part of the pre-trial litigation process during which each party requests relevant information and documents in an attempt to "discover" pertinent facts.

Nonrecord: Nonrecord materials are those Federally owned informational materials that do not meet the statutory definition of records or that have been excluded from coverage by the definition. Excluded materials are extra copies of documents kept only for reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibit. [Sources: DoD 5015.2, "DoD Records Management Program", March 2000, and 44 U.S.C. 3301]

Record: Records include all books, papers, maps, photographs, machine-readable materials, and other documentary materials, regardless of physical form or characteristics, made or received by an Agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that Agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them. A record covers information in any medium, and includes operational logistics, support and other materials created or received by the DoD Components in training, contingency, and wartime operations as well as in all routine and peacetime business. [Sources: DoD 5015.2, "DoD Records Management Program", March 2000; and 44 U.S.C. 3301]

Reference: Any document that is kept for personal reference and is a nonrecord for practical purposes.

Working Files: Rough notes, calculations, or drafts assembled or created and used to prepare or analyze other documents.