



Boston Government Services LLC

ELECTRONIC RECORD ASSESSMENT

BGS-WA-03-RM-01

Revision 1

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Revision History

Rev. #	Date	By	Type¹	Changes
0	03/09/2016	B. Sutton	N	Initial issue in support of CAR-15-12-1c
1	03/23/2016	B. Sutton	M	Expanding the scope to include assessment when hardware or software changes might impact QA records accessibility

¹ M = major change, mc = minor change, N = new

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1. PURPOSE

The purpose of this work aid to provide an assessment of electronically stored BGS Quality Assurance (QA) records to ensure that said records are retrievable and protected against unacceptable degradation.

2. SCOPE

This work aid applies to electronically stored QA records only, specifically Adobe Portable Document Format (PDF) files stored in the BGS Records Management System (RMS).

All QA records PDFs will be assessed on an annual basis, and after any hardware or software change that could impact accessibility

3. REFERENCES

- 3.1. BGS-QA-26, *Surveillance*
- 3.2. BGS-RM-01, *Quality Assurance Records*

4. DISCUSSION AND OVERVIEW

- 4.1. BGS maintains all QA records as electronic PDFs.
- 4.2. This procedure is executed by the Functional Manager (FM) or designee.
- 4.3. Assessment results and review comments are recorded in the results file, *BGS_ERA_yyyymmdd_hhmi.txt*, of the operation that verifies the PDFs.
- 4.4. An assessment is deemed a success when there are zero **read failures** across the entire population of QA record PDFs.
- 4.5. An assessment is deemed a failure when there are one or more **read failures** across the entire population of QA record PDFs. A failure will result in further analysis that will be documented in a surveillance per BGS-QA-26, *Surveillance*.
- 4.6. The results file will be submitted to the DCA as a QA record.

5. WORK AID STEPS

- 5.1. Login to BGS Records Server.
- 5.2. Open a CMD shell window.
- 5.3. Create Electronic Records Assessment (ERA) receiving folder, if it does not exist:
C:\> mkdir c:\era
- 5.4. Change directory to the RMS root folder:

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C:\> cd "C:\Records Management\01Quality Assurance Records"

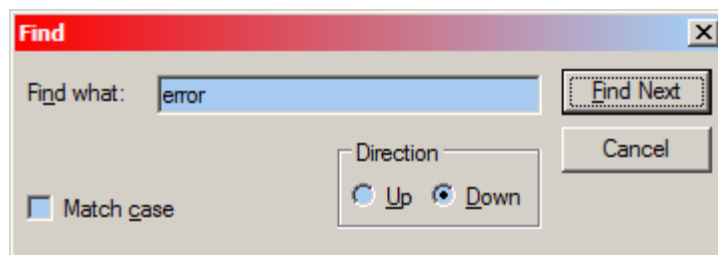
- 5.5. Invoke the review, replacing <yyyymmdd_hhmi> with current year, month, day, hour, minute:

```
forfiles /s /m *.pdf /c "cmd /c echo. & echo @path @fname & pdfinfo.exe @file"
1>c:\era\BGS_ERA_yyyymmdd_hhmi.txt 2>&1
```

- 5.6. Open Windows Explorer, move to c:\era

- 5.7. Using a text editor, open and scan the results file, *BGS_ERA_yyyymmdd_hhmi.txt*.

5.7.1. Scan for errors

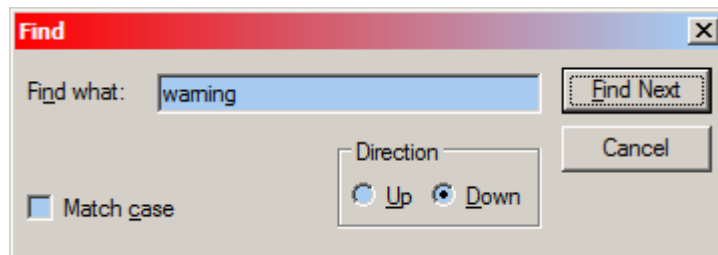


- a) Per error:

Copy file name and error message.

Paste at top of results file as placeholder(s) for subsequent analysis.

5.7.2. Scan for warnings



- a) Per warning:

Copy file name and error message.

Paste at top of results file as placeholder(s) for subsequent analysis.

- 5.8. If the assessment is a success, then proceed to Section 5.9.4.

- 5.9. If the assessment is a failure, then coordinate the performance of a surveillance with the FM. The scope of the surveillance will include:

5.9.1. Analysis of each error or warning is made on a file-by-file basis.

5.9.2. Resolve failure appropriately, record resolution steps and final status in

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result file *BGS_ERA_yyyymmdd_hhmi.txt*.

5.9.3. Complete surveillance per BGS-QA-26, *Surveillance*.

5.9.4. Process results file *BGS_ERA_yyyymmdd_hhmi.txt*.

- a) Print, sign, and date first page.
- b) Scan signed first page, convert to PDF.
- c) Convert results file to PDF.
- d) Replace first page of result file PDF with signed/dated first page PDF.
- e) Submit Results File as a QA record per BGS-RM-01, *Quality Assurance Records*.