

## IR-4 Amendment Form

### SOP amendment from Headquarters SOP 7.1:11 Appendix C

Effective date: October 3<sup>rd</sup>, 2016

#### Description of SOP Amendment:

This SOP amendment changes Appendix C the Archive Inventory Sheet in SOP 7.1:11.

#### Reason for SOP Amendment:

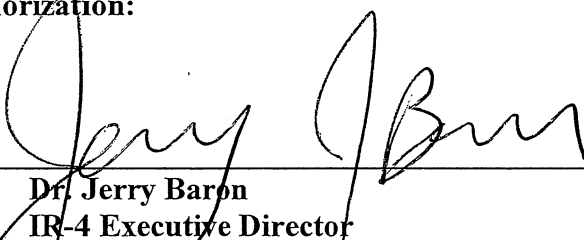
Appendix C, "Archive Inventory Sheet" has been updated to provide a more efficient process for keeping track of data being submitted for archiving. This form also gives the ability for other programs within IR-4 to archive their data into IR-4 Headquarters Archives.

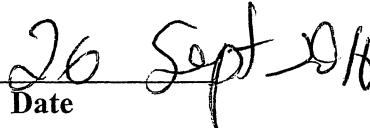
Note that this appendix will become effective prior to SOP 7.1:11 revisions, reviews and management approval which are currently in progress.

#### Impact on Operation:

Allows for the use of one form, for submission of data from any IR-4 program area.

#### Authorization:

  
\_\_\_\_\_  
Dr. Jerry Baron  
IR-4 Executive Director

  
\_\_\_\_\_  
Date

cc: All IR-4 recipients with full set of SOPs

JB/ks

Archive Inventory Sheet

PR#: \_\_\_\_\_

All items are to be listed, or documentation stapled to this form

Check off **only the materials presented for archiving:**

- \_\_\_\_\_ Manila Folder      \_\_\_\_\_ Blue Folder      \_\_\_\_\_ Red Folder
- \_\_\_\_\_ Purple Folder      \_\_\_\_\_ Gray Folder      \_\_\_\_\_ Green Folder (QA)
- \_\_\_\_\_ Field Data Books as listed or attached verified copy of master schedule:

\_\_\_\_\_ ASR from laboratory

\_\_\_\_\_ Laboratory Raw Data as listed (include # of folders, notebook names, etc.):

\_\_\_\_\_ Other Materials

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\_\_\_\_\_ Final Report      \_\_\_\_\_ Date Report Signed

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Submission

\_\_\_\_\_ Transmittal Letter      \_\_\_\_\_ CD      \_\_\_\_\_ Petition

**Other Materials:**

**List all PR#s included with this submission/crop grouping:**

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**Submitter:** Initial/Date: \_\_\_\_\_ Print Last Name: \_\_\_\_\_

**Archivist Use Only:**

**Archivist:** Initial/Date: \_\_\_\_\_ File Location: (*Rack-Row*) \_\_\_\_\_