



River Crossing Municipal Center Modernization

A fully fictional example showing how material search-scope decisions can be organized for review.

ILLUSTRATIVE

NOT A LIVE REQUEST

NO AGENCY DATA

SEARCH OBJECTIVE

Identify communications and planning records concerning the fictional River Crossing Municipal Center modernization project, including major scope, schedule, procurement, and stakeholder decisions.

DATE RANGE

Jan 1, 2021 - Dec 31, 2023

REVIEW STATE

Open questions remain

CUSTODIAN UNIVERSE

Public Works Director	Decision authority
Capital Projects Manager	Day-to-day project lead
Procurement Officer	Solicitation and contracting
Communications Director	Public messaging
City Manager liaison	Executive coordination

SYSTEMS AND REPOSITORIES

- Primary email platform and archived mailboxes
- Shared project drive and procurement repository
- Project-management workspace
- Enterprise messaging platform
- Predecessor document system - status unresolved

SEARCH TERMINOLOGY

Formal name	River Crossing Municipal Center Modernization
Acronyms	RCMC; MCM project
Informal names	civic center renovation; municipal center upgrade
Illustrative contractor	Northline Builders

KNOWN EXCLUSIONS

Automated alerts, public newsletters, exact duplicate exports, and unrelated facilities work - only if each exclusion is reviewed and authorized.



What supports the scope - and what remains unresolved

Illustrative entries show how supporting evidence and open questions remain visible to the reviewer.

SCOPE DECISION	ILLUSTRATIVE SUPPORT	STATE
Project naming	Illustrative project page and council agenda	Supported
Custodian roles	Illustrative organization chart and project roster	Review
Date boundaries	Illustrative approval date and closeout milestone	Supported
Predecessor system	No source yet identifies migration or archive coverage	Unresolved

UNRESOLVED QUESTIONS

- Did a predecessor email or document system contain project records?
- Are former employee accounts preserved and searchable?
- Did relevant project communications occur by text message?
- Are contractor and project aliases complete?
- Which exclusions require formal approval?

REVISION HISTORY

VERSION	CHANGE	RATIONALE	STATE
0.1	Initial map	Added objective, dates, core roles, and primary systems.	Draft
0.2	Terminology review	Added acronyms, informal names, and contractor reference.	Reviewed
0.3	Coverage question	Added predecessor system and archived-account questions.	Open

HUMAN REVIEW CHECKPOINTS

- ☐ Confirm the search objective and authority.
- ☐ Approve custodian and system coverage.
- ☐ Resolve or accept documented uncertainty.
- ☐ Authorize exclusions and major revisions.
- ☐ Record the final scope decision.