

From: Marlene Crigger
To: WRSC Group
Date: 1/29/02 6:49AM
Subject: Action Items

release

Good morning!

Attached are action items for your review.

thanks!!

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Web Redesign Steering Committee Meeting January 22, 2002

Action Items and Decisions

- Mindy Landau to include an ASLBP representative on the team conducting content sensitivity reviews.
- Preliminary Notifications: Dick Wessman and Joe Holinich will coordinate procedures for reviewing and posting these with the regions to be consistent with the other event reports.
- Document Collection Restoration: Office Deputy Directors will sign off on the public availability of the document collections in their areas.
 - The OCIO will develop a form for DD sign off. It will note either that the sensitivity review was conducted and the information can be reposted or that a sensitivity review is unnecessary and the information can be reposted as is
 - The OE rep stated that all enforcement documents (including the Enforcement Manual) should be OK for posting to the web. OCIO will request OE Deputy sign-off on this.
- OCIO will modify the Web management control matrix to ensure that the ADAMS accession number is associated with a document before it's posted
- Fran Goldberg requested that offices responsible for generic communications provide sign off on any portions of these collections that are cleared for posting to the public site
- OCIO will post the release schedule for the upcoming month on the What's New page to let stakeholders know our plans. Beth Hayden will review the upcoming release schedule before it's posted under What's New.
- Fran Goldberg will send an e-mail to members of the WRSC requesting that they identify their office staff who should be invited to the web redesign recognition ceremony to be held in the Exhibit area of TWFN.
- OCIO will send a memo to identified staff members, their supervisors, and office directors, to thank them and invite them to attend the ceremony. OCIO will also arrange for certificates and other tokens of appreciation. Other senior managers and Commissioners will also be invited.
- Beth Hayden will investigate whether the agency can fund the refreshments for this awards ceremony, tentatively scheduled for March 21 at 2:00 p.m.

Other Issues

- NRC will await the definition of sensitive information being developed by the Office of Homeland Security rather than developing an NRC-only definition.