

July 11, 2005

MEMORANDUM TO: Luis A. Reyes
Executive Director for Operations

FROM: Stephen D. Dingbaum/RA/
Assistant Inspector General for Audits

SUBJECT: STATUS OF RECOMMENDATIONS: USE OF E-MAIL AT
NRC (OIG-03-A-11)

REFERENCE: DIRECTOR, OFFICE OF INFORMATION SERVICES
MEMORANDUM DATED JUNE 28, 2005

Attached is the Office of the Inspector General's analysis and status of recommendations as discussed in the agency's response dated June 28, 2005. Based on this response, recommendation 1 remains resolved. Please provide an updated status of this recommendation by April 12, 2006.

If you have any questions or concerns, please call me at 415-5915.

Attachment: Status of Recommendations

cc: W. Dean, OEDO
M. Malloy, OEDO
P. Tressler, OEDO

**Audit Report
Use of E-Mail at NRC
OIG-03-A-11**

Status of Recommendations

<u>Recommendation 1:</u>	Revise Management Directive and Handbook 3.53, "NRC Records Management Program," to include current information about ADAMS.
Response Dated June 28, 2005:	<p>The Office of Information Services (OIS) continues its work to consolidate MD and Handbook 3.53, "NRC Records Management Program," and MD and Handbook 3.50, "Document Management." The management directive will be issued as one combined directive, entitled "NRC Records and Document Management Program," with a two-part handbook. Part I, "NRC Records Management Program," has already been rewritten and circulated among the OIS divisions for comment. Part II, "ADAMS Document Processing," is being revised and will be submitted to ADM for formatting in July 2005. We plan to circulate the combined MD and handbook to NRC offices in September 2005.</p> <p>Our initial plan was to issue the management directive and Part 1 of the Handbook by September 30, 2005. However, we believe that it is more efficient and effective to issue the combined directive and both parts of the handbook to the offices simultaneously for review and concurrence. Although we have made considerable progress on this initiative, we are unable to adhere to the September 30, 2005, schedule because of competing records management priorities. Therefore, we request an extension to March 31, 2006.</p>
OIG Analysis:	The proposed corrective action addresses the intent of recommendation 1. This recommendation will be closed when OIG receives and evaluates a copy of the revised Management Directive and Handbook 3.53 "NRC Records Management Program" (MD 3.53) containing current information about ADAMS.
Status:	Resolved.