March 16, 2009

MEMORANDUM TO: Office Directors and Regional Administrators

FROM: Thomas M. Boyce, Director ***/RA/***
Office of Information Services

SUBJECT: RECORDS AND INFORMATION MANAGEMENT TRAINING
APRIL 7-9, 2009

From April 7-9, 2009, the Office of Information Services (OIS), Information and Records Services Division, Records and FOIA/Privacy Services Branch is sponsoring a series of records and information management training sessions. These sessions will be conducted by the National Archives and Records Administration (NARA), the Federal oversight agency for records management.

Attendance at this training will equip staff with knowledge about compliance with mandatory Federal recordkeeping requirements. Adherence to these requirements creates a complete record of Agency actions that will remain with the Agency for future use and may later be transferred to the National Archives of the United States as a historical record. In addition, a successful records management program makes needed information available to decision makers. For example, the staff was recently able to retrieve 230 boxes of records from the original Indian Point licensing review to support the license renewal application.

I ask your full cooperation in supporting staff attendance at the forthcoming records and information management training sessions. The training will be customized for three areas of differing records responsibility:

- One all-day session will be provided for Records Liaison Officers who are responsible for administering the Agency's records management policies, procedures, and programs as described in Management Directive 3.53, "NRC Records and Document Management Program." This session will cover a variety of activities involved in the maintenance and use, as well as the disposition, of Agency records. It presents practical procedures for handling records of various types for those needing the task-oriented records management basics.

- Two half-day sessions will be provided for Information Technology (IT) Project Managers. IT professionals are in unique positions related to records as they administer the systems that create and maintain electronic Agency records. These half-day sessions are designed to raise awareness within the IT community of the legal

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responsibilities for records management and the consequences for noncompliance that are directly tied to IT. The sessions will also discuss system requirements, specifications for transfer of electronic records to NARA, and resources that are available to assist the IT professional.

- Two half-day sessions will be provided for managers, such as division directors and branch chiefs, and others who have operational and mission-related responsibilities in their offices, such as project managers and licensing assistants. Their attendance at the training will help them understand and follow appropriate records management policies and procedures. Ultimately, training staff who are responsible for office mission-related activities will ensure that these individuals help the Agency comply with applicable records management policies and procedures for office activities. This half-day session will provide a practical guide to policies, procedures, and legal requirements for managing program records and information.

OIS will be issuing a separate announcement with registration information. The sessions will be available to the regions via teleconference.

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MEMORANDUM TO OFFICE DIRECTORS AND REGIONAL ADMINISTRATORS, DATED ___:

SUBJECT: RECORDS AND INFORMATION MANAGEMENT TRAINING APRIL 7-9, 2009

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