

May 11, 2009

Barbara Voss, Director  
Rocky Mountain Region Federal Records Center  
Denver Federal Center  
Building 48  
P.O. Box 25307  
Denver, Colorado 80225

Dear Ms. Voss:

On behalf of the Information and Records Services Division of the U.S. Nuclear Regulatory Commission (NRC), I would like to offer my sincere thanks to the National Archives and Records Administration Training Program, and to Mr. Steve Adams, for delivering a resoundingly successful Records and Information Management (RIM) training specially customized for NRC staff.

During the period April 7-9, 2009, Mr. Adams presented a series of training sessions at the NRC Headquarters in Rockville, MD. These sessions informed NRC staff of their RIM responsibilities and described how they can achieve compliance with Federal recordkeeping requirements and agency regulations. Mr. Adams worked closely and cooperatively with NRC records staff to customize the training. He provided many examples from his extensive experience with the nuclear energy industry to make RIM concepts and practices relevant to NRC staff's day-to-day activities.

A full-day session held on April 7 was attended by 31 Records Liaison Officers and other office staff who are responsible for administering the NRC's records management policies, procedures, and programs. On the succeeding days, 36 Information Technology Project Managers and 71 Division Directors, Branch Chiefs, Project Managers, and Licensing Assistants attended the four half-day sessions. Those attending were introduced to records concepts and explained the records-related issues and responsibilities specific to their positions. The training was also made available to our four regions via a webinar. Response to the training by all attendees was overwhelmingly positive.

Mr. Adams was a knowledgeable and dynamic speaker who entertained NRC staff with thought-provoking anecdotes while engaging them in discussions of the latest hot-button issues relating to the management of records and information. His untiring energy and skillful presentation has generated such enthusiasm for RIM that we have been inundated with requests for additional training and assistance; and his help in raising awareness of our RIM program has been incalculable. Because staff had to be turned away, we have promised to deliver more RIM training later in the year, and hope that Mr. Adams will be able to return to capitalize on this overwhelmingly successful beginning.

Thank you again for facilitating the delivery of this well-received training and for working with us to promote meaningful records and information management to NRC staff.

Sincerely,

*/RA/*

Joseph J. Holonich, Director  
Information and Records Services Division  
Office of Information Services

cc:

Susan R. Cummings  
Acting Director  
Modern Records Programs (NWM)  
National Archives and Records Administration  
Room 2100  
8601 Adelphi Road  
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Adrienne C. Thomas  
Acting Archivist of the United States  
National Archives and Records Administration  
Room 4200  
8601 Adelphi Road  
College Park, MD 20740-6001

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<b>NAME</b>	D. Armentrout	R. Nichols	J. Holonich
<b>DATE</b>	4/24/09	4/28/09	5/11/09

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