



## Department of Energy

Washington, DC 20585

July 29, 2010

MEMORANDUM FOR JOHN E. DAVENPORT, DIRECTOR  
RECORDS MANAGEMENT DIVISION  
OFFICE OF THE CHIEF INFORMATION OFFICER

FROM: DAVID K. ZABRANSKY  
ACTING PRINCIPAL DEPUTY DIRECTOR  
OFFICE OF CIVILIAN RADIOACTIVE  
WASTE MANAGEMENT

SUBJECT: Transfer of Office of Civilian Radioactive Waste Management  
(OCRWM) Records Custodianship to the Office of Legacy  
Management (LM)

Due to the closure of the OCRWM program, records custodianship for operating contractor records and DOE program office records (stored at the National Archives and Records Administration (NARA) Federal Records Centers (FRC) in Suitland, Maryland, and Riverside, California) will transfer from OCRWM to LM effective August 2, 2010.

The current custodian for the OCRWM operating contractor records is David Keller, USA Repository Services LLC, 1551 Hillshire Drive, Las Vegas, NV 89134, (702) 693-2520. The current custodian for the DOE OCRWM program records is Sheryl A. Morris, U.S. Department of Energy, OCRWM, 1551 Hillshire Drive, Las Vegas, NV 89134, (702) 693-2472.

Effective August 2, 2010, the new custodian for all OCRWM records at the FRCs will be Karen K. Hatch, U.S. Department of Energy/LM-10, 99 Research Park Road, Morgantown, West Virginia 26505, (304) 413-0826.

OCRWM has been working with LM for the eventual transfer of custodianship and has the necessary systems and processes in place for the functions that will be transferred. After closure of the OCRWM program, there will be additional records generated. These records will be scheduled and dispositioned to the LM Business Center (a NARA-certified storage facility) or the National Archives in accordance with NARA requirements.

Please contact Ms. Morris (OCRWM) at (702) 693-2472, or Ms. Hatch (LM) at (304) 413-0826, if further information on this matter is needed.

cc:

S. A. Morris, DOE (RW-5.3.5) NV  
K. K. Hatch, DOE/LM, Morgantown, WV  
Records Processing Center = "2"

OTM:SAM-0471

