

December 12, 2014

MEMORANDUM TO: Darren B. Ash
Chief Information Officer
Office of the Executive Director for Operations

FROM: James P. Flanagan, Director /RA/
Office of Information Services

SUBJECT: EXECUTIVE SUMMARY OF THE U.S. NUCLEAR REGULATORY
COMMISSION RESPONSE TO THE NATIONAL ARCHIVES AND
RECORDS ADMINISTRATION FOR THE FISCAL YEAR 2014
INSPECTION REPORT

Please find below the executive summary of the proposed U.S. Nuclear Regulatory Commission (NRC) response to the National Archives and Records Administration (NARA) fiscal year 2014 inspection report.

Background: NARA conducted an inspection of the NRC records management program to verify that the NRC is in compliance with regulations that govern the creation, maintenance, use, and disposition of agency information. In conducting the inspection, NARA met with NRC staff in several headquarters program offices as well as staff from Region II and Region IV.

Summary of Findings: The NARA inspection report contains 6 findings and 16 recommendations. These include a recommendation that NRC should fully implement the Information and Records Management (IRM) Program Plan, which is comprised of 12 projects that provide an integrated approach to managing the various information and records initiatives of the agency. Overall, the NARA inspection report was positive and stated, "the NRC Information and Records Management Program has a firm foundation and good strategic goals." As stated in Title 36 of the *Code of Federal Regulations*, Chapter 12, Subchapter B, "Records Management," NRC must respond to the NARA inspection report with a plan of corrective action within 60 days of receipt.

NRC Response: The agency will complete the majority of the recommendations by implementing the IRM Program Plan. NRC will respond to any remaining items by completing a business process improvement project on the document intake process of the Agencywide Document Access and Management System, as recommended by NARA. Attached is the NRC's plan of corrective action and the transmittal letter from the NRC Chairman.

CONTACT: Deborah Armentrout, OIS/PMPD
(301) 415-7228

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