

March 30, 2017

MEMORANDUM TO: John M. Moses, Director
Governance and Enterprise
Management Services Division
Office of the Chief Information Officer

FROM: Victor M. McCree */RA/*
Executive Director for Operations

SUBJECT: DESIGNATION OF THE SENIOR AGENCY OFFICIAL
FOR RECORDS MANAGEMENT PROGRAM

I hereby designate you as the U.S. Nuclear Regulatory Commission's (NRC's) Senior Agency Official (SAO) for the NRC's Records Management Program.

As described in the Office of Management and Budget (OMB) and the National Archives and Records Administration's (NARA's) memorandum, "Managing Government Records Directive," dated August 24, 2012 (the Directive), the SAO has direct responsibility for ensuring that an agency efficiently and appropriately complies with all applicable records management statutes, regulations, NARA policies, and requirements of the Directive. OMB and NARA expect that the SAO has the ability to make adjustments to agency practices, personnel, and funding, as necessary, to ensure compliance and to support the business needs of the agency.

Specific responsibilities of the SAO also include the following:

- Coordinating with the Agency Records Officer and appropriate agency officials to ensure the agency's compliance with records management statutes and regulations. This includes submitting to NARA schedules for all existing paper and other nonelectronic records and identifying all unscheduled records.
- Ensuring that permanent records that have been in existence for more than 30 years are identified for transfer and reported to NARA.
- Sending an annual report on records management activities required by the Directive to the Chief Records Officer of the U.S. Government.

During absence from the office, you may delegate these responsibilities to your designated actor. OMB and NARA do not authorize further delegation.

CONTACT: Margie Janney, OCIO/ISMB
(301) 415-7245

This designation is effective on the date of this memorandum and supersedes the September 23, 2016, memorandum (Agencywide Documents Access and Management System Accession No. ML16257A401) which designates the Chief Information Officer as the SAO.

cc: Chairman Svinicki
Commissioner Baran
Commissioner Burns
SECY
OGC
OCA
OPA
CFO

DESIGNATION OF THE SENIOR AGENCY OFFICIAL FOR RECORDS MANAGEMENT
PROGRAM DATE March 30, 2017

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NAME	MJanney	DNelson	VMcCree FBrown for
DATE	3/27/17	3/28/17	3/30/17

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