



NATIONAL ARCHIVES *and* RECORDS ADMINISTRATION  
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July 22, 2019

Mr. John Moses  
Director, Governance and Enterprise Management Services Division  
Nuclear Regulatory Commission  
11555 Rockville Pike  
Rockville, MD 20852  
[John.Moses@nrc.gov](mailto:John.Moses@nrc.gov)

Dear Mr. Moses:

I would like to thank you and your staff for participating in the recent records management assessment pertaining to Federal Advisory Committee records. Our goal in conducting assessments is to work with Federal agency RM programs to identify the most effective, efficient, and innovative RM practices and tools, while gauging federal government compliance with records management regulations and requirements. With this in mind, the assessment team has identified specific areas where your agency can make some improvements. The below recommendations are based on the overall recommendations found in the comprehensive assessment report, and are numbered as such.

**Recommendation 1:** Agencies should establish standard operating procedures documenting roles, responsibilities, and workflow processes for the ARO, CMO, DFOs, and others as needed, to properly capture, maintain, and disposition committee records.

**Recommendation 2:** Agencies must establish an evaluation process as a means of RM oversight of Federal Advisory Committee records.

**Recommendation 3:** Agencies should develop role-based RM training tailored to CMO, DFO, and committee member responsibilities.

**Recommendation 4:** The ARO or a member of the agency RM program should present tailored training to all committee members to ensure members understand their contribution to the government record.

**Recommendation 9:** Agencies should establish dedicated email boxes for each of their committees and require members courtesy copy that email box on all email communications.

**Recommendation 13:** Agencies should consider centralizing disposition of committee records, permanent and temporary, within their agency records management program. If centralized disposition is not feasible, agencies should establish a disposition request process for the disposal of records to ensure that agency records management programs are able to review and approve appropriate disposal actions.

We request that your Agency Records Officer review the report and these recommendations and, in response, develop a plan to address these issues.

NARA values your commitment to records management and appreciates your support for this important endeavor.

Dawn Sherman-Fells, Archivist in the Records Management Oversight and Reporting Program, is the lead on this project. Questions may be referred to her, via phone 301-741-5336 or via email [dawn.sherman@nara.gov](mailto:dawn.sherman@nara.gov).

Sincerely,

A handwritten signature in blue ink that reads "Laurence R. Brewer". The signature is fluid and cursive, with the first name "Laurence" being more prominent than the last name "Brewer".

LAURENCE BREWER  
Chief Records Officer  
for the U.S. Government

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