



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

January 23, 2024

MEMORANDUM TO: Those on Attached List

FROM: David J. Nelson
Chief Information Officer
Office of Chief Information Officer

SUBJECT: FINAL CALL: REDUCING ONSITE STORAGE OF ANALOG RECORDS

David J. Nelson Signed by Nelson, David
on 01/23/24

This memorandum is a final call of your obligation to assist in the reduction of onsite storage of analog records at U.S. Nuclear Regulatory Commission (NRC) facilities. The Office of the Chief Information Officer (OCIO) requests that offices review their analog records and provide them to OCIO for transfer to the National Archives and Records Administration's (NARA's) Federal Records Centers (FRCs) **by April 30, 2024** (Memo ML21265A341, Reminder Memo ML22207A040 and Final Reminder Memo ML22251A276). Failure to meet this deadline will result in your office being financially responsible for digitizing your analog records. In accordance with Office of Management and Budget (OMB)/NARA Memorandum M-23-07, "Update to Transition to Electronic Records" (M-23-07), the FRCs will not accept any analog records for transfer after June 30, 2024.

I am requesting offices to submit a Form 35A, "Records Transfer" with their analog records in groups as early as possible. OCIO will be submitting them to the FRC periodically over the next few months. Please submit the unclassified and classified media (reel-to-reel tapes, cassette tapes, VHS, track, etc.) separately from the paper records, as the indexed information will assist the contractor when digitizing the tapes. The media will be stored in either the OCIO File Room or Secure OCIO/SECY File Room until the digitization contract begins in early FY2025.

Staff need to work with their office and regional Records Coordinators (RCs) or other designated individuals to ensure agency compliance with M-23-07. The RCs/POCs have been issued detailed instructions on how to accomplish this.

I appreciate your help in meeting this very important deadline as the Federal Government transitions to electronic records.

CONTACT: Alicia J. Mullins, OCIO/DIME
240-428-0533

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***via email**

OFFICE	OCIO/DIME/DPRB	OCIO/DIME/DPRB	OCIO/DIME	OCIO/D
NAME	AMullins	MJanney	DSilberfeld	DNelson
DATE	1/17/2024	1/17/2024	1/19/2024	1/23/2024

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MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: JANUARY 23, 2024.

SUBJECT: FINAL CALL: REDUCING ONSITE STORAGE OF ANALOG RECORDS DATED: JANUARY 23, 2024.

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