

RECORDS MANAGEMENT SERVICES

The Records, Training, and SBMS Services Division (RTSSD) is responsible for overall management and coordination of records management activities at ORNL. The division provides a staff of experts in all areas of records management and document control.

Records Management Services provides the following services:

- Records retention and disposition schedule development
- Development and maintenance of Laboratory-level records procedures and guidelines
- Electronic system support for controlled documents and record copies
- Management and operation of the ORNL Inactive Records Center
- Document Center support
- Privacy Act records maintenance and use
- Maintenance of Director's Files and the Director's Information System
- Vital records coordination
- Registration and tracking for the Laboratory Research and Development Notebook
- Records and documents assessment
- Assistance in all aspects of records management and document control
- Coordination for use of ORNL records by authorized external groups



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