

## **U.S. DEPARTMENT OF ENERGY RECORDS MANAGEMENT CENTERS OF EXCELLENCE**

The Centers of Excellence provides information that you may draw on to access the records management knowledge and expertise in the Department. This information resource assists you in establishing best practices, improving program effectiveness and achieving cost efficiencies. Multiple sites or organizations may be listed to provide operational viewpoints and approaches.

Each office and point of contact is an expert in the DOE Records Management Community with a high degree of knowledge and experience in these areas. All have agreed to share their solutions, insights and recommendations in order to enhance the Department's Records Management Program.

### **AREA: ASSESSMENT AND PROGRAM EVALUATION**

**DESCRIPTION:** Audit or review of site-level or management and operating contractor programs to ensure compliance with regulatory requirements and Departmental policies.

**CENTERS OF EXCELLENCE:** Oak Ridge Operations Office (OR);  
Richland Operations Office (RL)

**POINTS OF CONTACT:** Cathy Marciante, OR (865-576-0944)  
Gail Splett, RL (509-376-8274)

### **AREA: DISCOVERY IN SUPPORT OF LITIGATION**

**DESCRIPTION:** Extensive experience in providing records management support to litigation efforts, with processes and procedures in place to respond efficiently and effectively to document requests.

**CENTER OF EXCELLENCE:** Richland Operations Office (RL)

**POINT OF CONTACT:** Gail Splett, RL (509-376-8274)

**AREA: ELECTRONIC RECORDS MANAGEMENT**

**DESCRIPTION:** The capture, maintenance, use and disposition of records managed throughout their lifecycle in electronic format.

**CENTERS OF EXCELLENCE:** Savannah River National Laboratory (SRNL); Idaho Operations Office (ID); Idaho National Laboratory (INL); Bonneville Power Administration (BPA)

**POINTS OF CONTACT:** Kermitt Nicks, SRNL (803-725-1216)  
Karin Brown, ID (208-526-1198)  
Lorrie Robb, INL (208-526-8161)  
Mary Rose Kerg, BPA (503-230-5456)

**AREA: ELECTRONIC SYSTEMS INTEGRATION**

**DESCRIPTION:** The application of records management requirements to new and revised electronic records systems, and the elimination of duplicate systems maintained solely for records retrieval purposes.

**CENTERS OF EXCELLENCE:** Richland Operations Office (RL); Office of Legacy Management (LM); Savannah River Operations Office; Savannah River National Laboratory (SRNL)

**POINTS OF CONTACT:** Gail Splett, RL (509-376-8274)  
John Montgomery, LM (304-285-0937)  
Kermitt Nicks, SRNL (803-725-1216)

**AREA: ENGINEERING RECORDS**

**DESCRIPTION:** Experience with records depicting the concepts and precise measurements needed to plan and build structures, weapons, etc. These include design drawings, engineering, fabrication, construction, testing, modeling, and related records, as well as computer-aided engineering systems.

**CENTERS OF EXCELLENCE:** Bechtel Jacobs, Oak Ridge Operations Office (OR); Savannah River Operations Office (SR)

**POINTS OF CONTACT:** John Jabaley, OR Bechtel Jacobs (865-574-5735)  
Tom McCarthy, SR (803-725-2185)

**AREA: EPIDEMIOLOGY MORATORIUM and EEOICPA RECORDS**

**DESCRIPTION:** Experience with the Energy Employees Occupational Illness Compensation Program Act (EEOICPA) and information on DOE's epidemiological moratorium.

**CENTER OF EXCELLENCE:** Office of Health, Safety and Security (HS)

**POINTS OF CONTACT:** Regina Cano, (EEOICPA) HS (202-586-4455)  
Marsha Lawn, (EPI) HS (301-903-3721)

**AREA: KNOWLEDGE MANAGEMENT**

**DESCRIPTION:** The systematic capture, organization, analysis and use of an organization's records, information and knowledge.

**CENTERS OF EXCELLENCE:** Pacific Northwest National Laboratory (PNNL), Energy Information Administration

**POINTS OF CONTACT:** Tom Anderson, PNNL (509-375-4499)  
John Paul Deley, EIA (202-586-6257)

**AREA: LEGACY RECORDS**

**DESCRIPTION:** Experience with records retained after a site or major program has closed. Records may be maintained for epidemiological reasons, environmental monitoring, pension administration, etc.

**CENTER OF EXCELLENCE:** Office of Legacy Management (LM)

**POINTS OF CONTACT:** John Montgomery, LM (304-285-0937)  
Jeanie Gueretta, LM (970-248-7634)  
Karen Hatch, LM (304-285-1397)

**AREA: PERMANENT RECORDS**

**DESCRIPTION:** Experience in identifying, maintaining, making available and/or transferring permanently valuable records to the National Archives.

**CENTERS OF EXCELLENCE:** Office of Scientific and Technical Information (OSTI); Energy Information Administration (EIA)

**POINTS OF CONTACT:** Madelyn Wilson, OSTI (865-576-8408)  
John Paul Deley, EIA (202-586-6257)

**AREA: PRIVACY ACT/FREEDOM OF INFORMATION**

**DESCRIPTION:** Procedures in place to identify and publish systems of records (including electronic records) that contain personal identifiers (name, social security number, etc), and procedures that ensure the proper use of records covered by the Privacy Act. Procedures in place relating to requests for records made under the Freedom of Information Act.

**CENTER OF EXCELLENCE:** Lawrence Livermore National Laboratory (LLNL)

**POINT OF CONTACT:** Larry Medina, LLNL (925-422-7628)

**AREA: RECORDS MANAGEMENT AWARENESS AND TRAINING**

**DESCRIPTION:** Information on providing appropriate records management training throughout the organization.

**CENTERS OF EXCELLENCE:** Chicago Operations Office (CH); Idaho National Laboratory (INL)

**POINTS OF CONTACT:** Georgette Lane, CH (630-252-8906)  
Lorrie Robb, INL (208-526-8161)

**AREA: RECORDS MANAGEMENT FOR SITE CLOSURE**

**DESCRIPTION:** Experience in records closeout activities for a major project, program, or site that is closing.

**CENTERS OF EXCELLENCE:** Office of Environment Management, Consolidated Business Center (EMCBC); Oak Ridge Operations Office (OR)

**POINTS OF CONTACT:** Kathy Reid, EMCBC (513-246-0607)  
Brian Devir, EMCBC (513-246-0604)  
Cathy Marciante, OR (865-576-0944)

**AREA: RECORDS MANAGEMENT PROCEDURES**

**DESCRIPTION:** Includes processes and procedures for the capture, maintenance, and disposition of Federal records, such as: inventory, indices/findings aids, records disposition schedule development and application.

**CENTERS OF EXCELLENCE:** Idaho Operations Office (ID); Idaho National Laboratory (INL); Energy Information Administration (EIA); Bonneville Power Administration (BPA)

**POINTS OF CONTACT:** Karin Brown, ID (208-526-1198)  
Lorrie Robb, INL (208-526-8161)  
John Paul Deley, EIA (202-586-6257)  
Mary Rose Kerg, BPA (503-230-5456)

**AREA: RECORDS STORAGE**

**DESCRIPTION:** Management of a state-of-the-art records storage facility that meets and/or exceeds regulatory requirements.

**CENTER OF EXCELLENCE:** Oak Ridge Operations Office (OR),  
BWXT/Y-12; Idaho National Laboratory (INL)

**POINTS OF CONTACT:** Cathy Marciante, OR (865-576-0944)  
Betty Robinette, Y-12 (865-576-5694)  
Lorrie Robb, INL (208-526-8161)

**AREA: TEAM BUILDING**

**DESCRIPTION:** Experience in establishing and facilitating records management workgroups to produce effective solutions.

**CENTER OF EXCELLENCE:** Carlsbad Field Office (CBFO)

**POINT OF CONTACT:** Meg Milligan, CBFO (575-234-7340)

**AREA: VITAL RECORDS/DISASTER RECOVERY**

**DESCRIPTION:** Identification of records essential to the continued functioning or reconstitution of operations in case of an emergency or natural disaster and those records needed to protect the rights and interests of the Department and individuals directly affected by its activities. Also plans of operation and access in case of an emergency/disaster.

**CENTERS OF EXCELLENCE:** Idaho Operations Office (ID); Office of the Chief Information Officer (IM); Richland Operations Office (RL); Lawrence Livermore National Laboratory (LLNL); Idaho National Laboratory (INL)

**POINTS OF CONTACT:** Karin Brown, ID (208-526-1198)  
Jim Sledge, IM (301-903-2883)  
Larry Medina, LLNL (925-422-7628)  
Patty Bergeson, INL (208-520-3928)

**AREA: WEAPONS RECORDS**

**DESCRIPTION:** Experience with records that contain information necessary to maintain and enhance the safety, reliability, security and performance of the United States nuclear weapons stockpile, including the ability to design, produce, and test the nuclear stockpile in order to meet national security requirements.

**CENTERS OF EXCELLENCE:** Albuquerque Service Center, National Nuclear Security Administration (ASC/NNSA); National Nuclear Security Administration (NNSA); Lawrence Livermore National Laboratory (LLNL)

**POINTS OF CONTACT:** Theresa Follo, ASC/NNSA (505-845-5680)  
Joan Auch, NNSA (301-903-3441)  
Larry Medina, LLNL (925-422-7628)