

January 18, 2008

**U.S. Department of Energy
Records Management Council**

Charter

1. Purpose

The purpose of the Records Management Council (RMC) is to provide guidance, direction, and coordination for the Department of Energy's (DOE) Records Management Program so that all applicable laws, regulations and directives related to records management are implemented in an efficient and effective manner throughout the Department. The RMC will promote collaboration to improve the management and execution of the Department's records management program in support of achieving DOE missions.

2. Objective

The objective of the RMC is to recommend and assist in the establishment of consistent records management policies, procedures and requirements; communicate recommendations to DOE management and contractor organizations; provide a forum for the discussion and resolution of records management issues; and ensure the records management program is consistent with the Information Resources Management Strategic Plan, the DOE Strategic Plan, and strategic plans of the Program and Staff Offices.

3. Membership and Organization

- a. The Council. The RMC shall consist of Federal DOE personnel from the Headquarters' Records Management Division, the Program Records Officials, and the Field Records Management Officers. The Departmental Records Officer (Director, Records Management Division) shall chair the RMC. The Chair shall appoint an Executive Secretary.
- b. Standing Committee. There shall be one Standing Committee consisting of records management personnel from Headquarters and Field Offices, and from DOE contractors. The RMC will elect 12 individuals to serve on the Standing Committee. The Chair of the RMC shall appoint two at-large members of the Standing Committee. Members of the Committee shall elect a Chair. One-half of the initial members on the Committee will serve for two years. The other one-half will serve for three years. After that, half of the membership will be replaced every year. Similarly, one of the initial at-large members will serve a three-year term. All other at-large members will serve for two years. Collectively, the Committee will

determine which members will serve the first three years. The Executive Secretary of the Council will be a non-voting member of the Standing Committee.

- c. Ad Hoc Committees. The Chair of the RMC can appoint ad hoc committees to address records management issues as they arise.

4. Administrative Provisions

The RMC will meet at least semi-annually. One of the semi-annual meetings will be in conjunction with the Information Management Conference. The other meeting will at a time and location determined by a majority of the RMC members. Other meetings, including tele/videoconferences will be held as needed.

The Records Management Division (IM-23), Office of the Chief Information Officer, through the Executive Secretary, will provide administrative support for the RMC and the Standing and Ad Hoc Committees, including, but not limited to, calling meetings, preparing and distributing meeting agendas and meeting notes, and arranging for rooms and other necessities for the semi-annual meetings.

All decisions of the RMC shall be by consensus with the consent of the Chair. When consensus is not achieved, the Chair shall make the decision.