

U.S. DEPARTMENT OF ENERGY
RECORDS MANAGEMENT CENTERS OF EXCELLENCE
October 2015

The Centers of Excellence provides information on contacts that may be contacted for records management knowledge and expertise within the Department of Energy (DOE). This information resource will assist with 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 provided below is a DOE expert with a high degree of knowledge and experience in their respective areas. All have agreed to share their solutions, insights, and recommendations in order to enhance the Department's Records Management Program.

Assessment and Program Evaluation

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

CENTERS OF EXCELLENCE: Environmental Management Consolidated Business Center (EMCBC)

POINTS OF CONTACT: Kathy Reid, EMCBC (513-246-0607)

Discovery in Support of Litigation

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

CENTERS OF EXCELLENCE: Environmental Management (EM)

POINTS OF CONTACT: Ann Sands, EM (301-903-8706)

Electronic Systems Integration

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

CENTERS OF EXCELLENCE: Environmental Management (EM)

POINTS OF CONTACT: Meg Milligan, EM (301-903-0908)



Engineering Records

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: National Energy Technology Laboratory (NETL)

POINTS OF CONTACT: Ryan Morrone, NETL (412-780-6619)

Epidemiology Moratorium and EEOICPA Records

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

CENTER OF EXCELLENCE: Office of Environment, Health, Safety and Security (AU)

POINTS OF CONTACT: Greg Lewis, AU (202-586-2784); Isaf Al-Nabulsi, AU (301-903-9238)

Freedom of Information Act

Experience with responding to requests for information from the Freedom of Information Act (FOIA) office, pursuant to the FOIA Act. FOIA ensures that any person has a right of access to federal agency records and that federal agency records must be made available to the public unless they are specifically exempt from public release.

CENTERS OF EXCELLENCE: Environmental Management (EM)

POINTS OF CONTACT: Ann Sands, EM (301-903-8706)

Knowledge Management

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

CENTERS OF EXCELLENCE: Environmental Management (EM)

POINTS OF CONTACT: Meg Milligan, EM (301-903-0908)



Legacy Records

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

CENTERS OF EXCELLENCE: Legacy Management (LM)

POINTS OF CONTACT: Edwin “Doc” Parks, LM (304-413-0823); Jeanie Gueretta, LM (970-248-7634)

Permanent Records

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); National Energy Technology Laboratory (NETL)

POINTS OF CONTACT: Madelyn Wilson, OSTI (865-576-8408); Ryan Morrone, NETL (412-780-6619)

Privacy Act

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.

CENTER OF EXCELLENCE: Privacy Program (IM-23)

POINT OF CONTACT: Jerry Hanley, IM-23 (202-586-0483)

Records Management Awareness and Training

Experience in elevating and maintaining awareness of records management within an organization at Secretary/Director and management level. Experience in developing, presenting and providing up-to-date records management training.

CENTER OF EXCELLENCE: Pacific Northwest National Laboratory (PNNL); National Energy Technology Laboratory (NETL)

POINTS OF CONTACT: Molly Weinbender, PNNL (509-375-2660); Ryan Morrone, NETL, (412-780-6619)



Records Management for Site Closure

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

CENTERS OF EXCELLENCE: Legacy Management; Environmental Management Consolidated Business Center (EMCBC)

POINTS OF CONTACT: Jeanie Gueretta, LM (970-248-7634); Jackie Schoultheis EMCBC (513-246-0227)

Records Management Procedures

Includes processes and procedures for the capture, maintenance, and disposition of Federal records, such as: inventory, indices/findings aids, records disposition schedule development (including system schedules) and application.

CENTERS OF EXCELLENCE: Idaho Cleanup Project (ICP), Idaho National Laboratory (INL)

POINTS OF CONTACT: Patricia Bergeson, INL (208-533-0594)

Records Storage

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

CENTER OF EXCELLENCE: Legacy Management (LM); Idaho Cleanup Project (ICP), Idaho National Laboratory (INL)

POINTS OF CONTACT: Edwin "Doc" Parks, LM (304-413-0823); Patricia Bergeson, INL (208-533-0594)

Team Building

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

CENTER OF EXCELLENCE: Environmental Management (EM)

POINT OF CONTACT: Meg Milligan, EM (301-903-0908)



Special Media

Special Media Records are maintained separately from textual/paper records because their physical form or characteristics require unusual care and/or because they have nonstandard size. These include Photographs, sound recordings, motion picture films, video recordings, audio-visual materials, pictorial records, paintings, prints, maps, plans, blueprints, architectural drawings, and other sound, film, video, photographic, or cartographic materials.

CENTERS OF EXCELLENCE: National Energy Technology Laboratory

POINTS OF CONTACT: Ryan Morrone, NETL (412-780-6619)

Vital Records/Disaster Recovery

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 Cleanup Project (ICP), Idaho National Laboratory (INL)

POINTS OF CONTACT: Patricia Bergeson, INL (208-533-0594)