

November 5, 2014

MEMORANDUM TO: Darren B. Ash
Deputy Executive Director
for Corporate Management
Office of the Executive Director for Operations

FROM: Mark A. Satorius */RA/*
Executive Director for Operations

SUBJECT: REAFFIRMATION OF THE SENIOR AGENCY OFFICIAL TO
OVERSEE THE AGENCY'S RECORDS MANAGEMENT PROGRAM

I hereby reaffirm the Deputy Executive Director for Corporate Management (DEDCM) as the U.S. Nuclear Regulatory Commission's (NRC's) Senior Agency Official (SAO) for the NRC's records management program.

As described in the Office of Management and Budget (OMB) and the National Archives and Records Administration's (NARA's) memorandum, "Managing Government Records Directive," dated August 24, 2012 (the Directive), the SAO has direct responsibility for ensuring that an agency efficiently and appropriately complies with all applicable records management statutes, regulations, NARA policies, and requirements of the Directive. OMB and NARA expect that the SAO has the ability to make adjustments to agency practices, personnel, and funding, as necessary, to ensure compliance and to support the business needs of the agency.

Specific responsibilities of the SAO also include the following:

- Coordinating with the Agency Records Officer and appropriate agency officials to ensure the agency's compliance with records management statutes and regulations. This includes submitting to NARA schedules for all existing paper and other nonelectronic records and identifying all unscheduled records.
- Ensuring that permanent records that have been in existence for more than 30 years are identified for transfer and reported to NARA.
- Sending an annual report on records management activities required by the Directive to the Chief Records Officer of the U.S. Government.

During absence from the office, you may delegate these responsibilities to your designated actor. OMB and NARA do not authorize further delegation.

CONTACT: Deborah Armentrout, OIS/PMPD
301-415-7228

D. Ash

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This reaffirmation is effective on the date of this memorandum and supersedes the November 4, 2013, memorandum (Agencywide Documents Access and Management System Accession No. ML13291A383) which designates the DEDCM as the SAO.

cc: Chairman Macfarlane
Commissioner Svinicki
Commissioner Ostendorff
Commissioner Baran
Commissioner Burns
SECY
OGC
OCA
OPA
CFO

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- cc: Chairman Macfarlane
- Commissioner Svinicki
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- OCA
- OPA
- CFO

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