

Records Management Update



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Records Mission



Preserving, protecting, and making accessible legacy records and information.

- Encryption of personally identifiable information
- Timely responses to internal and external requests
- Performing work in a safe, efficient, and effective manner



Records Management Activities

Records transferred from Department of Energy (DOE) Office of Environmental Management (EM) and its contractors to DOE Office of Legacy Management (LM).

Prime contractors:

1951–1985	National Lead of Ohio
1986–1992	Westinghouse Electric Corporation
1992–2006	Fluor Fernald



Records Management Activities

Records Management Responsibilities from EM to LM:

- Transfer custodianship of active and inactive records
- Transfer responsibility for the management of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Administrative Record
- Transfer responsibility for processing Freedom of Information Act (FOIA) and Privacy Act (PA) requests
- Transfer responsibility for processing records requests to support the Energy Employees Occupational Illness Compensation Program Act (EEOICPA)
- Transfer responsibilities for overall management and control of site records



Records Management Activities

- Accepted custody of nearly 25,700 cubic feet of records



Records Management Activities

- Built a knowledgeable team from multiple sites with 44 years of combined work experience
- Integrated search tools for information requests



Records Management Activities

Fernald Preserve

- Digitized 222 cubic feet of CERCLA Administrative Record (AR) one month ahead of schedule
- The CERCLA AR is a living document that requires continual maintenance and digitizing of new records
- Digitizing
 - Dosimetry records
 - “Telling the story of Fernald”

Document Preparation



Document Scanning



Public Access



Records Management Activities

- Website available to the public May 2007
- <http://cercla.lm.doe.gov>
- On-line searchable database
- Electronic backup to archived paper documents
- Standard printable file format



The screenshot shows the homepage of the Fernald Preserve CERCLA Administrative Record website. At the top, there is a navigation bar with links for "LM Home" and "DOE Website". The main header features the Fernald Preserve logo on the left, the title "Fernald Preserve CERCLA Administrative Record" in large yellow text in the center, and the Office of Legacy Management logo on the right. Below the title, a paragraph describes the site as a public archive of documents on environment cleanup at the Fernald Preserve. A note indicates that users need to turn off pop-up blockers. Three yellow buttons are provided for navigation: "Search the Database and View Documents" (with fields for Username: public and Password: <leave blank>), "Full Text Search (search text inside documents)", and "User's Guide". At the bottom, a footer contains links for "Contact Us", "Site Map", "Privacy and Security Notice", "Plug-ins", "Document Request", and "USA.gov".



Records Management Activities

- EEOICPA support
- Retrieve records for the Department of Labor
- Contractor staff search for documents
- Document digitization
- Image indexing
- Completed 725 EEOICPA claims since October 2006



Records Management Activities

- Consolidated search tools to provide a single database to locate documents
- Converted forms to electronic formats
- Digitized documents for quicker response to requests

