

# **U.S. Department of Energy Records Management Working Group Charter**

## **1. Purpose**

The purpose of the Records Management Working Group (RMWG) 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 RMWG will promote collaboration to improve the management and execution of the Department's records management program in support of achieving DOE missions. This will include identifying opportunities for facilitating collaborative approaches to records management initiatives across the Department to minimize redundancy and maximize the sharing and efficient use of records, data, information, knowledge and resources.

## **2. Objective**

The objective of the RMWG 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 DOE Management Principles, the Information Resources Management Strategic Plan, the DOE Strategic Plan, strategic plans of the Program and Staff Offices and all applicable laws and regulations. The RMWG will present its recommendations to the Information Technology Council (ITC) for approval, action, or implementation, as appropriate.

## **3. Membership and Organization**

- a. The Working Group. The RMWG is a permanent working group of the ITC and shall consist of Federal and contractor records management personnel nationwide. The Departmental Records Officer (Director, Records Management Division) shall chair the RMWG. The Chair shall appoint an Executive Secretary, who shall be responsible for taking minutes at meetings and providing copies of the minutes to all members of the RMWG for review and comment, within 10 days of the completion of the meeting. The RMWG will amend minutes of the previous meeting, if necessary, at the beginning of the next meeting. The following shall be members of the RMWG:
  - 1) Departmental Records Officer
  - 2) Program Records Officials (PROs);
  - 3) Records Management Field Officers (RMFOs)

- 4) A representative of the National Archives and Records Administration.
  - 5) Two at-large representatives appointed by the Chair for a two-year term
- b. Standing Committee. There shall be one Standing Committee. All DOE records management personnel, including contractors, shall be eligible for membership. The Standing Committee, in conjunction with the Chair, shall develop agendas, priorities and points of focus for the RMWG. The RMWG will elect 12 individuals to serve on the Standing Committee. The Chair of the RMWG shall appoint two at-large members of the Standing Committee. Members of the Committee shall elect a Chair, who will also serve as Co-chair of the RMWG. 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.
- c. Ad Hoc Committees. The Chair of the RMWG can appoint ad hoc committees to address specific records management issues when and if they arise.

#### **4. Administrative Provisions**

- a. The RMWG will meet at least quarterly. One of these meetings will be in conjunction with the Information Management Conference. The other meetings will be at times and locations determined by a majority of the RMWG members. Other meetings, including tele/videoconferences will be held as needed.
- b. The Records Management Division (IM-23), Office of the Chief Information Officer will provide administrative support for the RMWG 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 meetings.
- c. Decisions internal to the RMWG will be made by a simple majority of those present (in person, by proxy or by designation) and voting. Voting on RMWG business and proposals will be limited to RMWG members. Decisions concerning recommendations will require ratification by a simple majority of the members present and voting.
- d. In the event a voting member is unable to be present at a meeting during which a recommendation is being voted upon, the individual may vote on that recommendation by proxy or designate a representative to attend the meeting and vote in his/her absence.