

# U.S. Department of Energy Records Management Council

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## 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 and the effective and efficient use of resources 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 offices.

### 3. Membership and Organization

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, who will be a non-voting member of the RMC.

### 4. Administrative Provisions

The RMC will meet semi-annually. One of the semi-annual meetings will be in conjunction with the Annual Information Management Conference. The other meeting will at a time and location determined by a majority of the RMC members. Each month, the RMC will hold tele/videoconferences.

The Records Management Division (IM-23), Office of the Chief Information Officer, will provide administrative support for the RMC, 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.

The RMC will establish subcommittees and working groups as needed.

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.