



NATIONAL
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6 April 2011

The Honorable Peter S. Winokur
Chairman
Defense Nuclear Facilities Safety Board
625 Indiana Avenue NW, Suite 700
Washington, DC 20004

SUBJECT: FY 2011 NARA Records Management Self-Assessment

Dear Mr. Chairman:

Under 44 USC 2904(c) the Archivist of the United States has the authority and the responsibility to conduct research to inspect and improve records management practices and programs in Federal agencies, and report the results of these activities to the Office of Management and Budget (OMB) and to Congress.

The Records Management Self-Assessment (RMSA) is an annual, mandatory exercise designed to gather information about agencies' compliance with Federal records management regulations in 36 CFR Chapter XII, Subchapter B. The questions derive from Federal records management law and regulations as well as NARA guidance. Each year we cover general records management issues, and we have established a set of core questions that agencies can use to benchmark progress over time. We also focus on topics we determine to be of particular interest. For 2011 our special topics are agencies' oversight of their records management practices and transferring permanent records to NARA.

This year we have also increased the number of questions we will subject to a validation process, following our own guidance and recent GAO directives. Agencies will be required to provide documentation to support their answers. NARA may request further documentation or schedule a meeting to review specific responses. We will

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publish a report on our findings as well as the scores for individual agencies. The results will be included in NARA's annual performance and accountability report. The data could lead to an inspection of agency recordkeeping practices, per 44 USC 2904(c) and 36 CFR 1239.

On April 11, 2011, we will send the official notice of the self-assessment and an explanation of the process and timeline for completing it to your agency's records officer. The web portal to the self-assessment will open on May 2, 2011. Agencies must complete the survey by close of business on May 27, 2011.

Please let us know if you have any questions. For more information, please contact Paul Wester, Chief Records Officer for the Federal Government, at 301-837-3120 or paul.wester@nara.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "David S. Ferriero", with a long horizontal flourish extending to the right.

DAVID S. FERRIERO
Archivist of the United States