

February 21, 1990

To: J. E. Kuzemchak

Re: Responsibilities related to the Record Storage Center

As you had requested, I have summarized the major activities I am currently doing to support the operation of the Record Storage Center. There are several points I would like to emphasize regarding these activities, keeping in mind that consideration is being made to transfer the responsibility elsewhere. Specifically, these include:

The Record Storage System is currently on the System 36 and is supported by the Internal Auditing Department. Although I intend to review software packages to determine if there is some other program which might meet our requirements, this has not yet been done. The little I have read regarding Databases available, leads me to believe that we will not probably find one that truly meets our needs and expectations. If operation of the mine was transferred to another department, the fact that the computer currently maintaining the Record Storage System is physically located on the ninth floor might present a major problem.

Although the primary focus of the Records Retention Committee is to update and review the Records Retention Manual, I feel it is critical that the committee also has some type of connection with the Record Storage Center. This is even more important recently since the Committee is so actively concerned with reducing the quantity of boxes stored at the Mine, with a specific emphasis on boxes assigned Permanent Retention periods. With this being the current situation, I would recommend that responsibility of the Records Retention Manual remain with the Department responsible for the Record Storage Center.

If you need clarification on any of my responsibilities or want to add anything, please advise.

Rhonda J. Matt

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Attachments

BA 021

ACTIVITIES DONE TO SUPPORT THE MINE

RECORD STORAGE SYSTEM

The following reports from the Record Storage System are run at General Office:

- Quarterly Destruction Notices
- Annual Inventory Listing by Location #
- Annual Inventory Listing by Dept #
- Listing of Boxes assigned Permanent Retention
- Special Requests by Users

Run Year-end Closing programs for the Record Storage System.

Back-up the System on a periodic basis.

Perform Maintenance on the System including:

- Enter Destructions
- Enter Freeze Order Info
- Revise destruction dates or dept numbers if there is a significant amount that needs updating

Provide support on the System 36 - responds to problems and errors occurring on the system. Work with Internal Auditing to resolve any major system problems.

RECORD STORAGE BUDGET

Determine departmental box count and activity count for allocations to User Depts.

Development Annual Budget.

RECORD RETENTION

Representative on the Record Retention Committee.

Interprets and responds to questions regarding the Records Retention Manual.

Updates and maintains the Records Retention Manual. Note that since 1986, there has been two complete revisions of the Manual.

Maintains and updates listing of holders of the Manual. Responds to requests for additional manuals.

Works with both the Tax and Legal departments to constantly review the manual with the intent of reducing retention requirements.

Prepares Freeze Order memos and releases.

OTHER MISCELLANEOUS SUPPORT

Purchase supplies and/or equipment, as needed.

Periodically, reviews boxes assigned Permanent retention periods, and then asks user departments to confirm the assigned retention period on questionable items.

Acts as Contact Person for Liaison Group by responding to questions, arranging trips to the Mine, and presenting informational/educational seminars on proper procedures.

Prepares Quarterly Intrans to charge non-General Office locations for boxes sent to their locations.

Prepares annual purchase orders for rental of mats, National Underground Security service and Polar Water rental.