

# Records Fact Sheet

April 30 , 2009



## Document Control

Following the Document Control process within the Records Management System (RMS), is how employees contribute to ensuring organizational success. This process was developed and reviewed by subject matter experts who understand the statutory, regulatory and various standard requirements that govern document control at ORNL.

The process ensures that documents are:

- approved for adequacy prior to use
- reviewed and updated as necessary and re-approved as appropriate
- changed and revised within appropriate intervals
- controlled, distributed and relevant versions available
- remain legible and readily identifiable
- archived for historical purposes

One of the primary tools used to control internal organizational documents at ORNL is the Integrated [Document Management System \(IDMS\)](#), which is typically used for division and/or group specific requirements. This application ensures documents and internal procedures are managed and controlled within established requirements.

## Records Management

Records exist in a variety of formats, including paper, electronic, email, audio files, video, photographs, etc. Records acquired or generated at ORNL fall into one of two categories:

1. Government owned ([Federal Records](#)): the majority of records (reports, research, engineering drawings, maps, photographs, documentation of work, etc.).
2. [UT-Battelle owned](#): some confidential UT-Battelle financial, legal, or employment records and executed license agreements or CRADAs .

Government owned records must be protected according to Federal law and other contractual requirements; UT- Battelle records must meet corporate standards.

### ORNL Contact

Please contact the ORNL Records Manager, [Bryan Quilty](#), or call 576-3470 if you have questions about records processes, services or tools.