

## **Introduction:**

The Federal Records Act, as amended and codified in Title 44 of the United States Code (U.S.C.), places responsibility on agencies to adequately document their missions and functions, policies, procedures, decisions and transactions and to preserve their historically valuable records. The National Archives and Records Administration ([NARA](#)), the Office of Management and Budget, and the General Services Administration share oversight of Federal Records Management Programs.

Records Management provides for the systematic control of records throughout their lifecycle (creation/receipt, maintenance/use and disposition). In order to comply with [Federal Regulations](#) and [DOE Policies](#), the DOE must establish economical and effective management over its records.

### **National Archives and Records Administration (NARA)**

NARA is America's record keeper. Since 1934, NARA has provided comprehensive records management support and archival services to the Federal Government. [NARA's Records Center Program \(RCP\)](#) has assembled a dedicated team of records professionals to serve you and your records center needs.