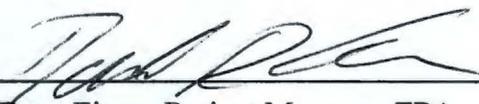


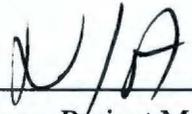
## Meeting Minutes – Approval

**M-035-09 Biennial Assessments of Information and Data Access Needs with EPA  
and Ecology Project Manager Meeting  
Federal Bldg  
Richland, Washington  
3-21-14**

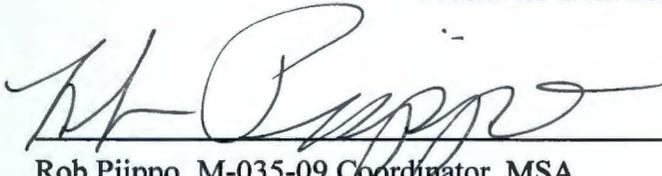
The undersigned indicate by their signatures that these meeting minutes reflect the actual occurrences of the above dated meeting. Signatures denote concurrence with content only and do not imply agreement or commitments.

  
 \_\_\_\_\_ Date: 4/7/2014  
 Ben Ellison, Project Lead, DOE-RL

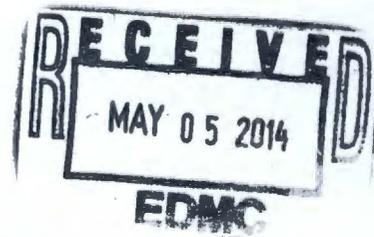
  
 \_\_\_\_\_ Date: 2 May 14  
 Dave Einan, Project Manager, EPA

  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 Adam Palomarez, Project Manager, Washington State Department of Ecology

## Contractor Concurrence

  
 \_\_\_\_\_ Date: 4-5-14  
 Rob Piippo, M-035-09 Coordinator, MSA

**Purpose:** Discuss M-035-09 related topics  
 The attached minutes are comprised of the following:  
 Attachment 1 - Meeting Agenda / Minutes  
 Attachment 2 - Actions  
 Attachment 3 - Attendance List  
 CC: Admin Record, M-035-09



**Attachment 1**  
**M-035 Biennial Assessments of Information and Data Access Needs with EPA**  
**and Ecology Project Manager Meeting**  
**Federal Bldg**  
**Richland, Washington**

**Meeting Minutes**

1. Status of the Strategic Data Management Plan DOE/RL-93-69 Rev 5

The draft Appendix F TPA change control form has been reviewed by the project managers and it was agreed that it was ready for IAMIT level approval. A briefing with AMRP will be scheduled and the change control form will be routed for approval and implemented into the TPA. DOE will continue to evaluate the Strategic Data Management Plan to determine if and how it should be updated to meet the needs of agency's data access.

2. Update on Agency assessments of information and data access needs

An access process workflow session has been completed and a draft *IT Vision For 2015 And Beyond Strategic Themes* was discussed. DOE is constantly evaluating data access and how to improve the public's access supporting the Open Government Plan that citizens have the right to see, examine, and learn from the records that document the actions of their Government and that records management is the backbone of a transparent and accountable government. The TPA administrative record was discussed as it is a system that provides the public access to Hanford cleanup decision records. It was stated that the administrative record is trending to receive 1.5 million page hits per year from internal Hanford and public users. It was agreed that MSA will coordinate a briefing on the administrative record for the as a topic for the June M-035 project managers meeting.

3. Action Item Status

Status noted in the action tracking table

4. Documents to be submitted to the Administrative Record

February project managers meeting minutes were agreed to be placed into the AR following approval.

5. Next meeting (date and time):

Quarterly June 26, 2014, 2440 bldg conf room

## Attachment 2

### Action Tracking

<u>Action #</u>	<u>Responsible Party</u>	<u>Description</u>	<u>Status</u>
1	Rob Piippo	Coordinate a briefing on the TPA administrative record for the project managers	6/26/14
2	Ben Ellison	Perform a work flow process improvement session and report on results.	3/18/14 Complete
3	Rob Piippo	Update TPA change control form and distribute for review and PMs approval for IAMIT signature	3/18/14 Completed
4	Rob Piippo	Gain approval of the TPA change control form and process into the MSA TPA configuration control system	6/26/14

## Attachment 3

### Attendance List

<u>Name</u>	<u>Organization</u>
Ben Ellison	DOE-RL
Dave Einan	EPA
Rob Piippo	MSA