

# **Nuclear Information and Records Management Association (NIRMA) Strategic Plan**



Nuclear Information and Records Management Association (NIRMA) is a Not-For-Profit Corporation governed by a Board of Directors, and has members from the United States and International communities. Three Business Units constitute the tactical organization where committee work takes place on topics mentioned below as well as organization business.

NIRMA is the nuclear industry's leader in information management. Since 1976 NIRMA has been uniquely qualified to provide guidance to commercial and Department of Energy (DOE) facilities in the areas of quality records' programs, regulatory compliance activities, electronic records initiatives, document management technologies and knowledge management issues.

## **VISION**

To be the internationally recognized authority for information and records management professionals in regulated nuclear industries or agencies and their regulators.

## **MISSION**

To support regulated nuclear and selected industries, agencies, and/or their regulators in the development, implementation and administration of documents, records and information management processes to facilitate cost-effective operation and regulatory compliance.

## **CORE VALUES**

To promote professionalism, continuing education, accountability, teamwork, integrity, respect, and excellence in all endeavors.

## GOALS:

1. Further develop relationships with Department of Energy (DOE), Nuclear Regulatory Commission (NRC) and industry organizations.
  - Maintain an open forum with the DOE to discuss and coordinate the issues on government related information management.
    - Encourage DOE membership in the NIRMA organization.
    - Encourage DOE participation in the Annual Conference.
    - Encourage DOE participation in Business Units.
  - Maintain an open forum with the NRC to discuss and coordinate the issues on compliance based information management.
    - Encourage NRC membership in the NIRMA organization.
    - Encourage NRC participation in the Annual Conference.
    - Encourage NRC participation in Business Units.
  - Continue to develop relationships with other industry organizations including:
    - American Nuclear Society (ANS)
    - American Society of Mechanical Engineers (ASME)
    - AIIM
    - ARMA International
    - Configuration Management Benchmarking Group (CMBG)
    - Electric Power Research Institute (EPRI)
    - Engineering Service Providers – Engineering, Procurement, Construction (EPC)
    - Institute of Certified Records Managers (ICRM)
    - National Archives and Records Administration (NARA)
    - Nuclear Energy Institute (NEI)
    - Nuclear Information Technology Forum (NITF)
    - Nuclear Information Technology Strategic Leadership (NITSL)
    - Procedure Professionals of America (PPA)
  - Establish goals for membership and conference attendance/participation for organizations including:
    - American Nuclear Insurers (ANI)
    - ASME
    - EPRI
    - Institute of Nuclear Power Organization (INPO)
    - International Atomic Energy Association (IAEA)
  - Establish goals for attendance by Board Members or other NIRMA members at industry meetings including:
    - ANS
    - ASME
    - ARMA International Conference
    - Business Unit meetings attendance by Board Members

- CMBG
- EPRI
- NITSL
- Regulatory Information Conference (RIC)

The Board of Directors is the primary lead for this goal.

2. Develop and maintain information management standards at an excellent level. NIRMA develops and provides, to its membership, Technical Guidelines on information management. NIRMA, as a standards development organization under American National Standards Institute (ANSI), publishes ANSI/NIRMA CM1.0-2007 (R2015), “Guidelines on Configuration Management for Nuclear Facilities.” Also, it provides input to the hard copy and electronic records capture and retention in the context of ASME/NQA-1, “Quality Assurance Requirements for Nuclear Facility Applications.”
  - Maintain ANSI/NIRMA CM1.0-2007 (R2015), “Guidelines on Configuration Management for Nuclear Facilities.”
  - Maintain/update Technical Guidelines per NIRMA policy.
  - Develop new Technical Guidelines as needed.
  - Prepare Position Papers and White Papers as needed.

The Regulations and Information Management Business Unit (RIMBU) is the primary lead for this goal.

3. Establish a long-term stewardship plan. NIRMA is analyzing the issue of long-term storage of records related to geologic storage of nuclear waste, as well as working with the IAEA on long-term preservation of decommissioning records and radioactive waste management.

The Board of Directors, in conjunction with the IAEA, is the primary lead for this goal.

4. Provide cutting edge technology assessment and education to our stakeholders. Provide education and training on information and records management and the latest technologies such as electronic document management systems, electronic records management systems, and knowledge management applications.
  - Provide training to the membership at the Annual Conference.
    - Basic/refresher sessions
    - Other applicable sessions at the Conference
  - Facilitate mentoring opportunities.
  - Provide training in cooperation with AIIM.
  - Provide training in cooperation with ARMA.
  - Promote information sharing through the NIRMA website (nirma.org).
  - Continue to share industry and organizational information through the newsletters.
  - Encourage NIRMA members to become involved with the Business Units and other NIRMA activities.

- Develop list of volunteer opportunities (in addition to Business Unit participation).
- Professional Certification.
  - Maintain professional alliance with the ICRM where advanced certification and recognition of Nuclear Information and Records Specialist (NS) is conferred for Certified Records Managers (CRM) who meets the NS qualifications.
  - Provide CRM training.
    - Application information and basic information for CRM and NS certification.
    - Exam preparation session at Conference.

The Professional Development Business Unit (PDBU) is the primary lead for this goal.

5. Provide leadership in New Build/New Plant information/configuration management.
  - Work with EPRI to develop a comprehensive turnover document.
  - Provide technical sessions at Conference related to new plant/new build processes and documents.
  - Provide technical sessions at Conference related to decommissioning.

RIMBU is the primary lead for this goal.

6. Increase Membership and Conference Attendance.
  - Increase membership and conference attendance including expanded vendor and exhibitor support/attendance.
    - Targeted advertising and marketing opportunities to increase membership and expand vendor participation.
  - Increase sponsorships (monetary or in-kind donations).
  - Provide more direct communication to the membership.
  - Encourage NIRMA members to become involved with the Business Units and other NIRMA activities.
    - Develop list of volunteer opportunities (in addition to Business Unit participation).

The Membership and Marketing Business Unit (M&M) and the Board of Directors are the primary leads for this goal.