

## Library and Archives Operation

### DOE Information Center (DOEIC)



#### Project Summary:

The Information Center's mission is to provide a customer-oriented service that includes completing requests in an effective and prompt manner. The Center is staffed by information specialists who are knowledgeable and adept at responding to information inquiries. Staff also provides search tips on topics of interest and assists the public in locating documents on the Internet. Information Center services include document retrieval and delivery.

The Information Center's current collection has over 40,000 documents consisting of technical reports and historical materials that relate to DOE operations. These include the Administrative Record, Freedom of Information Act (FOIA) requested records, National Environmental Policy Act (NEPA), and other publicly accessible documents. The Center also maintains a list of useful Internet links. Special collections such as Toxic Substance Control Act (TSCA) Incinerator, End Use Working Group reports, and Epidemiology Studies, including beryllium and mercury are also maintained by the Information Center.

MCH Corporation is the prime contractor operating the DOEIC with the assistance of its primary subcontractor, Information International Associates (IIa) of Oak Ridge, TN.



U.S. DEPARTMENT OF  
**ENERGY**

#### Client:

U.S. Department of Energy Oak Ridge Office

#### Location:

Oak Ridge, TN

#### Highlights:

- The center serves a vital role providing services to both contractors and the public on behalf of DOE.
- The center is operated by a team led by MCH and with the participation of Information International Associates.
- The entire archive of documents is being digitally archived by members of the contractor team.

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1-800-392-2103



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