

U.S. DEPARTMENT OF ENERGY

Records Contact Appointment

SECTION I. Appointment

Pursuant to [DOE Order 243.1B, Records Management Program](#), (Name) _____ is hereby appointed a records contact for (DOE Element) _____.

The incumbent responsibilities include providing varying levels of administrative and technical records management assistance and guidance associated with the appointment. This appointment is effective on the date signed by the Approving Official, until canceled by the Approving Official or their authorized designee. The named individual will serve in the role of: *(select one)*

- ☐ Program Records Official (PRO)
☐ Records Management Field Officer (RMFO)
☐ Records Liaison Officer (RLO)

To effect the appointment, complete the following and submit the form to DOERM@hq.doe.gov.

DOE Head of Element or Authorized Approving Official *(print)*

Signature

Date

Position Title

Organization (name & code)

To cancel the appointment, complete the following and submit the form to DOERM@hq.doe.gov.

DOE Head of Element or Authorized Approving Official *(print)*

Signature

Date

Position Title

Organization (name & code)

SECTION II. Access, Contact & Clearance

☐ ARCIS *(select one or more permissions below)*

☐ Read ☐ Retrieve ☐ Request

Records Groups *(list all that apply)*

☐ ERA *(complete NARA's [ERA Account Request Form](#))*

Charge Codes *(list all that apply)*

Required FRCs *(list all that apply)*

Federal Mailing Address (street, city, state, zip)

Federal E-mail

Federal Phone Number

☐ None ☐ L ☐ Q

Clearance *(select one)*

Security Official *(print)*

Signature

Date

SECTION III. Acknowledgement

I acknowledge my collateral duty until canceled by an appropriate approving official. I will review applicable records management statutes, regulations, policies, procedures, and guidance to help ensure my effectiveness in my collateral duty capacity.

Signature

Date