



Department of Energy
Washington, DC 20585

JM Chronology
JM RECEIVED 5/16/2011
OUT FOR REVIEW 5/20/2011
DRB DISCUSSION 5/26/2011

MEMORANDUM FOR: INGRID KOLB
DIRECTOR
OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY
DIRECTOR
OFFICE OF INFORMATION RESOURCES

FROM: MICHAEL W. LOCATIS
CHIEF INFORMATION OFFICER

SUBJECT: Notice of Intent to Revise DOE O 243.1, *Records Management Program*

PRIORITY
DIRECTIVE

PURPOSE: DOE Order 243.1, *Records Management Program*, sets forth requirements and responsibilities for establishing and maintaining a program for the efficient and economical management of Federal records. It ensures the adequate and proper documentation of Department of Energy activities, organizations, functions, policies, business processes, decisions, and essential transactions.

JUSTIFICATION: The existing Order has not been revised since 2006. Since that time there have been several new requirements established by the National Archive and Records Administration (NARA), as well as the development and implementation of new technologies that have resulted in new forms of electronic records that must be appropriately managed. Revision of this Order will bring the Department's records management program into better alignment with NARA requirements and it will provide improved guidance on the management of DOE records, especially electronic records and e-mail. A draft has already been widely disseminated throughout DOE for review and comment. There is general agreement that a revised Order is necessary and many organizations provided substantial comments. These comments have been incorporated into a revised draft. We anticipate favorable reaction to the revised draft during the formal directives review process and expect few further revisions.

Please note that there are no valid external, consensus or other "standards" available which can be used in place of any part of this directive.


In addition, DOE's management of its records was recently audited by the DOE Office of Inspector General. Updating records management policy and guidance documents and improving the management of electronic records were among audit recommendations.



IMPACT: This revision will not impose any new requirements to DOE Elements or its contractors. The proposed directive does not duplicate existing laws, regulations or national standards and it does not create undue burden on the Department. No additional requirements are anticipated.

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Concur:  Nonconcur: _____ Date: 5-26-11

<u>Standard Schedule for Directives Development</u>	<u>Days</u>
Draft Development (Writer)	60
Review and Comment (REVCOM)	30
Comment Resolution (Writer)	30
Final Review	30
Total	150

(NOTE: The standard schedule will be used unless otherwise specified by the Directives Review Board. The writer must assure the DRB that the first draft will be submitted to MA-90 within 60 days from the date the Justification Memorandum is approved.)