

DATE: August 24, 1999

MEMORANDUM FOR: DISTRIBUTION

FROM: JOHN E. DAVENPORT, Sr., Esq.
DEPARTMENTAL RECORDS OFFICER

SUBJECT: RM 99-04, Y2K GUIDANCE AND RECORDS SCHEDULE

The HQ Year 2000 Project Office and the CIO have endorsed the subject material. The endorsement reads as follows:

Advisory Notice #6: DOE Y2K RECORDS MANAGEMENT

The Office of the Chief Information Officer (OCIO) advises all Departmental Program, Field Office, and Contractor organizations to assure that there are adequate policies and procedures in place to manage the creation, collection, storage, retrieval, and disposition of Y2K-related records. These records are essential to support and document the Department's Y2K activities, including compliance with Federal and DOE Y2K direction and guidance; system assessment, renovation, testing, and implementation activities; independent validation and verification; end-to-end testing; system contingency and business continuity planning; system configuration management activities; and disaster recovery.

The Department's Headquarters Records Management Division has issued guidance on this subject through Headquarters and Operations Office Records Management Officers. We endorse the guidance and encourage you to support its implementation at your respective locations. Records Management Officers are available to assist in this area.

The guidance document is posted to the CIO Homepage at <http://www-it.hr.doe.gov/records/recpubs.htm> and is entitled "Guidance for Y2K Project Documentation." The disposition schedule is posted at <http://www-it.hr.doe.gov/records/recsched.htm> and is entitled "DOE Draft Y2K Records Schedule." Both documents are identical to those I sent to you with RM 99-03, dated July 20, 1999, except that the hyperlink to the Y2K technical requirements, located at paragraph 3.2, has been updated.

I will forward the schedule to NARA for approval next week.

Please contact me at 301-903-4726 if you have any questions or require additional information.