

Date: April 6, 2004

To: Records Management Community

From: Susan L. Frey  
Departmental Records Officer

Subject: RM Numbered Memo 2004-03: Interim Records Management Program Policy

Attached is a memo on the new Department-wide Records Management Program Order and Interim Records Management Program Policy, from Rose Parkes, Chief Information Officer (CIO). This policy memo provides interim Records Management Program policy while the new Records Management Program Order is undergoing internal review prior to distribution for review through DOE's Directive system, REVCOM.

This policy memo and additional guidance can be found on the OCIO Records Management website at <http://cio.doe.gov/RBManagement/Records/poliguide.html>.

If you have any questions, please contact me on 301-903-3666.