

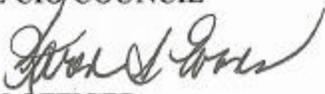


## Department of Energy

Washington, DC 20585

March 7, 2002

### MEMORANDUM FOR EXECUTIVE CIO COUNCIL

FROM: KAREN S. EVANS   
CHIEF INFORMATION OFFICER

SUBJECT: Records Management Program Needs Assessment

The Deputy Secretary has requested an update on the status of the Department's Records Management Program. His request is timely, as the Archivist of the United States has proposed a meeting to discuss the program with Secretary Abraham and myself in the near future. In order to comply with this request and prepare for the upcoming meeting, we need to collect information on your office, field site, and laboratory programs.

Please use the attached Needs Assessment to survey your records managers both at Headquarters and in the field, to determine their assessment of the program, specific areas of expertise, and a ballpark estimate of the potential costs associated with full compliance with Federal regulations. A listing of records managers and other points of contact for the program are available at <http://cio.doe.gov/Records/doermoff/htm>. We plan to publish areas of expertise on the Records Management website so that offices can share their knowledge and experience. Please forward your responses to Susan Frey at [susan.frey@hq.doe.gov](mailto:susan.frey@hq.doe.gov) by Friday, March 22, 2002.

If you have any questions or concerns, please address them to her at 301-903-3666.

Attachment

