

Department of Energy Records Management Program Components and Features

The Department of Energy supports the objectives of the Records Management Program requirements as identified in the Federal Records Act and the supporting regulations. The requirements of the Records Management Program, the Records Retention Schedules, links to the Federal laws and regulations and other useful information are provided on these Web Pages, (<http://cio.doe.gov/RBManagement/Records/records.html>).

Office-specific DOE Records Management Programs will contain the following components:

1. Each Program Office and Field Office will establish a Records Management Program in accordance with the requirements of Federal laws and regulations.
2. A Senior-level Program Records Official with signature authority will be designated and will assume responsibility for the oversight of the Records Management Program in the Headquarters Program Office and at the associated Field and Contractors' Sites. Headquarters Records Liaison Officers and Field Records Management Officers will be appointed to implement the Records Management Program.
3. Records documenting the work performed in the DOE Program will be created, and maintained by the Program. Records are documents and information that meet the recordkeeping functions stated below:
 - Protect the legal and financial rights of the Government and of Individuals directly affected by Government activities;
 - Document the activities, organization, procedures and policies, and essential transactions of the Department;
 - Document historical information concerning Departmental activities.
4. Records will be maintained for the length of time identified in the DOE Records Disposition Schedules, which are posted on the DOE Records Management Web Pages. Records that are unscheduled may not be disposed of until a DOE Records Disposition Schedule has been submitted and approved by the DOE Records Officer and the National Archives and Records Administration (NARA), and subsequently posted on the Web pages for use.
5. Permanent Records will be turned over to NARA when they are no longer required for reference and not later than the time specified in the DOE Records Disposition Schedule.
6. Electronic records, such as e-mail and word processing documents, shall be maintained in an approved Electronic Records Management System meeting the requirements of DOE-STD-4001-2000, or be printed and retained as paper files. Temporary electronic systems, such as Instant Messaging, will not be used for conducting official departmental business.

7. Electronic information systems (EIS) will have Records Management processes built into their architecture, or the equivalent manual processes as required to retain their information. The authorization request for a new EIS will contain a description of the records management provisions to be included.
8. All Program Capital Planning and Investment Control (CPIC) proposals and Information Architecture Plans are to be reviewed for electronic Records Management provisions.
9. All Federal and Contractor employees will, on departure from their jobs, review their records (in paper and electronic formats) with their Manager, and ensure they are transferred to a Federal custodian or to the Program files.
10. Each Office will identify those Records that are to be considered to be "Vital Records" and establish a program to ensure their continuing availability in the event that a disaster occurs.
11. Ensure the availability of appropriate training covering the responsibilities of the Senior-level Program Official with signature authority and the Records Liaison Officers.
12. Facilities used for the storage of the Program's records will meet the requirements of 36 CFR 1228, Sub-Part K.
13. Contractor Records are also subject to the Federal and DOE Records Management requirements. Each Headquarters Records Liaison Officer and Field Records Management Officer will ensure that the Records created and managed by the Program's Contractors are appropriately managed as Federal Records under the provisions of their contracts.