



Department of Energy

Washington, DC 20585

March 30, 2004

MEMORANDUM TO: DISTRIBUTION

FROM: ROSITA O. PARKES *Rosita O. Parkes*
CHIEF INFORMATION OFFICER

SUBJECT: NEW DEPARTMENT-WIDE RECORDS
MANAGEMENT PROGRAM ORDER AND INTERIM
RECORDS MANAGEMENT PROGRAM POLICY

The Department of Energy (DOE) is committed to having an effective and efficient Records Management Program. As the DOE organization responsible for ensuring this occurs, my office will be issuing a Department-wide Records Management Program Order, which will outline program requirements and responsibilities for implementing a cost-effective Records Management Program. The Order will apply to Departmental Federal and contractor records in all media including electronic and paper formats. In the near future, the Order will be sent to DOE's Directive's Office (ME-43) for review and approval through REVCOM.

Until the Order has completed the Directives REVCOM process, the following interim Records Management policy is in effect:

- The Department of Energy will meet the requirements of the Federal Records Act and National Archives and Records Administration (NARA) regulations [36 CFR Chapter 12].
- Each organization is responsible for establishing a Records Management Program for the creation, receipt, maintenance and disposition of records created or received by their Headquarters and Field offices.
- Each organization will designate a senior-level Federal point of contact to coordinate records issues with the Departmental Records Officer and have policy oversight and signature authority of their Records Management Program.

Additional detailed Records Management guidance is provided on the OCIO Records Management web page (<http://cio.doe.gov/RBManagement/Records/records.html>). Please contact Susan Frey, Departmental Records Officer, at (301) 903-3666, should you have any questions on the requirements or implementation of the DOE Records Management Program.



HEADS OF DEPARTMENTAL ELEMENTS DISTRIBUTION LIST

Kyle E. McSlarrow, Deputy Secretary
Linton F. Brooks, Under Secretary for National Nuclear Security Administration
Robert G. Card, Under Secretary for Energy, Science, and Environment
Joseph P. McMonigle, Chief of Staff
Kevin Kolevar, Chief of Staff to the Deputy Secretary
Craig R. Reed, Executive Director, Secretary of Energy Advisory Board
Mark B. Whitaker, Department Representative to the Defense Nuclear Facilities
Safety Board
Shannon Henderson, Principal Deputy Assistant Secretary for Congressional and
Intergovernmental Affairs
David K. Garman, Assistant Secretary for Energy Efficiency and Renewable Energy
Beverly A. Cook, Assistant Secretary for Environment, Safety, and Health
Jessie H. Roberson, Assistant Secretary for Environmental Management
Carl M. Smith, Assistant Secretary for Fossil Energy
Vicky A. Bailey, Assistant Secretary for Policy and International Affairs
Robert Porter, Assistant Administrator for Washington Liaison
Dr. Everet H. Beckner, Deputy Administrator for Defense Programs
Denise Swink, Acting Director, Energy Assurance
Admiral Frank L. Bowman, Deputy Administrator, National Nuclear Security
Administration/Naval Reactors
Lee L. Otis, General Counsel
Gregory H. Friedman, Inspector General
Dr. Margaret S.Y. Chu, Director, Office of Civilian Radioactive Waste Management
Stephen W. Dillard, , Director, Office of Counterintelligence
James W. Glotfelty, Director, Office of Electric Transmission and Distribution
Theresa Alvillar-Speake, Director, Office of Economic Impact and Diversity
George B. Breznay, Director, Office of Hearing and Appeals
Glenn S. Podonsky, Director, Office of Independent Oversight and Performance
Assurance
John Russack, Director, Office of Intelligence
William D. Magwood IV, Director, Office of Nuclear Energy, Science, and Technology
Jeanne T. Lopatto, Director, Office of Public Affairs
Raymond L. Orbach, Director, Office of Science
Joseph S. Mahaley, Director, Office of Security
Michael W. Owen, Director, Office of Worker and Community Transition
Jeffrey K. Stier, Vice President for National Relations
Stephen J. Wright, Administrator, Bonneville Power Administration
Charles A. Borchardt, Administrator, Southeastern Power Administration
Michael A. Deihl, Administrator, Southwestern Power Administration
Michael S. Hacskeylo, Administrator, Western Area Power Administration
James Campbell, Acting Director, Office of Management, Budget, and Evaluation/Acting
Chief Financial Officer