



Department of Energy

Washington, DC 20585

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MEMORANDUM TO: DISTRIBUTION

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

SUBJECT: REDESIGN OF RECORDS PROGRAM

This is to make you aware of changes that will take place in the Department of Energy's (DOE) Records Management Program during calendar year 2004. The changes are, in part, the result of a redesign of the Records Program by the National Archives and Records Administration (NARA) to accommodate e-Gov and other initiatives.

A new governance structure for the management of DOE records will be put into place which aligns closely with recent reorganizations and restructuring of Headquarters Program Office and Field responsibilities. Senior and working-level points of contact designated by each Headquarters Office will assume responsibility for implementation and oversight of records management for their Program. Day-to-day assistance to Headquarters staff and their Field organizations will be provided by the designated points of contact.

In the NARA redesign, DOE will have more responsibility for decisions regarding disposition of temporary records and more emphasis will be placed on the identification and transfer of permanent records to the National Archives. These new responsibilities will be assumed by the Office of the Chief Information Officer, Records Management Division, in addition to their current role of Departmental records policy, guidance, oversight, and evaluation.

We will continue to work with Headquarters organizations to identify training opportunities and share information on the status of the Records Management Program. A meeting is planned for early-to-mid 2004 to provide further details on this transition. We welcome the opportunity to work more closely with Headquarters Programs Offices in this area. Questions regarding the transition may be addressed to Susan L. Frey, Departmental Records Officer at (301) 903-3666.

