

Date: May 3, 2000

To: DOE Records Management Program Officers

From: Susan Frey, Director, Records Management Division, SO-312

Subject: Numbered Memo 2000-07: DOE Records Management Software Standard Issued

The DOE Technical Standard, "Design Criteria Standard for Records Management Application Software," has been approved and issued by the DOE Technical Standards Group. This standard, DOE-STD-4001-2000, is available on the DOE HQ Technical Standards web page at:

<http://tis.eh.doe.gov/techstd/std4001/std400100.pdf>

The guidance contained in this standard should be considered when selecting commercial software or when developing custom software to assist in managing both hardcopy and electronic records.

If you have any questions on this contact me on (301) 903-3666 or Jay Blewett on (301) 903-9608.