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To: Distribution

From: Susan Frey,  
DOE Records Officer

Subject: Records Management Numbered Memo 2001-04:  
Records Management Division Web Site

The Department of Energy Records Management Division web site provides information to assist the Department's Records Management staff in managing their records. The web site is located at <http://cio.doe.gov/Records/index.htm> .

The currently approved Records Disposition Schedules are available on this site, including the recently consolidated DOE Administrative Schedules. The previous DOE Records Schedules items (DOERS) have been added to the Administrative Schedules providing a single source for administrative record disposition information. Some Program records schedules and a listing of the current records moratoria are also available at this location. A copy of the DOE Records Management Roadmap and selected records management program guidance created by the Roadmap teams are also available from this site. More of these Roadmap work products will be added as they are completed. Links to national and DOE Records Management policies and standards, and to Departmental Records points of contact are also available. Information concerning the upcoming FY2001 Records Management Conference and selected presentations from the FY2000 Kansas City Records Management Conference can be found through links to the Conference page.

The web site will be updated monthly to add newly approved schedules and to modify the information as necessary to make it current. For instance, the October 2000 update added Records Schedules and the Crosswalk between the DOERS and Administrative Schedules and added information concerning the use of the Headquarters Records Holding Area. Copies of Forms used by the program were added during this update. The List of RM Points of Contacts has been brought up to date, as well.

If you have information that you would like to see posted on this Records Management site, please send an e-mail to the Webmaster. A link has been provided to simplify communication with the Webmaster.