

**Office of Secure Transportation  
Policy Information**

| <b>Policy Background</b>  |   |
|---|---|
| <b>Document Title:</b> Records Management Program   | <b>Document Number:</b><br><i>(Assigned by POPD)</i><br>OST P 1.02 B                          |
| <b>Document Owner(s):</b> <i>(Identify by name and organization)</i><br>John A. Wilson, POPD  | <b>Policy Approval Authority:</b> <i>(Identify by name and title)</i><br>Craig A. Tucker, ADA |
| <b>Notify of Changes to Policy:</b><br>OST Federal Employees, OST Contractors   |   |
| <b>Record Document(s):</b> <i>(Documents used as reference or input into Policy; documents developed as a result of the Policy and Forms completed as part of the Policy).</i><br><br>See Internal and External Record Documents on attached. |   |

| <b>Policy History</b> |             |  |
|-----------------------|-------------|--|
| <b>Rev</b>            | <b>Date</b> | <b>Description of Change</b> <i>(Include name of individual making the revision)</i>       |
| B                     | 05/08/07    | OST Policy 1.02A, Records Management Program, dated 7/12/04, is revised/updated; J. Wilson |
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## OFFICE OF SECURE TRANSPORTATION

**POLICY NUMBER: OST P 1.02B**

**TITLE: Records Management Program**

**EFFECTIVE DATE: 05/08/07**

**PURPOSE:** This Policy establishes the guidelines for the Records Management Program and promotes the use of sound business practices consistent with laws and regulations as required in DOE O 243.1, *Records Management Program*.

**SCOPE:** This Policy applies to all Offices, Divisions/Commands, Branches, and contractors in Office of Secure Transportation.

**PROPONENT:** Program Office for Planning and Directives, OST.

### **EXTERNAL RECORD DOCUMENTS:**

- DOE O 243.1, *Records Management Program*.
- Records and Inventory Disposition Schedules (RIDS).

### **INTERNAL RECORD DOCUMENTS:**

- Memorandum designating Records Management Liaison.
- Office, Division/Command or Branch File Plans and RIDS documents.

## **POLICY**

### **1. Objectives/Expectations**


- a. Government records are generated by OST as part of our daily operations. The capture and filing of our records is necessary to properly document OST actions, functions, policies, decisions and procedures. Records with retention of over two years can be stored in the Service Center Records Management Storage Center. Records with 25 or more years retention, will be sent to the Federal Records Center in Denver, Colorado. Permanent records will be sent to a National Archives Records Center for preservation.
- b. The OST will provide a stable environment for records generated as part of our processes. A File Plan and a RIDS will be developed to identify the destruction schedule for records in each Office, Division/Command and Branch in OST.

### **2. Responsibilities**

- a. Records Liaison Officer (RLO) shall be responsible for:
  - (1) Following all DOE orders, regulations, disposition schedules, policies, plans and requirements for records management.
  - (2) Interacting with the Service Center Records Manager (SCRM) regarding records management issues. The RLO will represent the organization on all issues regarding records management.
  - (3) Providing an overall OST File Plan and RIDS Document to the SCRM on an annual basis.
  - (4) Providing guidance and training, as requested, to Records Management Liaisons (RML) and their supervision/management.

- (5) Acting as the approving official for all OST records management issues.
- b. Office Managers, Division/Command Directors, or Branch Chiefs shall be responsible for designating a RML in writing.
- c. RML shall be responsible for:
  - (1) Following DOE and OST orders, regulations, disposition schedules, policies, project plans and requirements for records management.
  - (2) Receiving the basic KA-1 course on Records Management from the National Archives and Records Administration within one year of their appointment as the RML.
  - (3) Providing interface between the RLO and their organization on records management issues.
  - (4) Providing records management awareness instruction to federal and contractor employees within their organization.
  - (5) Managing their organization's records.

**APPROVING OFFICIAL:**

  
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Craig A. Tucker, Assistant Deputy Administrator  
Office of Secure Transportation

8 May 07  
Date