

POINT OF CONTACT RESPONSIBILITIES FOR RECORDS MANAGEMENT

PROGRAM RECORDS OFFICIAL (PRO)

(Activities that require Senior Official oversight or approval)

Headquarters

- **Approve List of Vital Records for Headquarters Program Office**
- **Approve HQ Records Holding Area Access List**
- **Signature Authority for:**
 - **DOE F 1324.8, “Records Transfer Form” and SF-135, “Records Transmittal and Receipt (FRC)”**
 - **Records Inventory/Disposition Sheet (RIDS)**
 - **Destruction Notices**
- **Initial employee’s exit certification for records**

Headquarters and Field

- **Ensure Records Management Program implementation at Headquarters and Field sites according to 36 CFR Chapter 12 and Departmental policy**
- **Provide Oversight and Conduct Program Assessments of Headquarters & Field Records Programs**
- **Assess needs and plan for budget and manpower requirements for the Records Program**
- **Approve records management provisions in Capital Planning and Investment Control (CPIC) proposals and Information Architecture Plans**
- **Ensure discovery activities are coordinated with HQ and Field Sites**
- **Perform certifications for General Counsel**
- **Approve Federal Records Center (FRC) Bills for Storage**
- **Approve new and renewed leases for commercial storage space and ensure regulatory storage requirements are met**
- **Coordinate with Records Management Division, OCIO on corporate records issues**
- **Coordinate General Counsel approval of “Records Disposition Schedule Worksheets”**
- **Signature authority for:**
 - **DOE F 243.1, “Records Disposition Schedule Worksheet”**
 - **SF-258, “Request to Transfer, Approval and Receipt of Records to the National Archives of the United States”**

RECORDS LIAISON OFFICER (RLO)

(Duties recommended for working-level contacts)

Headquarters

- **Implement Records Program within Headquarters Offices**
- **Provide day-to-day assistance with Records Disposition Schedules and other records issues to Headquarters offices**
- **Develop and administer records management procedures, as required**
- **Oversee preparation of HQ RIDS, coordinate PRO approval, and maintain copies**
- **Sole Program point of contact to work with the HQ RHA to:**
 - **transfer records into the HQ RHA and WNRC (with PRO approval)**
 - **retrieve records from the HQ RHA and WNRC**
 - **identify/process for PRO approval records eligible for destruction**
 - **coordinate approvals to transfer custody of permanent records to the National Archives**
- **Review Capital Planning and Investment Control (CPIC) proposals and ensure records management provisions have been addressed**
- **Coordinate PRO approval of CPIC proposals**
- **Review FRC storage bills for accuracy and work with OCIO (IM-11) to resolve HQ discrepancies**
- **Conduct Self-Assessments for Headquarters Offices**
- **Identify training, budget and other Records Management requirements for HQ offices**

Field

- **Work with Records Management Field Officers (RMFOs) to resolve records issues**
- **Coordinate Departmental records initiatives such as EEOICPA and discovery at Headquarters and Field sites**

Headquarters & Field

- **Review DOE F 243.1, “Records Disposition Schedule Worksheet” forms to ensure accuracy and completeness and coordinate PRO approval**
- **Review SF-258, “Request to Transfer, Approval and Receipt of Records to the National Archives of the United States” and ensure records are no longer required by the Department before coordinating PRO approval**

RECORDS MANAGEMENT FIELD OFFICER (RMFO)

(Duties specific to Field sites)

Field

- **Implement Records Program at Field and Area Offices and provide day-to-day assistance with records issues**
- **Ensure records management is implemented at Contractor sites and provide oversight and guidance to Contractor programs**
- **Conduct Self-Assessments of Field and Area Offices and Program Assessments of Contractor programs**
- **Assess needs and develop budget requirements for Field and Area Offices and provide information to PRO**
- **Develop and administer records management procedures for Field and Area Offices, as required**
- **Review CPIC proposals and ensure records management provisions have been addressed**
- **Coordinate PRO approval of CPIC proposals**
- **Coordinate Departmental requests such as EEOICPA and discovery with Field, Area and Contractor offices**
- **Review Federal Records Center (FRC) Bills for Storage for Field, Area and Contractor programs and resolve discrepancies with local FRCs**
- **Report storage issues and coordinate resolutions with the RLO/PRO at Headquarters, including new or renewed leases of commercial storage space**
- **Approve Vital Records list(s) for Field, Area and Contractor programs**
- **Oversee and approve records inventories/disposition identification**
- **Provide oversight and approval of records transfers to the regional Federal Records Center**
- **Approve and/or coordinate approval of records destruction notices**
- **Initial employee's exit certification for records**
- **Coordinate DOE F243.1, "Records Disposition Schedule Worksheet" drafts with HQ RLO**
- **Coordinate SF-258, "Request to Transfer, Approval and Receipt of Records to the National Archives of the United States" with HQ RLO**
- **Work with PRO/RLOs at Headquarters to resolve organization-specific records issues**