



Department of Energy
Washington, DC 20585
December 29, 2004

pay
to
Celinda Pen
cc to Heiser

MO 11/3/05

MEMORANDUM FOR ROBERT F. WARTHER
MANAGER
OHIO FIELD OFFICE

FRAZER R. LOCKHART
MANAGER
ROCKY FLATS PROJECT OFFICE

FROM:

PAUL M. GOLAN *Inis Tracy for*
PRINCIPAL DEPUTY ASSISTANT SECRETARY
FOR ENVIRONMENTAL MANAGEMENT

SUBJECT:

Records Management Practices at Environmental Management
Closure Sites

This memorandum directs that each Environmental Management (EM) closure site manager designate a Federal records liaison for the site. These individuals should assume responsibility for overseeing records inventory and disposition activities for their organization(s); i.e., inventory, schedules application, identification of unscheduled records, copying, indexing, providing oversight of contractor records management activities, and assembling records for transfer to the Office of Legacy Management (LM). They should be empowered by management and trained in records management policies and disposition tasks.

As site closure rapidly approaches, management commitment is essential to ensure that records management responsibilities are not overlooked. It is important that appropriate Federal and contractor resources are applied to these activities to ensure that EM does not lose vital information as sites continue to downsize and close. As resources leave these sites, it is your responsibility to enact policies and practices that require individuals (Federal and contractor) to account for records and information when they terminate employment.

It is important that records and information related to an organization's structure, functions, policies, decisions, past activities, and transactions be preserved and that the information necessary for the continuous efficient operation of successor organizations be made available. The identification, protection and preservation of records and information sources should be a primary objective during site closure and transition activities.

Please provide the name of your Federal records liaison to Dr. Robert Goldsmith, Office of Core Technical Group, at robert.goldsmith@em.doe.gov by January 14, 2005.



cc:

Michael Owen, LM-1

David Geiser, LM-40