



RECORDS MANAGEMENT PROGRAM

Collateral Duties for Program Records Official (PRO)

BACKGROUND

DOE collateral duty Records Management (RM) assignments cover DOE program and staff offices, in HQ and Field locations, and both Federal and contractor personnel in program and administrative areas. DOE Heads of Elements are responsible to provide a Program Records Official (PRO)¹ to support their respective RM processes. PROs are senior-level officials with HQ and Field oversight, budgetary, and signature authority to approve records issues. PROs are appointed using DOE F 243.3, *Records Contact Appointment*, and are tracked and reported by the DOE RM Program.

AUTHORITIES

- Title 36, Chapter XII, Subchapter B, Part 1220, Subpart B, Section 1220.34(d)
- DOE O 243.1B, Records Management Program, Paragraph 5d(3)(a)

DUTIES & RESPONSIBILITIES

Information herein provides guidance and is not offered to convey actual, implied or inherent grade controlling duties for position (re-)classification or re-titling as a RM position. Recommended duties and responsibilities include, but are not limited to:

- Implementing RM Program and providing RM oversight assistance, guidance and direction
- Authorizing/certifying RM actions such as appointments/authorizations for subordinate records contacts, and records transfers, retrievals, accessions and disposals
- Reviewing and clearing Federal and contractor employee separations (records exit procedures)
- Ensuring DOE RM Program implementation at HQ and Field sites in accordance with 36 CFR Chapter XII, and applicable departmental policies and procedures
- Providing oversight for and/or conducting, directing or participating in HQ and Field RM assessments
- Assessing RM Program needs and plans for resourcing requirements, including approving RM planning and investment proposals and information architecture plans
- Ensuring RM efforts are coordinated with HQ and Field sites, including litigation holds
- Reviewing and approving Federal Records Center storage expenses (invoices)
- Reviewing and approving commercial storage leases and ensuring regulatory requirements are met, including the appropriate safeguarding of Federal records from damage, loss, theft, or other intended or unintended compromises
- Coordinating with the Departmental Records Officer/DOE RM Program regarding corporate records issues, such as records scheduling, vital records, and data calls
- Coordinating and communicating information with other PROs and subordinate Records Management Field Officers (RMFOs), Records Liaison Officers (RLOs) and Contractor Records Custodians (CRCs)
- Participating in appropriate/required RM Program work groups and collaborative efforts
- Representing their organization's interest in other DOE RM-related activities and efforts
- Serving as the DOE Elements Heads RM decision authority
- Completing recommended and required RM training and instruction – formal and informal
- Other related RM duties and responsibilities as may be appropriate

¹ Agency Records Officers (AROs) are official designations reserved for select DOE Elements with certain RM Program-level oversight authorities, controls and requirements. AROs should refer to applicable NARA regulations and guidance and their official Position Description for duties and responsibilities.