



RECORDS MANAGEMENT PROGRAM

Collateral Duties for Records Management Field Officer (RMFO)

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 Records Management Field Officer (RMFO) to represent each Field site or office to support their respective RM processes. RMFOs are officials at the Field level who provide oversight and guidance to Federal and contractor RM programs at the Field and area offices, and contractor programs, for their respective organizations. RMFOs 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)(b)

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 an RM position. Recommended duties and responsibilities include, but are not limited to:

- Implementing RM Program and providing RM assistance 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 Field sites is in accordance with 36 CFR Chapter XII, and applicable departmental policies and procedures, including for contractor sites
- Providing oversight for and/or conducting (or directing or participating in) program assessments for Field programs, including contractor programs
- Ensuring Field RM activities and information are managed and coordinated with the PRO, as appropriate
- Reviewing and approving Federal Records Center storage expenses (invoices)
- Reviewing and approving commercial storage leases in coordination with the Program Records Official (PRO) to ensure regulatory requirements are met
- Coordinating with the PRO and DOE RM Program regarding corporate records issues such as records disposition scheduling, vital records identification, annual and ad hoc reporting/data calls
- Coordinating and communicating information with other RMFOs and subordinate 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
- Conducting self-assessments and supporting appropriate RM audits and investigations
- Assessing needs and developing budget proposals for coordination through PRO
- Completing recommended and required RM training and instruction – formal and informal
- Other related RM duties and responsibilities as may be appropriate