



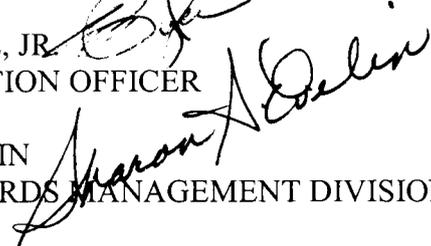
Department of Energy

Washington, DC 20585

September 26, 2006

MEMORANDUM FOR: INGRID KOLB
DIRECTOR, OFFICE OF MANAGEMENT

THRU: THOMAS N. PYKE, JR. 
CHIEF INFORMATION OFFICER

FROM: SHARON A. EVELIN 
DIRECTOR, RECORDS MANAGEMENT DIVISION

SUBJECT: Notice of Intent to Develop: DOE M 243.1, "*Electronic Records Management Manual*"

PURPOSE: This Manual will provide supplemental requirements to DOE O 243.1, "*Records Management*," to cover electronic records. Implementing the requirements of this Manual will:

- Ensure that all DOE records are managed in accordance with the Federal Records Act [Public Law (P.L.) 81-574].
- Facilitate the implementation of the E-Government Act of 2002, and
- Ensure electronic records are reliable, authentic, trustworthy, and usable.

JUSTIFICATION: The Inspector General's Report, "The Retention and Management of the Department's Records," dated April 15, 2005, found that the Department had not developed and implemented methods for archiving e-mail and other electronic information in its original form. This Manual addresses this deficiency by establishing requirements for managing the Department's electronic records.



Organizations have largely developed individual solutions to fit their immediate electronic records management needs. Standardizing requirements across DOE will optimize e-records management efforts, provide accountability for creation, capture and maintenance of electronic records, and assist in eliminating duplicate and voluminous transitory e-records and e-records management systems.

IMPACT: The Inspector General’s report states that the Department could save over \$2M by eliminating duplicative and redundant records management systems. Defining transitory e-records/e-mail that can be eliminated in the short-term will also prove cost-effective in terms of management, discovery, and e-FOIA activities.

CONTACT: Sharon Evelin, Departmental Records Officer, (3-3455)

DECISION:

Concur: _____

Nonconcur: _____

Timeframe: 30 days 60 days 90 days 120 days

Date: _____

Proposed Development Schedule for “Manual for DOE Electronic Records Management Using Track 3 of the Directives Process Tracks

Milestone	Date
Develop directive to address e-Records in support of DOE O 243.1	8/28/06
Coordinate internal review with OCIO and RM community	8/30/06
Incorporate comments received from internal review	10/20/06
Obtain approval from OCIO on “Intent to Develop...” memo	9/26/06
Forward “Intent to Develop...” memo to MA-44	9/26/06
Obtain approval from MA-1 on “Intent to Develop...” memo	10/13/06
Send Directive to MA-44 for RevCom Department-wide coordination	10/27/06
Post into RevCom	11/6/06
Target approval date.	2/6/07