



Department of Energy
Washington, DC 20585

EXEC-2011-012553

December 16, 2011

MEMORANDUM FOR THE DEPUTY SECRETARY

FROM:

MICHAEL W. LOCATIS, III

CHIEF INFORMATION OFFICER

OFFICE OF THE CHIEF INFORMATION OFFICER

SUBJECT:

ACTION: Designation of Senior Agency Official for Records
Management Program Reporting

ISSUE: Presidential Memorandum, *Managing Government Records*, signed November 28, 2011, directed agencies to designate in writing to the Archivist of the United States a senior agency official by December 28th, 2011. This senior official is to supervise and review an agency report on the agency records management program due by March 28th, 2012.

DISCUSSION: The DOE records management program is located within the Office of the Chief Information Officer. The Chief Information Officer (CIO) has established records management policy and governance to address legislative records management requirements, and is currently working to revitalize the program to address evolving requirements.

RECOMMENDATION: The DOE records management program falls under the purview of the CIO. Therefore, it is recommended that the CIO be designated the senior agency official for reporting on DOE records management. A Deputy Secretary memorandum for the Archivist of the United States with the required designation is attached.

APPROVED:

DISAPPROVED:

DATE:

DEC 20 2011

Attachment

