



Department of Energy
Washington, DC 20585

JM Chronology
JM RECEIVED 6/5/2012
OUT FOR REVIEW 6/15/2012
DRB DISCUSSION 6/21/2012

MEMORANDUM FOR INGRID KOLB
DIRECTOR, OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY
DIRECTOR, OFFICE OF INFORMATION RESOURCES

FROM: ROBERT BRESE
ACTING CHIEF INFORMATION OFFICER

SUBJECT: Notice of Intent to Revise DOE O 243.1A, Records Management Program

PURPOSE: The revision will incorporate into DOE O 243.1A, Records Management Program, the requirements and responsibilities for establishing and maintaining a Vital Records Program and allow the cancellation of DOE O 243.2, Vital Records. Approval of this Justification Memo will withdraw the current draft revision of DOE O 243.2, Vital Records from RevCom. The Directives Review Board (DRB) approved the Justification Memo to revise the Order on 12/15/2011.

JUSTIFICATION: Based on the December 15th DRB approval, a draft revised DOE O 243.2A, Vital Records, was submitted into RevCom and comments were received. The Office of the Chief Information Officer (OCIO) now believes there is no need to have a separate order. Vital Records requirements can be addressed as a component of the Records Management Program. The OCIO would like to revise the DOE O 243.1A, Records Management Program to incorporate vital records requirements and responsibilities and eliminate the need for a separate Vital Records order. The current DOE O 243.2, Vital Records, will be canceled once the revised DOE O 243.1A, Records Management Order, is issued.

There are no valid external, consensus or other standards available that can be used in place of this directive.

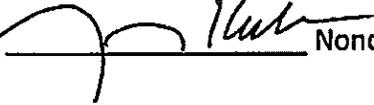
IMPACT: This revision will not impose any new requirements to DOE Elements or its contractors. The proposed revision streamlines DOE directives by combining two existing directives into one simplified order. The proposed revised directive does not duplicate existing laws, regulations, or national standards and does not create undue burden on the Department. No additional requirements are anticipated.

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OPI/OPI CONTACT: Office of Chief Information Officer, Roxzanne Jones, (301) 903-0593



Ingrid Kolb, Director, Office of Management (MA-1):

Concur:  Nonconcur: _____ Date: 6-21-12

The DRB approval is granted with the condition that the CIO's office will use the Enterprise Risk Management tool to analyze whether requirements are necessary.