



Department of Energy
Washington, DC 20585

JM CHRONOLOGY

JM RECEIVED 12/7/11
OUT FOR REVIEW 12/9/11
DRB DISCUSSION 12/15/11

MEMORANDUM FOR INGRID KOLB
DIRECTOR
OFFICE OF MANAGEMENT

THROUGH: KEVIN T. HAGERTY
DIRECTOR
OFFICE OF INFORMATION RESOURCES 

FROM: MICHAEL W. LOCATIS 
CHIEF INFORMATION OFFICER

SUBJECT: Notice of Intent to Revise DOE O 243.2, *Vital Records*

PURPOSE: DOE Order 243.2, *Vital Records*, sets forth requirements and responsibilities for establishing and maintaining a program for the management of vital records. IT ensures the identification of, and access to records needed to protect the legal and financial rights of the Department of Energy, and records needed to ensure the continuity of operations and performance of essential functions during an emergency or disaster, and the subsequent resumption of normal business operations.

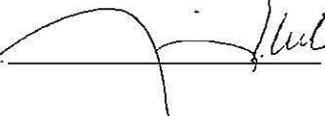
JUSTIFICATION: This Order has not been revised since 2006. Since that time the development of new policies and technologies has resulted in substantial growth in the volume and types of electronic records that must be properly managed. Many of these records are vital records. Revision of this Order will bring the Department's vital records program into better alignment with requirements established by the Office of Management and Budget, the National Archives and Records Administration and with DOE business needs. It will provide better and clearer guidance on the identification and management of DOE vital records, especially vital records that are electronic records, and streamline requirements placed on contractors who manage vital records on behalf of DOE.

The Department's management of its records was recently audited by the DOE Office of Inspector General. Updating records management policy and guidance documents was one of the IG's recommendations.

IMPACT: This revision will not impose any new requirements to DOE Elements or its contractors. The proposed directive does not duplicate existing laws, regulations or national standards and it does not create undue burden on the Department. No additional requirements are anticipated.

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Concur:  Nonconcur: _____ Date: 12-15-11

