

**ADMINISTRATIVE CHANGE TO
DOE Order 243.1B, *Records Management Program***

Locations of Changes:

Page	Paragraph	Changed	To
11	5.e.(8)	Assess records management practices in offices for which they have been assigned oversight responsibility at least every 3 years in accordance with paragraph 4.a.(8).	Assess records management practices in offices for which they have been assigned oversight responsibility at least every 3 years in accordance with paragraph 4.a.(9).
3	Attachment 1, 1.n.	Vital records inventories and copies of vital records should be provided to the appropriate Emergency Management Program Administrators and COOP Coordinators and to the designated Program Records Officer/Records Management Field Officer.	Vital records inventories and copies of vital records should be provided to the appropriate Emergency Management Program Administrators and COOP Coordinators and to the designated Program Records Official/Records Management Field Officer.