



RECORDS MANAGEMENT PROGRAM

Collateral Duties for Records Liaison Officer (RLO)

BACKGROUND

DOE collateral duty Records Management (RM) assignments cover DOE program and staff offices, in HQ and Field locations, and both Federal and contractor personnel in program and administrative areas. DOE Heads of Elements are responsible to provide at least one Records Liaison Officers (RLOs) for each program, staff or support office (in DOE HQ and the Field) to provide day-to-day administration of an organization's RM program and to act as liaison with their organization's Program Records Official (PRO) or Records management Field Officer (RMFO), as appropriate. RLOs are officials at the HQ and Field level who provide administrative and technical assistance and guidance to Federal and contractor RM programs for HQ and Field organizations. RLOs are appointed using [DOE F 243.3, *Records Contact Appointment*](#), and are tracked and reported by the DOE RM Program.

AUTHORITIES

- Title 36, Chapter XII, Subchapter B, Part 1220, Subpart B, Section 1220.34(d)
- DOE O 243.1B, Records Management Program, Paragraph 5d(3)(c)

DUTIES & RESPONSIBILITIES

Information herein provides guidance and is not offered to convey actual, implied or inherent grade controlling duties for position (re-)classification or re-titling as an RM position. Recommended duties and responsibilities include, but are not limited to:

- Implementing RM Program and providing day-to-day RM assistance on such matters as Records Disposition Schedule identification and interpretations, records research and data call responses
- Assisting in development or local RM procedures, as required, consistent with laws, regulations and policies and DOE RM program guidance and direction
- Assisting with preparation of records inventories and records
- Preparing and ensuring the accuracy and completeness of RM transfers, including accessions, and retrievals, disposals and related RM procedures and documentation under the oversight and direction of the appropriate PRO or RMFO
- Providing input to PRO and/or RMFO regarding RM planning and investments
- Reviewing Federal Records Center storage and services bills for accuracy and completeness and advising PRO or RMFO of issues
- Conducting or assisting in local RM self-assessments or audits
- Assessing local RM training and other requirements for recommendations to the PRO or RMFO
- Reviewing and coordinating research and responses to records and information controls and requests, including litigation holds, preservation notices, discovery requests, and departmental moratoriums
- Providing Federal oversight, guidance and direction to Contractor Records Custodians and other DOE contractor personnel involved with RM program activities and efforts dealing with or impacting Federal records – creation/receipt, maintenance and use, dispositioning
- Coordinating with local FRC officials to ensure adequate and appropriate records support services for DOE records, including submitting appropriate and timely access requests, revisions and cancellations to/through the DOE RM Program and local FRC