



Department of Energy
Washington, DC 20585

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TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS
RECORDS LIAISON OFFICERS

FROM: SHARON A. EVELIN *Sharon A. Evelin*
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SUBJECT: NUMBERED MEMORANDUM RM 2007-08, DOE-STD-4001-2000,
DESIGN CRITERIA STANDARD FOR ELECTRONIC RECORDS
MANAGEMENT SOFTWARE APPLICATIONS

The National Archives and Records Administration (NARA) has endorsed version 2 of the Department of Defense's Electronic Records Management Software Application Design Criteria Standard (DoD 5015.2-STD, June 2002) for use by all Federal agencies. (<http://www.archives.gov/records-mgmt/bulletins/2003/2003-03.html>) DOE-STD-4001-2000 is based on the DoD standard with changes limited to the Foreword, deletion of DoD and addition of DOE reference documents and organizations, deletion of references to the Defense Message System and changes to section C1.2 to acknowledge that the DoD certification process would satisfy the DOE certification requirements.

One of the goals of the DOE standard was to work toward a unified Federal standard for records management software applications. Since that goal has been achieved by NARA's endorsement of DoD 5015.2, we are canceling DOE-STD-4001-2000. This will be reflected in the Electronic Records Management Manual (now in draft) and we will make a change to DOE O 243.1, Records Management Manual, dated 2/03/06.

Please call Mary Ann Wallace, 301-903-1147, if you have any questions.

