

POLICY FLASH 2006-03

DATE: October 19, 2005
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, MA-61
Office of Procurement and Assistance Management

SUBJECT: Records Retention Related to Hurricane Katrina

SUMMARY: This notice serves to provide information pertaining to records retention as it relates to Hurricane Katrina, the resulting flooding, or the aftermath.

What is the purpose of this Information?

The objective is to identify the actions taken, what went right, areas for improvement, and lessons learned. Accordingly, the Homeland Security Council may request the Department to provide records for review at an undetermined date.

How will this affect work processes?

Contracting officers should segregate records created and those that will be created for "Katrina" related incidences so that they may be available upon request.

Attached is a letter from the Chief Counsel's Office providing further information on records retention related to Hurricane Katrina.

Questions concerning this Policy Flash should be directed to Denise P. Wright at (202) 287-1340 or Denise.Wright@hq.doe.gov

A handwritten signature in black ink, appearing to read "Michael P. Fischetti".

Michael P. Fischetti, Acting Director
Office of Procurement and
Assistance Policy, OMBE

Attachment: Memo from General Counsel on Hurricane Katrina



Department of Energy

Washington, DC 20585

September 27, 2005

MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM: David R. Hill
General Counsel

SUBJECT: Retention of Records Related to Hurricane Katrina

The President has ordered a comprehensive review of the Federal response to Hurricane Katrina, in order to determine what went wrong, what went right, and lessons learned. As a part of this effort, the Homeland Security Council may request the Department of Energy to provide records for review.

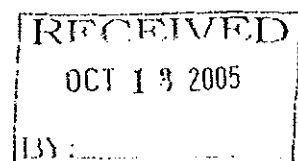
Accordingly, you are to ensure that, until further notice and in accordance with all applicable laws, your office retains all records relating to Hurricane Katrina, the resulting flooding, or their aftermath ("Records"), whether presently existing or created in the future. For purposes of clarity, "Records" is meant in the broadest sense, and includes all documents, reports, writings, letters, memoranda, notes, communications (including e-mails, faxes, and telephone records, and all communications with other Federal Departments and Agencies, State and local governments, and private sector entities), contracts, agreements, schedules, spreadsheets, travel records, data, electronically stored information, audio and video recordings, computer disks and hard drives, drawings, graphs, charts, photographs, and all other records of any kind. "Records" includes, but is not limited to, all records required to be preserved pursuant to the Federal Records Act of 1950, as amended, 44 U.S.C. § 3101 et seq.

If you have any questions, please contact Susan F. Beard, Assistant General Counsel for General Law, at 202-586-8618.

Thank you in advance for your assistance.



Printed with soy ink on recycled paper



Wright, Denise

m: Fischetti, Michael
Sent: Tuesday, October 18, 2005 12:59 PM
To: Wright, Denise
Cc: Robinson, Sherry
Subject: FW: FYI ONLY: Numbered Memorandum RM 06-03, "Retention of Records Related to Hurricane Katrina"

Denise,

Could you put a Flash together for this. Just for info. Not guidance from us required.

-----Original Message-----

From: Hopf, Richard
Sent: Tuesday, October 18, 2005 12:51 PM
To: Fischetti, Michael
Subject: RE: FYI ONLY: Numbered Memorandum RM 06-03, "Retention of Records Related to Hurricane Katrina"

send as an infogram

-----Original Message-----

From: Fischetti, Michael
Sent: Tuesday, October 18, 2005 12:42 PM
To: Hopf, Richard
Subject: FW: FYI ONLY: Numbered Memorandum RM 06-03, "Retention of Records Related to Hurricane Katrina"
Importance: High

We need not send out anything separate, need we? Policy and procedure already require us to document the file, should someone wish to review it lately.

-----Original Message-----

From: Baptist, Douglas
Sent: Tuesday, October 18, 2005 10:05 AM
To: Fischetti, Michael
Subject: FW: FYI ONLY: Numbered Memorandum RM 06-03, "Retention of Records Related to Hurricane Katrina"
Importance: High

Another policy flash?

-----Original Message-----

From: ITC Mailbox
Sent: Tuesday, October 18, 2005 7:48 AM
To: DL-IM CIO Council
Subject: FYI ONLY: Numbered Memorandum RM 06-03, "Retention of Records Related to Hurricane Katrina"
Importance: High

FYI Only. Data call will be satisfied by the Records Management Officer of your organization.

DATE: OCTOBER 17, 2005

TO: PROGRAM RECORDS OFFICIALS

FROM: DEPARTMENTAL RECORDS OFFICER, IM-11

10/18/2005

SUBJECT: Numbered Memorandum RM 06-03, "ACTION REQUEST FROM GENERAL COUNSEL"

Please find attached a copy of an action request from the Office of General Counsel. The White House has asked that all records relating to Hurricane Katrina and the resulting flooding, aftermath, and resumption of operations be identified and held for possible review by the Homeland Security Council (HSC). The objective is to identify the actions taken, what was right, areas for improvement, and lessons learned. Records already created and those that will be created for future activities/actions should be segregated and placed on hold. If records have not yet been created on actions taken, "documentation to the file" should be created as soon as possible. (Please note in the attachment that this request was also sent to the Heads of Departmental Elements.)

Please canvas your organization and provide IM-11 with a listing of categories of records identified (as defined in the attachment), media, and a point of contact. (It is not necessary to list every record; however, you may do so for future reference purposes.) Updates as additional records are created should be provided until further notice from General Counsel.

Although General Counsel did not set a due date for identification of the records, I ask that you respond to this Office no later than November 9th. Negative responses are requested. Questions on this request may be addressed to me at 301-903-3455. Please forward your responses to Roxzanne Jones at jones.roxzanne@hq.doe.gov

Attachment

Cc: FYI ITC Council

10/18/2005