

U.S. DEPARTMENT OF ENERGY
Essential Records Identification

INSTRUCTIONS: Complete form to include in DOE Element Essential Records Plan. Submit a copy to the DOE Records Management Program at doerm@hq.doe.gov. As needed, use **DOE F 243.8b, Essential Records Identification – Addendum** to identify any additional program-related or mission-specific essential records items. Complete a **DOE F 243.8c, Essential Records Details** for each essential records item identified on a **DOE F 243.8a** and a **DOE F 243.8b**.

SECTION I. DOE Element			
Major Program/Staff Office		Minor Sub-division/Office/Field Site	
Preparer/Records Contact Name		Records Contact Role <input type="checkbox"/> PRO <input type="checkbox"/> RMFO <input type="checkbox"/> RLO <input type="checkbox"/> CRC	Signature
Approver/Senior Official Name		Approving Senior Official Title	Date

SECTION II. Records			
A. Identification: Determine whether applicable records in the item categories exist as essential in the DOE Element. Cite NARA disposition authorities, including item number, as noted on applicable approved General Records Schedule or Records Control Schedule.		B. Category: Select all that apply. Coordinate with appropriate agency oversight offices as needed. Select No Essential Records if none exist for the item category.	
C. Justification: The following provide summary explanations supporting the noted records items as essential records if applicable to the DOE Element.			
1. Record Item No. & Type	2. NARA Disposition Authorities		
Item No. 1 Standard Operating Procedures (SOPs), Instructions (SOIs) and similar		<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal <input type="checkbox"/> <i>No Essential Records</i>	Required to provide procedural guidance and detailed instructions for DOE/Office program operations.
Item No. 2 Contracts, Grants, Inter-agency Agreements, Memoranda of Agreement/Understanding and similar		<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal <input type="checkbox"/> <i>No Essential Records</i>	Required to ensure compliance and legal standing for contractual agreements, grant issuances, and similar agreements and understandings that exist between DOE and other Federal, state, local, private or other entities.
Item No. 3 Job Analysis Tools/Position Descriptions and similar		<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal <input type="checkbox"/> <i>No Essential Records</i>	Required to ensure consistent and timely identification of staff positions, duties, responsibilities and qualifications in the event positions must be filled quickly during the absence or preoccupation of the incumbents.
Item No. 4 Functional Statements, Organizational Charts, and similar		<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal <input type="checkbox"/> <i>No Essential Records</i>	Required as ready reference to agency organization and structure, as well as the corresponding functions essential to identifying office scopes and responsibilities, and organizational relationships.
Item No. 5 Management Directives, Policies, Delegations of Authority (DOAs), and similar		<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal <input type="checkbox"/> <i>No Essential Records</i>	Required as ready reference to agency policies and procedures, roles and responsibilities, as well as key authorities and accountabilities for Federal or Departmental programs.
Item No. 6 Access Rosters, Keys, Password Lists and similar		<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal <input type="checkbox"/> <i>No Essential Records</i>	Required to ensure the timely and efficient access to secured information and sites, and necessary to ensure that the appropriate staff is properly identified prior to access to such.
Item No. 7 Call Rosters, Charts/Maps, Contact Lists, Essential Function, Orders of Succession, and similar		<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal <input type="checkbox"/> <i>No Essential Records</i>	Required to ensure communication to, and of, timely and accurate notices, directions, roles and responsibilities, and chains-of-command to DOE employees and contractors.