

U.S. DEPARTMENT OF ENERGY
Essential Records Identification - Addendum

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. The form supplements **DOE F 243.8a, Essential Records Identification**. Continue essential records identification under Section II.A.1. Use additional copies of **DOE F 243.8b**, as needed to continue sequential numbering. Also, complete a separate **DOE F 243.8c, Essential Records Details** for each item identified below.

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

SECTION II. Records					
A. Identification: Continue item entries to supplement <i>DOE F 243.8a</i> by sequentially noting any unique programmatic or mission-specific records that are essential under A.1. Also, cite the NARA disposition authorities under A.2, including item numbers noted on applicable approved General Records Schedule or Records Control Schedule. The NARA disposition authority requested applies to the business use records rather than the continuity copies.		B. Category: Select all that apply. Coordinate with appropriate agency oversight offices as needed.		C. Justification: Provide summary explanations supporting the noted records items as essential records. Provide rationale with identifying the business records as essential records. Cite the supporting statutes, regulations, policies or similar that support the identification for continuity.	
1. Record Item No. & Type		2. NARA Disposition Authorities			
Item No.				<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal	
Item No.				<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal	
Item No.				<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal	
Item No.				<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal	
Item No.				<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal	
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