

U.S. DEPARTMENT OF ENERGY
Essential Records Details

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 . A completed form should accompany each record item identified on the DOE F 243.8a, Essential Records Identification and for each record item identified on any DOE F 243.8b, Essential Records Identification – Addendum .			
SECTION I. DOE Element			
Major Program/Staff Offices		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			
1. Type/Series/EIS Title			
2. Description			
3. Continuity Function	<input type="checkbox"/> NEF # <input type="checkbox"/> PMEF # <input type="checkbox"/> MEF #		
4. Records Category	<input type="checkbox"/> Emergency Operating <input type="checkbox"/> Financial <input type="checkbox"/> Legal		
5. Sensitivity	<input type="checkbox"/> Top Secret (TS) <input type="checkbox"/> Secret (S) <input type="checkbox"/> Confidential (C) <input type="checkbox"/> Unclassified (U) <input type="checkbox"/> Restricted Data (RD) <input type="checkbox"/> Formerly Restricted Data (FRD) <input type="checkbox"/> Personally Identifiable Information (PII) <input type="checkbox"/> Contractor/Procurement Sensitive (CPS) <input type="checkbox"/> Controlled Unclassified Information (CUI) <input type="checkbox"/> Other:		
6. Primary Location <i>Identify normal records storage site.</i>			
7. Alternate Location(s) <i>Refer to DOE Continuity Program for corresponding site identification details.</i>	<input type="checkbox"/> DOE Alternate Site – Alpha <input type="checkbox"/> DOE Alternate Site – Bravo <input type="checkbox"/> DOE Alternate Site – Charlie NOTE: <i>Refer to DOE Continuity Program for corresponding site identification details.</i> <input type="checkbox"/> Other: <i>(identify site name and address)</i>		
8. Form <i>Store which form as the essential record?</i>	<input type="checkbox"/> A Copy <input type="checkbox"/> The Original		
9. Format & Volume	<input type="checkbox"/> Electronic – B (bytes) <input type="checkbox"/> Non-electronic – cubic feet		
10. Media	<input type="checkbox"/> Paper <input type="checkbox"/> CD/DVD <input type="checkbox"/> Hard Drive <input type="checkbox"/> Thumb Drive <input type="checkbox"/> Other: <i>(specify)</i>		
11. Transfer Plan	<input type="checkbox"/> Courier/Hand-deliver <input type="checkbox"/> Electronic Transfer <input type="checkbox"/> Other: <i>(specify)</i> Explain:		
12. Cycle/Update Schedule	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> Biennially <input type="checkbox"/> Other: <i>(specify)</i>		
13. Cycle/Update Protocol	<input type="checkbox"/> Update All–entire record <input type="checkbox"/> Update Parts–select records <i>(e.g., pages, files, data)</i> <input type="checkbox"/> Other: <i>(specify)</i>		
14. IT Support Required	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(provide justification attachment)</i>		
15. Special Funding Requested	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(provide justification attachment)</i>		