

U.S. DEPARTMENT OF ENERGY
Essential Records Inventory

INSTRUCTIONS: Complete form to provide an abbreviated essential records identification, details and cycle to include in DOE Element Essential Records Plan. For full identification and details, use the **DOE F 243.8a, Essential Records Identification**, as needed, the **DOE F 243.8b, Essential Records Identification – Addendum** and the **DOE F 243.8c, Essential Records Details**.

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. Title/Series/EIS Title	2. Storage Location & Assigned Personnel	3. Format <i>(select all that apply)</i>	4. Cycling <i>(select one)</i>
		<input type="checkbox"/> Non-electronic/papers <input type="checkbox"/> Electronic (e.g., CD, hard drive, pdf.) <input type="checkbox"/> Electronic Information System (EIS)	<input type="checkbox"/> Annually <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Other: <i>(explain)</i> <input type="checkbox"/> Biennially <input type="checkbox"/> Weekly <input type="checkbox"/> Quarterly <input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> As Needed
		<input type="checkbox"/> Non-electronic/papers <input type="checkbox"/> Electronic (e.g., CD, hard drive, pdf.) <input type="checkbox"/> Electronic Information System (EIS)	<input type="checkbox"/> Annually <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Other: <i>(explain)</i> <input type="checkbox"/> Biennially <input type="checkbox"/> Weekly <input type="checkbox"/> Quarterly <input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> As Needed
		<input type="checkbox"/> Non-electronic/papers <input type="checkbox"/> Electronic (e.g., CD, hard drive, pdf.) <input type="checkbox"/> Electronic Information System (EIS)	<input type="checkbox"/> Annually <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Other: <i>(explain)</i> <input type="checkbox"/> Biennially <input type="checkbox"/> Weekly <input type="checkbox"/> Quarterly <input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> As Needed
		<input type="checkbox"/> Non-electronic/papers <input type="checkbox"/> Electronic (e.g., CD, hard drive, pdf.) <input type="checkbox"/> Electronic Information System (EIS)	<input type="checkbox"/> Annually <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Other: <i>(explain)</i> <input type="checkbox"/> Biennially <input type="checkbox"/> Weekly <input type="checkbox"/> Quarterly <input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> As Needed
		<input type="checkbox"/> Non-electronic/papers <input type="checkbox"/> Electronic (e.g., CD, hard drive, pdf.) <input type="checkbox"/> Electronic Information System (EIS)	<input type="checkbox"/> Annually <input type="checkbox"/> Bi-monthly <input type="checkbox"/> Other: <i>(explain)</i> <input type="checkbox"/> Biennially <input type="checkbox"/> Weekly <input type="checkbox"/> Quarterly <input type="checkbox"/> Daily <input type="checkbox"/> Monthly <input type="checkbox"/> As Needed