

U.S. DEPARTMENT OF ENERGY
Records Contact Designation

INSTRUCTIONS: Complete this form to designate a records role in support of your office or organization. Submit completed form to the DOE Records Management Program via doerm@hq.doe.gov. **Note:** Federal employees and contractors of NNSA, EIA and the Power Marketing Administrations submit their designations to their respective DOE Element [Agency Records Officer](#) (ARO) for consideration.

SECTION I. Designation Information

ORGANIZATION

Program / Staff Office

Sub-element (e.g., field site, laboratory, technology center)

Routing Symbol

Contract Organization or Company (If contractor, also complete above to identify the DOE organization supported)

DESIGNEE

Name

DOE E-mail

DOE Phone Number

DOE Mailing Address (street, city, state & zip code)

ROLE

Select one – [Records Contact Role](#)

- Program Records Official (PRO)
- Records Management Field Official (RMFO)
- Records Liaison Official (RLO)
- Contractor Records Coordinator (CRC)

Select as appropriate – [Essential Records Role](#)

- Primary Essential Records Liaison (PERL)
- Alternate Essential Records Liaison (AERL)

ACCESS

Clearance Level: Q L None

Security Official (required ONLY for 'Q' or 'L' selections)

Signature

[ARCIS](#) Read Retrieve Request Records Group(s): 0430 0434 Other _____

[ERA](#) (must also complete [ERA Account Request Form](#)) FRC Charge Code(s): _____

DESIGNATION

Approving Official

Signature

Position Title

or ARO PRO

CANCELLATION

Approving Official

Signature

Position Title

or ARO PRO

SECTION II. Designee Acknowledgment

I acknowledge my collateral-duty designation as a records contact and/or essential records liaison. I further acknowledge my collateral duty role is estimated to require an average of 10% of my work time per month in support of RM activities, efforts and initiatives. I will review and adhere to DOE records management policies, guidance, training, and contractor requirements document (CRD). I will work with my PRO and/or the records management program office to provide records management assistance and guidance to staff within my organization and support records management best practices. I will participate in the monthly records management working group (RMWG). I will provide timely updates to information should my status change to the DOE RM Program via doerm@hq.doe.gov.

Designee Signature

Section 508 Compliant