

MEMORANDUM FOR: HEADS OF DEPARTMENTAL ELEMENTS

FROM: CHIEF INFORMATION OFFICER

SUBJECT: INTERIM EXIT POLICY FOR RECORDS
MANAGEMENT

The Office of the Chief Information Officer (OCIO), as the organization responsible for the Department's Records Management policy and oversight, has received and acted upon Program Office requests for an exit policy for records. The requests are due to the many organizational changes that are taking place in the Department.

An interim exit policy has been developed for Federal and contractor employees who are departing the agency on a permanent basis or for an extended period of time. The Department-wide Records Management Program Order, pending completion and issuance through REVCOM, will include the exit policy. Until the Order is issued, the attached Interim Exit Policy shall be used.

A suggested exit process has also been developed to assist you in establishing new or revising existing procedures. Interim exit policy and process documents can be accessed on the Records Management section of the OCIO web page at:
<http://cio.doe.gov/RBManagement/Records/records.html>.

Questions regarding the policy and process may be addressed to Susan L. Frey, Departmental Records Officer, (301) 903-3666.

Attachment