



Department of Energy

Germantown, MD 20874-1290

SEP 21 2006

MEMORANDUM FOR: PROGRAM RECORDS OFFICIALS
RECORDS LIAISON OFFICERS

FROM: SHARON A. EVELIN
DEPARTMENTAL RECORDS OFFICER

SUBJECT: NUMBERED MEMORANDUM RM 06-45
ISSUANCE OF THE RECORDS MANAGEMENT
HANDBOOK

Sharon A. Evelin

Through various discussions with Headquarters Records Liaisons, we determined that a desk reference would be of help in performing records management duties. We have developed a Records Management Handbook for this purpose and have attached an electronic copy for your information and use. The handbook will provide a handy reference to help you address day-to-day records management issues. In addition, a bound hardcopy will be provided to Headquarters Records Liaisons under separate cover. The handbook will be made available to Records Management Field Officers by posting on the Records Management section of the Chief Information Officer's website.

We expect the Handbook to be distributed around September 27, 2006. Until that time, attached is an electronic version for your use.

Any questions regarding the handbook should be addressed to Roxzanne Jones at Roxzanne.Jones@hq.doe.gov.

Attachment

cc: Records Management Field Officers