



Department of Energy

Washington, DC 20585

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TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: LORRETTA D. BRYANT *Lorretta D. Bryant*
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SUBJECT: NUMBERED MEMORANDUM RM 07-20, MONITORING NARA
INVOICES FOR THE STORAGE AND HANDLING OF DOE
RECORDS

Your program is responsible for paying for the storage costs and related services for records under your purview that are stored at the National Archives and Records Administration's (NARA) Federal Records Centers (FRC). This is a reminder that it is the responsibility of the Program Records Officials (PRO) and the Records Management Field Officers (RMFO) to review for accuracy the monthly invoices received from NARA for these services.

The invoices are posted monthly as they are received on the DOE Records Management Web Page at <http://cio.energy.gov/records-management/430.htm>. A summary of the charges for the year is also maintained on the web page. Please review the invoices monthly for accuracy of cubic feet in the actual storage component of the report and the associated services in the actual services component. Your FRC charges are based on these volumes and services. A listing of NARA storage and services rates is available on the DOE Records Management Web Page at <http://cio.energy.gov/documents/Attachment C to FY 2007 Interagency Agreement.pdf>.

As the PROs and the RMFOs, you are the most knowledgeable individuals regarding your records volumes and services activities, and it is essential that you monitor the invoices monthly to verify their accuracy. If you do find inaccuracies, let us know and we will help you research it, and we will contact NARA to resolve the discrepancies. My point of contact for this activity is Susie Jones at 301-903-0593 (Roxzanne.jones@hq.doe.gov).

cc: Record Liaison Officers

