DOE F 243.5
(07/2016)

U.S. DEPARTMENT OF ENERGY
Electronic Recordkeeping System Questionnaire

INSTRUCTIONS: Records contacts should work directly with system owners, administrators, and relevant subject matter experts to ensure the accurate completion of a separate questionnaire for each electronic recordkeeping system. Organizational records contacts should review completed questionnaires for accuracy and completeness prior to submission to DOERM@hq.doe.gov.

Additional information and details as noted in the questionnaire may be included on separate pages.

When used, note the use of attachments in the corresponding sections of the questionnaire and mark the attachments to clearly correspond to the questionnaire sections. Further instructions on the completion of each field are attached.

1. What is the name of the system?	
2. Who are the primary contacts for this system?	System Owner: System Administrator: Subject Matter Expert: Program Records Contact:
3. What is the purpose and function of the system?	
4. What are the statutes, regulations, or policies that cover the information retained within the system?	
5. What is the date range of the information held within the system?	
6. What is the current volume and the estimated annual growth of the information within the system (if known)?	Volume: Estimated Annual Growth:
7. Is the system (and the records within) regularly backed up?	☐ Yes ☐ No Please explain:
8. Does the system have any controls or protections to ensure unauthorized changes or destruction of records does not occur?	☐ Yes ☐ No Please explain:

9. Is there system documentation available, such as user manuals, screenshots, etc.?	☐ Yes ☐ No If yes, list documentation available:
10. Does this system receive information (also called inputs) from other systems, whether internal or external to DOE, or from any other sources?	☐ Yes ☐ No If yes, explain:
11. Does this system produce any information or documents (also called outputs), such as tables, charts, reports, electronic files, etc.?	☐ Yes ☐ No If yes, explain:
12. Does this system receive, contain, or produce any information with Personally Identifiable Information or special security classifications or concerns?	☐ Yes ☐ No If yes, explain:
13. Are there any approved General Records Schedules (GRS) or DOE records schedules that apply to this system?	☐ Yes ☐ No ☐ Don't know Please explain:
14. If a GRS or DOE records schedule does not currently exist, has the program drafted a proposed records schedule?	☐ Yes ☐ No Please explain: