DOE F 243.3
(10-2013)

U.S. DEPARTMENT OF ENERGY
Records Contact Appointment

SECTION I. Appointment Information

Pursuant to DOE Order 243.1B, Records Management Program, *(Name)* _____ is hereby appointed a records management contact for *(DOE Element)* _____ .

The incumbent responsibilities include providing varying levels of administrative and technical records management assistance and guidance associated with the appointed appointment. This appointment is effective on the date signed by the Approving Official, until canceled by the Approving Official or authorized designee. The named individual will serve in the role of: (select one)

- ☐ Program Records Official (PRO)
- ☐ Records Management Field Officer (RMFO)
- ☐ Records Liaison Officer (RLO)

To effect the appointment, complete the following and submit the form to DOERM@hq.doe.gov.

Approving Official Name *(print)*	Signature	Date
Position Title	Organization (Name and Code)	

To cancel the appointment, complete the following and submit the form to DOERM@hq.doe.gov.

Approving Official Name *(print)*	Signature	Date
Position Title		

SECTION II. Appointee Acknowledgement

I acknowledge my collateral duty appointment until canceled by the Approving Official or authorized designee. I will review applicable records management policy, procedures, and guidance to help ensure my effectiveness in my collateral duty capacity.

Appointee Signature	Date