

U.S. DEPARTMENT OF ENERGY Contractor Records Custodian Authorization

SECTION I. Authorization

Pursuant to [DOE Order 243.1B, Records Management Program](#), Attachment 1, Contractor Requirements Document, (Name) _____, employee of (Contractor Organization) _____, is hereby authorized to function as a Contractor Records Custodian for (DOE Element) _____.

The incumbent responsibilities include complying with the requirements of the noted Contract Requirements Document (CRD), including flowing down the requirements of the CRD to subcontractors to ensure full compliance with all requirements. He/she will ensure they review, are familiar with, and understand the requirements of DOE Order 243.1B and the associated CRD prior to and during their performance of their records custodian duties.

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

DOE Head of Element or Authorized Approving Official (print)

Signature

Date

Position Title

Organization (name & code)

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

DOE Head of Element or Authorized Approving Official (print)

Signature

Date

Position Title

Organization (name & code)

SECTION II. Access, Contact & Clearance

ARCIS (select one or more permissions below)

Read Retrieve Request

Records Groups (list all that apply)

ERA (complete NARA's [ERA Account Request Form](#))

Charge Codes (list all that apply)

Required FRCs (list all that apply)

Federal Mailing Address (street, city, state, zip)

Federal/Business E-mail

Federal/Business Phone Number

None L Q

Clearance (select one)

Security Official (print)

Signature

Date

SECTION III. Acknowledgement

I acknowledge my collateral duty until canceled by an appropriate approving official. I will review applicable records management statutes, regulations, policies, procedures, and guidance to help ensure my effectiveness in my collateral duty capacity.

Signature

Date