

SUPPLEMENTAL DIRECTIVE

NNSA SD 243.1A

Approved : 06-25-2026
Certification Due: 06-25-2031

RECORDS MANAGEMENT PROGRAM



NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of the Associate Administrator for Information
Management and Chief Information Officer

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RECORDS MANAGEMENT PROGRAM

1. PURPOSE. This Supplemental Directive (SD) establishes the authorities, requirements, and responsibilities for the National Nuclear Security Administration (NNSA) to develop, implement, and maintain an effective and sustainable records management program. It supplements Department of Energy (DOE) Order (O) 243.1C, *Records Management Program*, or its successor directive, and aligns with applicable executive and Federal authorities.
2. AUTHORITY.
 - a. 44 U.S.C. Chapter 31, *Records Management by Federal Agencies*.
 - b. 36 CFR Chapter XII, Subchapter B, *Records Management*.
 - c. DOE O 243.1C, *Records Management Program*, approved February 7, 2022.

3. CANCELLATION.

- a. NNSA SD 243.1 Admin Change 1, *Records Management Program*, issued September 3, 2014.

Cancellation of a directive does not modify or otherwise affect any contractual obligation to comply with the directive. Contractor Requirements Documents (CRDs) that have been incorporated into a contract remain in effect throughout the term of the contract until the contract or regulatory commitment is modified to eliminate outdated requirements or replace them with new requirements.

4. APPLICABILITY.

- a. Federal. This SD applies to all NNSA personnel involved in the creation, receipt, maintenance, management, dissemination, and access to Federal records, information, and electronic information systems.
 - b. Contractor. For this directive, DOE O 243.1C or the CRD of any successor directive (see [DOE O 243.1C, Attachment 1](#)) applies to management and operating (M&O) contractors. It sets forth requirements and responsibilities applicable to contractors performing work for DOE and NNSA, including the implementation of NNSA's enterprise oversight activities defined in Section 7.h.
 - c. Equivalency. In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S.C. sections 2406 and 2511, and to ensure consistency throughout the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.

5. SUMMARY OF CHANGES.

- a. Adapts DOE requirements and program guidance for NNSA implementation.
- b. Aligns NNSA roles with equivalent DOE responsibilities.
- c. Resolves or mitigates compliance issues identified in audits and inspections.
- d. Mandates oversight activities (including audits, assessments, and inspections) across the Nuclear Security Enterprise (NSE).
- e. Removes Appendices 2 through 6. Implementation, appointment, and training guidance previously contained in these appendices will be issued in technical bulletins, as needed.

6. BACKGROUND. This SD is tailored to NNSA's mission and organizational structure. It emphasizes effective lifecycle management of Federal records and information assets by directing elements to comply with requirements and implementing an assessment program to evaluate compliance.

7. REQUIREMENTS.

- a. NNSA must establish and sustain a records management program that:
 - (1) Implements requirements issued by the Office of Management and Budget (OMB), the National Archives and Records Administration (NARA), DOE, and other requirements as prescribed by laws and regulations.
 - (2) Develops procedures and guidance for oversight, leadership, and direction of the program.
 - (3) Designates individuals whose roles align with the responsibilities of DOE O 243.1C or its successor directive.
 - (4) Ensures Federal and contractor employees receive training.
 - (5) Maintains current file plans to ensure effective records and data management.
 - (6) Performs self-assessments covering file plans, essential records, and general data management activities.
 - (7) Develops and maintains an NNSA Essential Records Program.
 - (8) Establishes and sustains enterprise oversight activities such as audits, assessments, and inspections to ensure compliance with requirements.

8. RESPONSIBILITIES.

a. Associate Administrator for Information Management and Chief Information Officer.

- (1) Fulfills the Senior Agency Official for Records Management responsibilities as defined in DOE O 243.1C or its successor directive.
- (2) Designates the NNSA Agency Records Officer (ARO) and the NNSA Essential Records Manager.

b. Heads of NNSA Elements.

- (1) Fulfill the responsibilities assigned to the Heads of DOE Elements in DOE O 243.1C or its successor directive, as applicable, under the guidance and with the technical solutions provided for by the Senior Agency Official for Records Management.
- (2) Designate a Federal or contractor employee as Program Records Official (PRO) or a Records Management Field Official (RMFO) for each NNSA Element, as applicable.
- (3) Designate a Primary Essential Records Liaison for each NNSA Element.
- (4) Ensure implementation of records management technical bulletins issued by the NNSA ARO.

c. Agency Records Officer.

- (1) Fulfill the responsibilities assigned to the DOE ARO in DOE O 243.1C or its successor directive.
- (2) Serve as the NNSA liaison with NARA, DOE, and other government entities.
- (3) Perform oversight assessments and inspections to ensure NNSA records management program compliance.
- (4) Develop and issue technical bulletins that clarify existing requirements and provide implementation guidance to assist with consistent adaptation across the NSE.
- (5) Maintain a centralized compilation of guidance, templates, and resources for NNSA Federal and contractor employees to execute records management requirements, as applicable.

d. NNSA Managers and Supervisors.

- (1) Implement direction from the NNSA PRO or RMFO to ensure records management compliance, as applicable.
- (2) Provide sufficient staff resources and support to execute records management activities within their area of responsibility.

e. Contracting Officers (CO).

- (1) Ensure compliance with requirements for COs defined in Acquisition Letter No. AL-2025-01, *Implementation of New Department of Energy (DOE) Corporate Clause DOE H-2087 Management of Federal Records*.
- (2) Ensure that DOE O 243.1C or its successor directive's CRD or DOE H-2807, *Management of Federal Records* is included in any NNSA contract or subcontract that results in work being conducted for or on behalf of NNSA.

f. NNSA Office of General Counsel.

- (1) Notify the NNSA ARO of litigation actions or notices requiring a records disposition hold, and when such a hold is no longer necessary.

9. DEFINITIONS. See Appendix A.

10. REFERENCES. See Appendix B.

11. CONTACT. The Office of the Associate Administrator for Information Management and Chief Information Officer at NNSAOCIO@nnsa.doe.gov or the NNSA Agency Records Officer at NNSARecordsManagement@nnsa.doe.gov.

BY ORDER OF THE ADMINISTRATOR:



Brandon M. Williams
Administrator

Appendices:

- A. Definitions.
- B. References.

APPENDIX A: DEFINITIONS

This appendix provides information applicable to National Nuclear Security Administration (NNSA) Supplemental Directive (SD) 243.1A, *Records Management Program*. Relevant terms not defined in this attachment are reflected in Department of Energy (DOE) Order (O) 243.1C, *Records Management Program*, or its successor directive.

- a. Agency Official for Records Management. Serves as the NNSA senior executive responsible for setting the vision and strategic direction for the NNSA records management program.
- b. NNSA Agency Records Officer. Leads and oversees the NNSA records management program in compliance with requirements of DOE O 243.1C or its successor directive.
- c. Essential Records. Records that an agency must maintain operational responsibilities under national security emergencies or other emergency conditions, or to protect the legal and financial rights of the Government and those affected by Government activities.
- d. Heads of NNSA Elements. Includes Deputy Administrators, Associate Administrators, Field Office Managers, General Counsel, and Directors reporting directly to the Administrator.
- e. NNSA Essential Records Manager. Provides oversight of NNSA essential records management activities, coordinating with the NNSA Office of Emergency Management, DOE Essential Records Management, and NNSA Elements.
- f. NNSA Headquarters Element. A program office or functional organization that has responsibility for Federal NNSA programs.
- g. Primary Essential Records Liaison. Leads and coordinates essential records management for their organization in compliance with requirements of DOE O 243.1C or successor directive.
- h. NNSA Program Records Official. An individual records manager, who may be a Federal or contractor employee representing an NNSA Headquarters Element in compliance with requirements of DOE O 243.1C or its successor directive.
- i. NNSA Records Management Field Official. An individual records manager representing an NNSA Field Office in compliance with the requirements of DOE O 243.1C or its successor directive.

APPENDIX B: REFERENCES

- a. 44 U.S.C. Chapter 31, Records Management by Federal Agencies.
- b. 36 CFR Chapter XII, Subchapter B, *Records Management*.
- c. Office of Management and Budget Memorandum M-19-21, *Transition to Electronic Records*.
- d. National Archives and Records Administration (NARA) Universal Electronic Records Management Requirements, available online at: <https://www.archives.gov/records-mgmt/policy/universalemrequirements>.
- e. Department of Energy (DOE) Order (O) 243.1C, *Records Management Program*.
- f. Acquisition Letter No. AL-2025-01, Implementation of New Department of Energy (DOE) Corporate Clause DOE H-2087 - Management of Federal Records.