

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 240, Rev. 1, INFORMATION MANAGEMENT**

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change

3. **APPLICABILITY:** Does directive cover work performed by contractor(s)? Check appropriate boxes:

No (all contractors)

Yes If yes, whom? LMES ORAU SURA LMER

Other contractors (list by type)

SEE INDIVIDUAL CHAPTERS

4. **SUMMARY OF SIGNIFICANT PROVISIONS OR CHANGES:**

This Order incorporates Chapter II in the 240 Series (formerly ORIG 1324.5A and ORIG 1322.2A, respectively).

5. **CONTACT POINT:** **SEE INDIVIDUAL CHAPTERS**

Name	Organization	Telephone
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PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO O Control Form	05-31-96	ORO O Control Form	8-9-96
ORO O 240, Pages 1 and i	05-31-96	ORO O 240, Rev.1	8-9-96
ORIG 1324.5A	06-01-93	Pages 1 and i	8-9-96
ORIG 1322.2A	08-01-94	Chapter II	8-9-96

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original Signed By Jennifer H. Cusick

08/09/1996

Signature Management Analyst, AD-440

Date

U.S. Department of Energy

Oak Ridge Operations

ORDER

ORO O 240
Rev. 1

DATE: 8-9-96

SUBJECT: INFORMATION MANAGEMENT

1. PURPOSE. This Order provides detailed requirements for the Oak Ridge Operations (ORO) activities under Series 240, Information Management, by assigning responsibility and accountability and providing administrative and/or contractual guidance to ORO and its contractors.
2. SIGNIFICANT CHANGES. This Order incorporates as Chapters in the 240 Series the current Oak Ridge Implementation Guidance (ORIG) directives identified in paragraph 3 below.
3. SUMMARY.

- a. This revision to ORO Order 240 transmits the following new chapter.

Chapter II, RECORDS MANAGEMENT PROGRAM, which cancels and replaces ORIG 1324.5A, same title, dated June 1, 1993; and ORIG 1322.2A, FORMS MANAGEMENT, dated August 1, 1994.

- b. The following chapter, previously issued, remains in effect.

Chapter I, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, which cancels and replaces ORIG 1430.1C, same title, dated July 31, 1995.

For information on applicability and assignment of responsibility, refer to these individual chapters.

4. CONTRACTOR REQUIREMENTS DOCUMENT. For contractor requirements, refer to the attachments to the Chapters listed in paragraph 3 above.

Original Signed By

Daniel H. Wilken
Assistant Manager
for Administration

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