



The Under Secretary of Energy
Washington, DC 20585

June 28, 1994

MEMORANDUM FOR HEADS OF HEADQUARTERS ELEMENTS
DEPARTMENT OF ENERGY OPERATIONS OFFICES

FROM:

CHARLES B. CURTIS

Charles B. Curtis

SUBJECT:

DEPARTMENT OF ENERGY OPENNET PROJECT

In support of the Secretary's Openness Initiative and in response to stakeholder's requests for declassified documents, the Department of Energy (DOE) will establish a bibliographic database of declassified DOE documents which are available for public release. This automated database, known as the DOE-OPENNET, will enable the interested stakeholder to identify documents of interest, determine their locations within the DOE complex, and to obtain copies from the parent organization. OPENNET will also result in significant savings of document review time.

The current system does not include a central listing of classified documents that have been reviewed and released. As a result, separate requests from the public for the same document may require multiple declassification reviews. This new database, in contrast, will enable the Department to conduct more efficient and cost effective reviews of previously classified DOE documents.

Initial project planning and coordination are complete. The requirements for development of the basic database, connection with a nationally accessible network (INTERNET), and procedures for data input and accession by stakeholders have been established. It is anticipated that the system can be quickly developed using available resources. The Office of Scientific and Technical Information at Oak Ridge, Tennessee, will act as the system developer, database repository, and system operator.

Development will commence immediately, with implementation anticipated within 90 days. I ask your full support in carrying out the specific office responsibilities contained in the attachment. These interim requirements and procedures will remain in effect unless otherwise notified and pending further review of the operation of this new database.

Attachment

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DEPARTMENT OF ENERGY HEADQUARTERS AND OPERATIONS OFFICE RESPONSIBILITIES
FOR DEVELOPING DOE OPENNET

OFFICE OF DECLASSIFICATION

Serves as the lead office. Develops interim DOE requirements and procedures in coordination with the Assistant Secretary for Human Resources and Administration, Office of Information Resources Management Policy, Plans and Oversight (HR). In coordination with other DOE offices, manages the development of the database, effects required interface with INTERNET to permit public access, prepares in coordination with HR implementing requirements and procedures for all Departmental elements, and establishes initial input requirements and procedures for site implementation. Coordinates with the classification community and acts as final authority on all declassification matters. With HR assistance, develops a specific project plan containing milestones and provides monthly progress reports until implemented.

ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION

Assists Office of Declassification (OD) as required. Supports OD in the preparation of implementing procedures for OPENNET, provides records management technical assistance in defining system requirements and procedures, and all bibliographic data and records retention requirements. Following system development, maintains records management cognizance.

OFFICE OF SCIENCE EDUCATION AND TECHNICAL INFORMATION

Through Office of Scientific and Technical Information (OSTI), assists Office of Declassification as required. Develops system and procedures in conjunction with OD, and then assumes all operational responsibility for OPENNET. To expedite development, may coordinate directly with DOE offices as necessary.

FIELD OFFICES

When requested by OSTI or OD, electronically inputs detailed bibliographical data and records series information in approved format for inclusion in OPENNET. Sets up and maintains a local repository for access by the public and provides copies of requested documents.

HEADQUARTERS ELEMENTS

When requested by OSTI or OD, all offices with declassified holdings which are releasable to the public, will electronically input detailed bibliographical data and records series information in the OSTI approved format for inclusion in OPENNET.