## Request for Records Disposition Authority

Records Schedule Number

DAA-0434-2016-0008

Schedule Status

Approved

Agency or Establishment

Department of Energy

Record Group / Scheduling Group

General Records of the Department of Energy

Records Schedule applies to

Department-wide

Schedule Subject

Ombudsman Database

Internal agency concurrences will

be provided

No

Background Information

Background Information: The Secretary of Energy established the DOE Office of the Ombudsman Program (the "Program") in March 2012. The Program records concern the development, administration, and evaluation of the Program, and the Program serves as an independent, confidential, informal, and neutral conflict resolution practitioner for DOE. The Program maintains communications with those seeking assistance through the Program and holds those communications in the strictest confidence. Program officials must take all reasonable steps to safeguard the anonymity and confidentiality of DOE employees seeking assistance or otherwise associated with the Program's conflict resolution efforts. Program safeguards noted herein are in accordance with Title 5 U.S.C. Section 571-584 and also in keeping with the International Ombudsman Association standards, which advances the profession of organizational ombudsman and ensures that practitioners are able to work to the highest professional standards. This includes protecting the identity of individuals contacting the Program and protecting the information provided in confidence that is not disclosed.

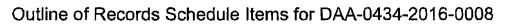
## Item Count

Number of Total Disposition Items	<b>\$</b>	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

0001





Sequence Number	or
1	Master File/Database
	Disposition Authority Number: DAA-0434-2016-0008-0001



## Sequence Number

1 Master File/Database

> Disposition Authority Number DAA-0434-2016-0008-0001

Data content includes such case information as opened and closed case dates; the anonymous person's organization, office, risk level and the services provided to them; Program official's case notes; and, the Program's uniform reporting categories, such as the anonymous person's compensation and benefits. peer and colleague relationships, applicable legal and regulatory compliances, service/ administrative issues raised, etc.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Content includes electronic information created and

maintained in an electronic database - an electronic

information system.

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

Yes

Do any of the records covered by this item exist as structured

electronic data?

Yes

Disposition Instruction

**Cutoff Instruction** Cutoff in blocks as determined appropriate for

business use.

Retention Period Destroy at the conclusion or termination of the

Ombudsman Program and/or its successor

organization, or when determined no longer needed

for statistical and related business uses.

Additional Information

GAO Approval Required and Received



I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	Ву	Title	Organization
07/11/2016	Certify	Maria Levesque	Director of Records Management Servic es	Office of the Chief Information Officer - Records Management Program Office
10/26/2016	Submit for Concur rence	Steven Rhodes	Senior Appraisal Arc hivist	National Archives and Records Administration - Records Management Services
10/31/2016	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
11/01/2016	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
11/03/2016	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

Electronic Records Archives Page 4 of 5 PDF Created on: 11/04/2016