

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI 434-00-5</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11/30/01</i>	
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
U.S. DEPARTMENT OF ENERGY		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Office of the Executive Secretariat			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sheila Convis		2. TELEPHONE NUMBER 202-586-5131	DATE <i>3-11-02</i>
		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	
3. AGENCY CERTIFICATION 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 on the attached ___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is not required <input checked="" type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE November 21, 2001	SIGNATURE OF AGENCY REPRESENTATIVE Susan L. Frey <i>Susan L. Frey</i>		TITLE Departmental Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR	10. ACTION
	Attached is a Site-specific Schedule for the Office of the Executive Secretariat.	SUPERSEDED JOB	TAKEN (NARA USE ONLY)
<i>cc: Agency, NR, NWMWA</i>			

Site-Specific Schedule for the Office of Executive Secretariat

1. Office of the Secretary, White House Bulk Mail.

The records consist of approximately 140 cubic feet dating from 1980 to the present, increasing at a rate of five to fifteen feet per year. The files consist of correspondence from the general public addressed to the President of the United States on a wide variety of topics either directly or peripherally related to energy. Correspondents include school children requesting information on energy policy, inventors of energy-saving devices, average citizens, lawyers, and businessmen commenting on or suggesting alternative energy policies and practices. The records are arranged under White House Bulk Mail within the Secretary's correspondence, thereunder alphabetically by last name of the correspondent. The records are unclassified and will not be sent to the Historian's Office with the Secretary's substantive correspondence.

Disposition: Cut off files at the end of the calendar year. Destroy one year after cutoff.

2. Office of the Secretary, General Public Mail.

The records consist of approximately 750 cubic feet dating from 1977 to the present, increasing at a rate of about 45 feet per year. The files contain unsolicited correspondence from the general public. These records are very similar in content to the White House Bulk Mail, except that the correspondence is addressed to the Secretary of Energy instead of the President. The records are arranged under Public Mail within the Secretary's correspondence, thereunder by the year received, and thereunder alphabetically by last name of correspondent. There is no indexing system that allows for retrieval by subject, within the public mail nor any way to determine the percentage of mail on a particular subject. The records are unclassified and will not be sent to the Historian's Office with the Secretary's substantive correspondence.

Note: Substantive correspondence (as determined by the Office of Exec. Sec.) is not included in this series of records.

Disposition: Cut off files at the end of the calendar year. Destroy 5 years after cutoff.

3. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on separate page)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-434-00-5	
1. FROM (Agency or establishment) Department of Energy		DATE RECEIVED	
2. MAJOR SUBDIVISION Office of the Executive Secretariat		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Management Information System Division		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Betty Mohr	5. TELEPHONE (202) 586 4313	DATE	ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION
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 on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The attached disposition requests describe records of the History Division under the Office of Executive Secretariat at Department of Energy Headquarters		

U.S. Department of Energy, Office of Executive Secretariat, Management Information System Division

1. DOE/HQ91-04.17

- a. **Action Coordination and Congressional Reports Tracking System (ACCRTS) Project Files.** The records consist of approximately 36 cubic feet dating from 1985 to the present. Files include but are not limited to the following: one-page standard format tracking worksheets, copies of portions of the document(s), copies of the appropriate portion of the enabling legislation, and correspondence received from the Program Offices concerning the document. In all cases, the items are prepared by the responsible Departmental Element. Items which have recurring requirements (i.e., annual/semi-annual/quarterly/monthly reports) will include all copies of each recurring report.

DISPOSITION: Destroy files when the ACCRTS system is no longer functioning. The records will not be sent to the Federal Records Center for storage.

- b. **ACCRTS Database.** Local application database used for tracking and monitoring reports due to Congress, GAO, or similar reporting requirements. This database is **not** used to track pending, correspondence or internal memoranda and contains no imaged versions or reports.

DISPOSITION: Destroy when the ACCRTS system is no longer functioning.

2. DOE/HQ91-04.18

- b. **Office of the Secretary, White House Bulk Mail.** The records consist of approximately 140 cubic feet dating from 1980 to the present, increasing at a rate of five from fifteen feet per year. The files consist of correspondence from the general public addressed to the President of the United States on a wide variety of topics either directly or peripheral related to energy. Correspondents include school children requesting information on energy policy, inventors of energy saving devices, average citizens, lawyers, and businessmen commenting on or suggesting alternative energy policies and practices. The records are arranged under White House Bulk Mail within the Secretary's correspondence, thereunder alphabetically by last name of the correspondent. The records are unclassified and will not be sent to the Historian's Office with the Secretary's substantive correspondence.

DISPOSITION: Cut off files at the end of the calendar year. Destroy one year after cut off.

- c. **Office of the Secretary, General public Mail.*** The records consist of approximately 750 cubic feet dating from 1977 to the present, increasing at a rate of approximately 45 feet per year. The files contain unsolicited correspondence from the general public, very similar in content to the White house bulk mail, except that the correspondence is addressed to the Secretary of Energy instead of the President. The records are arranged under Public Mail within the Secretary's correspondence, thereunder by the year

received, and thereunder alphabetically by last name of correspondent. There is no indexing system that allows for retrieval by subject, within the public mail nor any way to determine the percentage of mail on a particular subject. The records are unclassified and will not be sent to the Historian's Office with the Secretary's substantive correspondence.

Disposition: Cut off files at the end of the calendar year. Destroy one year after cutoff.

***Unsolicited correspondence from heads of companies, former government officials, and other prominent private citizens, addressed to the Secretary of Energy, will be retired as permanent records with the Secretary's other substantive correspondence.**