

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-434-01-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-14-01</i>	
1. FROM (Agency or establishment)  U. S. Department of Energy		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Records Management , SO-312		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Sharon Evelin, SO-312		2. TELEPHONE NUMBER 301-903-3455	DATE <i>7-12-01</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,			
XXXX is not required <input checked="" type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE March 13, 2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan L. Frey</i> Susan L. Frey		TITLE Departmental Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR	10. ACTION
	See attached sheet for proposed addition to Work for Others Schedule, N1-434-95-5. The addition is intended for generic use throughout the Department.	SUPERSEDED JOB	TAKEN (NARA USE ONLY)
<i>cc: Agency, NWMD, NWNW, NR</i> <i>7/16/01</i>			

**Proposed Addition to Work for Others Schedule (N1-434-95-5)**

**TECHNOLOGY TRANSFER CONFLICT OF INTEREST RECORDS**

Technology Transfer Conflict of Interest Records are records created and maintained for the purpose of identifying and avoiding employee, consultant, and organizational conflicts of interest in technology transfer activities, and to ensure that the technology transfer process is fairly applied in accordance with all applicable laws, regulations, and policies and procedures.

**1. Annual Certifications**

Cut off annually. Destroy 10 years after the end of the contract or agreement.

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**2. Project-Specific Conflict of Interest Records**

These may include correspondence, evaluation forms, review and approval forms, and mitigation plans related to a specific project.

After approval, transfer to project case file. Destroy in accordance with case file disposition.

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*2. Project-specific Conflict of Interest Records*

*see case file disposition*

*SBK 7/25/01*

### 3. Electronic Records.

Electronic copies of records that are created on electronic mail and work processing systems and used solely to generate a record keeping 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 record keeping 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 record keeping copy.

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

- b) Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

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