

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER 71-434-01-8	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-14-01	
1. FROM (Agency or establishment)  U. S. Department of Energy (Generic Schedule)		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Records Management , SO-312			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon Evelin, SO-312		2. TELEPHONE NUMBER 301-903-3455	DATE 5-7-02
		ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>3</u> 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 type="checkbox"/> has been requested.			
DATE August 8, 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 sheets for additions to DOE's Administration Schedule 16. These additions are generic schedules that will be used Departmentwide.	SUPERSEDED JOB	TAKEN (NARA USE ONLY)
cc: Agency, NR, NWMD, NWMMW			

**Addition to DOE Administrative Schedule 16, item 1.**

**1.1.1 Internal Publications**

Internal publications such as newsletters and bulletins that relate to the mission of the Department and include articles on major program and laboratory activities, personnel (at work), experimental methods and results which document projects of scientific, technical or public interest, agency sites and their growth, high-level, one-of-a-kind meetings, ceremonies or events, and/or high-level officials carrying out transactions of political, scientific, technical or public interest. These publications provide unique historical documentation of the internal operations and development of DOE's programs and organizations.

- a. Official/Editor's copy.

Permanent. Cutoff file annually. Transfer to NARA 20 years after cutoff.

- b. All other copies.

Destroy when 2 years old or when no longer needed.

**Addition to Administrative Schedule 16, item 8. Committee and Conference Files**

**8. d. Records of national and international conferences and conventions.**

(1) Conferences/conventions sponsored by the Department and/or its contractor(s) and which meet <sup>one or more</sup> ~~at least two~~ of the following criteria: (i) were the subject of Congressional or White House interest, (ii) came under intensive public scrutiny, or (iii) resulted in significant changes to Departmental programs or national energy policies.

*[Amended by R. Wire per S. Evelyn, 5-2-2002]*

- (a) Sponsor's files including, but not limited to, plans, announcements, invitations, agenda, papers presented, summaries, evaluations, and related reports maintained by the Office, Division, Field site, or contractor responsible for coordinating the conference/convention.

Permanent. Cutoff files after conference. Transfer to NARA 20 years after cutoff.

- (b) Records held by other offices.

Destroy when 3 years old or when no longer needed.

(2) All other conferences/conventions sponsored by DOE and/or its contractor(s).

- (a) Sponsor's files including, but not limited to, plans, announcements, invitations, agenda, papers presented, summaries, evaluations, and related reports maintained by the Office, Division, Field sites, or contractor responsible for coordinating the conference/convention.

Cut off files after conference. Destroy when 10 years old.

- (b) Records held by other offices.

Destroy when 3 years old or when no longer needed.

(3) Conferences, conventions and seminars not sponsored by DOE and/or its contractor(s).

- (a) Reports containing summaries of views presented, actions taken by the assembly, and of DOE or Laboratory participation.

Cutoff file after conference. Destroy when 10 years old.

- (b) All other records.

Destroy when 3 years old or when no longer needed.

### Electronic Records

Electronic copies of records that are created on electronic mail and word 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.