REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
    8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1. FROM (Agency or establishment)

   U. S. DEPARTMENT OF ENERGY
   Office of the Chief Information Officer
   Records Management Division

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   Jay A. Blewett

   TELEPHONE NUMBER
   301-903-9608

5. DATE
   November 8, 2004

   SIGNATURE OF AGENCY REPRESENTATIVE
   Sharon Evelin

   TITLE
   Acting Departmental Records Officer

6. ITEM NO.

   7. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

      The attached is a schedule for DOE's administrative records, to be included in administrative schedule 3, as new item 14.2.

      Debarment Case Files

      Consists of documents relating to investigations of contractors or grant recipients resulting in debarment or suspension from contracting with or receiving assistance from the DOE. The case files include copies of Inspector General reports, attorney recommendations for action, suspension notifications, hearing transcripts, briefs and motions, final determinations and settlement agreements for debarment and for suspension cases and other related documents. These records may be paper or word processing files or a combination of both. MEADA NEUTRAL RECORDS AS INDICATED IN THE 11/40/04 EMAIL WITH JAY BLEUET.


   8. GRS OR SUPERSEDED JOB

   9. ACTION TAKEN
   (NARA USE ONLY)

   10. ACTION TAKEN
   (NARA USE ONLY)

    JOB NUMBER
    721-434-05-1

    Date received
    11-9-2004
Disposition

a. Case Files – Cutoff file when the case is closed, debarment period or voluntary exclusion period is completed, whichever is later. Maintain inactive files in the office for 3 months after cutoff. Destroy 6 years 3 months after cutoff.

b. Other related records – Destroy when no longer required for reference or other business purposes.

C. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created for processing systems and used solely to generate cover page items in this schedule, and processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative copy is made, include copies maintained personal electronic mail directories, or hard disk or network drives and copies used only to produce the recordkeeping. Destroy/delete within 180 days after the value at the recordkeeping. By individuals in other personal directories on drives if a recordkeeping copy has been produced, or updating that is maintained in.

2. Copies used for dissemination, revision, addition to the recordkeeping copy. Destroy/delete when dissemination, revision, or updating is completed.

* PER TELEPHONE CONVERSATION w/JAY BLEWETT ON 29 MAR 06. AGREED TO INCLUDE THIS STATEMENT EVEN THOUGH IT'S INCLUDED AT THE END OF EACH CHAPTER OF THEIR DISPOSITION MANUAL."