

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-434-05-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11-9-2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
MAJOR SUBDIVISION Office of the Chief Information Officer			
MINOR SUBDIVISION Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Jay A. Blewett	TELEPHONE NUMBER 301-903-9608	DATE <i>5/14/05</i>	ARCHIVIST OF THE UNITED STATES <i>Arthur W. ...</i>
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>2</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, <p style="text-align: center;"> <input type="checkbox"/> is not required <input checked="" type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested. </p>			
DATE November 8, 2004	SIGNATURE OF AGENCY REPRESENTATIVE Sharon Evelin <i>Sharon Evelin</i>		TITLE Acting Departmental Records Officer
7. ITEM NO.	8. 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. <u>Debarment Case Files</u> Consists of documents relating to investigations of Contractors or Grant recipients resulting in the 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. <i>MEDIA NEUTRAL RECORDS AS INDICATED IN THE 11/16/04 EMAIL WITH JAY BLEWETT. PAR</i> Reference: 48CFR9.4, 10CFR606, FAR Subpart 9.4 and DEAR 909.403. <i>cc Agency, NR, NIA/WA</i>	9. GRS OR SUPERSEDED JOB	10. ACTION TAKEN (NARA USE ONLY)

	<p><u>Disposition</u></p> <p>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.</p> <p>b. Other related records – Destroy when no longer required for reference or other business purposes.</p> <p>* <u>C. ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.</u> 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 MAIL AND WORD PROCESSING SYSTEMS THAT ARE MAINTAINED FOR UPDATING, REVISION, OR DISSEMINATION.</p> <p>1. 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.</p> <p>2. 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.</p>		
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* PER TELEPHONE CONVERSATION W/ JAY BLEWETT ON 29 MAR 05. AGREED TO INCLUDE THIS STATEMENT EVEN THOUGH IT'S INCLUDED AT THE END OF EACH CHAPTER OF THEIR DISPOSITION MANUAL.

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