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

FROM (Agency or establishment)
Department of Energy

MAJOR SUBDIVISION
Office of the Inspector General

MINOR SUBDIVISION
Officer of Investigations

NAME OF PERSON WITH WHOM TO CONFER
Tiffany Jener

TELEPHONE NUMBER
202-586-2729

DATE
8/1/09

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,

DATE
3/24/09
SIGNATURE OF AGENCY REPRESENTATIVE

TITLE
Departmental Records Officer

SEE ATTACHED SHEET(S) FOR
Additions to ADM 18  Security, Emergency Planning and Safety Records

GRS OR SUPERSEDED JOB CITATION
N/A

STANDARD FORM 115 (REV 3-91)
Firearms and Related Equipment Receipt

Description: Receipt is used when firearm or related equipment (includes but not limited to firearms, handcuffs, magazines, magazine pouches, gun locks, holsters, and raid jackets) is issued, returned, and/or exchanged.

Suggested Disposition: Cut off files at the end of the calendar year. Destroy 10 years after cut off.

Firearms Training and Qualification Roster

Description: Roster is used to record a participant's signature which acknowledges score accuracy, and receipt/comprehension of safety and use of force policies.

Suggested Disposition: Cut off files at the end of the calendar year. Destroy 7 years after cut off.

Individual Firearms and Related Equipment Log

Description: This log is used to maintain the control and accountability of individual firearms and related equipment.

Suggested Disposition: Cut off files at the end of the calendar year. Destroy 10 years after cut off.