

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-434-92-3	DATE RECEIVED 12-11-91
1. FROM (Agency or establishment) Department of Energy (Headquarters)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Administration & Human Resource Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Executive Secretariat, Document Ops. Div.			
4. NAME OF PERSON WITH WHOM TO CONFER Maria Vignone	5. TELEPHONE (202) 254-5319	DATE	ARCHIVIST OF THE UNITED STATES

6. 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 1 page(s) are not now needed for the business of 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,

is not required; is attached; or has been requested.

DATE 11/13/91	SIGNATURE OF AGENCY REPRESENTATIVE Clarence L. Henley <i>[Signature]</i>	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The attached disposition request describes records of the Document Operations Division, Office of Executive Secretariat, Office of Administration and Human Resource Management at Department of Energy Headquarters. The proposed schedule is site specific.		WITHDRAWN

U. S. Department of Energy, Office of Administration and Human
Resource Management, Office of Executive Secretariat, Document
Operations Division

1. DOE/HQ91-04.18

Correspondence Files of DOE Secretary, Deputy Secretary, and Under Secretary. The records consist of 70 cubic feet dating from 1986 to the present. Files consist of official letters, memoranda, testimony transcripts, and other papers of the DOE Secretary, Deputy Secretary, and Under Secretary. They contain documents to and from Members of Congress, other Federal officials, state officials, the White House, and the general public as well as internal Departmental officials. These records pertain to the structure, policy, and mission of the Department of Energy.

Disposition. Permanent. Retain last two years and current files in office. Retire to Records Holding Area for storage for three years. After three years, records will be reviewed by Chief Historian. Those of permanent value will be transferred to DOE's Historical Archives. Nonpermanent records will be destroyed. Offer to the National Archives and Records Administration when 20 years old.

WITHDRAWN