

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-434-98-14	DATE RECEIVED 3-30-98
1. FROM (Agency or establishment) Department of Energy Washington, DC 20585		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Department-wide		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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		DATE <i>for</i> ARCHIVIST OF THE UNITED STATES 3/23/99 <i>[Signature]</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Mary Ann Wallace	5. TELEPHONE 301 903 4353		

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 3 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 3/25/98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Ann Wallace</i> Mary Ann Wallace	TITLE Team Leader, Records Mgt.
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	Administrative Schedule // , based upon GRS // ; See Attachment.		

ADMINISTRATIVE RECORDS SCHEDULE 11: ..... 2

SPACE AND MAINTENANCE RECORDS ..... 2

1. **Space and Maintenance General Correspondence Files** ..... 2

2. **Departmental Space Files** ..... 2

3. **Directory Service Files** ..... 3

4. **Credentials Files** ..... 3

5. **Building and Equipment Service Files** ..... 3

DEPARTMENT OF ENERGY

ADMINISTRATIVE RECORDS SCHEDULE 11:  
SPACE AND MAINTENANCE RECORDS

This schedule provides for the disposal of all copies, wherever located in the Department, of records relating to space and maintenance, except as indicated below. Records documenting these functions pertain to the acquisition, allocation, utilization, and release of space and include related correspondence and reports submitted to the General Services Administration (or equivalent agency with similar Government-wide responsibilities) as directed by law and regulation (41 CFR 101-17); correspondence and forms relating to the compilation of directory service listings; identification credentials and related accountable records; requests for building and equipment services; and correspondence files reflecting the activities of the unit responsible for handling space and related matters within the Department.

This schedule does not cover (a) copies of these records that are an integral part of accountable officers' accounts Administrative Records Schedule (ADM) 6; and (b) records of procurement and supply (ADM 3).

All records described in this schedule are authorized for disposal in both hard copy and electronic formats.

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1. ~~Space and Maintenance General Correspondence Files. (GRS 11, item 1)~~

~~Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.~~

~~Destroy when 2 years old.~~

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2. Departmental Space Files. (EXCEPTION TO GRS 11, item 2)

Records relating to the allocation, utilization, and release of space under Department control, and related reports to the General Services Administration.

- a. Building plan files, surveys and other records utilized in Departmental space planning, assignment, and adjustment.

Place in inactive file upon termination of assignment, cancellation of lease, or when plans are superseded or obsolete. Cut off inactive file annually. Destroy 75 years after cutoff. *Retirement of non-current records to inactive storage is authorized. Per e-mail / John Davenport 3/3/99*  
*By Elter*

b. Correspondence with and reports to staff agencies (agencies having Governmentwide functional responsibilities) relating to Departmental space holdings and requirements.

(1) Departmental reports to the General Services Administration, including SF 81, Request for Space, and related documents.  
Destroy when 2 years old.

(2) Copies in subordinate reporting units and related work papers.  
Destroy when 1 year old.

3. **Directory Service Files. (GRS 11, item 3)**

Correspondence, forms, and other records relating to the compilation of directory service listings.

Destroy 2 months after issuance of listing.

4. **Credentials Files. (GRS 11, item 4)**

Identification Credentials and Related Papers.

a. Identification credentials including cards, badges, parking permits, photographs, Department permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.

Destroy credentials 3 months after return to issuing office.

b. Receipts, indices, listings, and accountable records.

Destroy after all listed credentials are accounted for.

5. **Building and Equipment Service Files. (GRS 11, item 5)**

Requests for building and equipment maintenance services, excluding fiscal copies.

Destroy 3 months after work is performed or requisition is cancelled.