

<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 11-434-92-2	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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, Mgmt. Info. Systems Div.			
4. NAME OF PERSON WITH WHOM TO CONFER Maria Vignone	5. TELEPHONE (202) 254-5319	DATE 3/2/00	ARCHIVIST OF THE UNITED STATES Withdrawn

**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>Clarence L. Henley</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The attached disposition request describes records of the Management Information Systems Division, Office of the Executive Secretariat, Office of Administration and Human Resource Management at Department of Energy Headquarters. The proposed schedule is site specific.</p> <p style="text-align: center;"><i>Withdrawn</i></p>		

**U. S. Department of Energy, Office of Administration and Human Resource Management, Office of Executive Secretariat, Management Information System Division**

**1. DOE/HQ91-04.17**

**Action Coordination and Congressional Reports Tracking System (ACCRTS) Project Files.** The records consist of 36 cubic feet dating from 1985 to the present. Files consist of documents relating to ACCRTS items. These include, but are not limited to the following: copies of the document(s), copies of the appropriate portion of the enacting legislation, and correspondence received from the Program Offices concerning the document. In all cases, the items are prepared by the responsible Departmental Element. Items which have recurring requirements (i.e., annual/semiannual/quarterly/monthly reports) will include all copies of each recurring report.

**Disposition.** Permanent. Retain files as long as the ACCRTS system is functioning. Have Chief Historian review and evaluate documents when system is no longer in use. Offer records to the National Archives and Records Administration when no longer needed for DOE use.

*Withdrawn*