

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-434-98-16	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Mary Ann Wallace	5. TELEPHONE 301 903 4353	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN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 4 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.
-----------------	---	---------------------------------------

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 GRS OR SUPERSEDED JOB CITATION	10.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 <u>13</u> , based upon GRS <u>13</u> ; See Attachment.		

ADMINISTRATIVE RECORDS SCHEDULE 13:	2
PRINTING, BINDING, DUPLICATION, AND	2
DISTRIBUTION RECORDS	2
1. Administrative Correspondence Files	2
2. Project Files	2
3. Control Files	3
4. Mailing Lists	3
5. JCP Reports Files	3
6. Internal Management Files	3

DEPARTMENT OF ENERGY

ADMINISTRATIVE RECORDS SCHEDULE 13:
PRINTING, BINDING, DUPLICATION, AND
DISTRIBUTION RECORDS

This schedule provides for the disposal of all copies, wherever located in the Department, of records relating to printing, binding, duplication, and distribution, except as indicated. The principal records documenting these functions are (a) records pertaining to requests for service, control, production, and distribution of individual jobs or projects (usually requisitions for service and registers or similar media for controlling requisitions, and to recording the production, distribution and cost analysis within the operating units); and (b) correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, duplication, and distribution matters within the Department.

This schedule does not cover (a) the record copy of printed materials; (b) records retained by the Department for on-site audit by the General Accounting Office, and (c) Department memorandum copies which are part of the accountable officers' accounts (ADM 6).

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

1. Administrative Correspondence Files. (GRS 13, item 1)

Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents.

Destroy when 2 years old.

2. Project Files. (GRS 13, item 2)

Job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution jobs.

- a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the Department.

Destroy 1 year after completion of job.

- b. Files pertaining to planning and other technical matters.

Destroy when 3 years old.

[NOTE: Since this schedule does not cover the publications themselves, one copy of each publication should be designated the record copy and scheduled for transfer to the National Archives. Each publications series should be described on an SF 115 for submission to NARA. Extra copies are nonrecord and may be destroyed when no longer needed.]

3. **Control Files.** (GRS 13, item 3)

Control registers pertaining to requisitions and work orders.

Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.

4. **Mailing Lists.** (GRS 13, item 4)

- a. Correspondence, request forms, and other records relating to changes in mailing lists.

Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.

- b. Card lists.

Destroy individual cards when canceled or revised.

5. **JCP Reports Files.** (GRS 13, item 5)

Reports to Congress and related records.

- a. Department report to Joint Committee on Printing (JCP) regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.

Destroy when 3 years old.

- b. Copies in subordinate reporting units and related work papers.

Destroy 1 year after date of report.

6. **Internal Management Files.** (GRS 13, item 6)

Records relating to internal management and operation of the unit.

Destroy when 2 years old.

January 28, 1999

Mr. John Davenport
Department of Energy
Office of Information Management
19901 Germantown Road
HR41, CA-447
Germantown, MD 20874

Dear Mr. Davenport:

This letter is to notify you that we are withdrawing and returning without action job numbers N1-434-98-10, N1-434-98-11, N1-434-98-13, N1-434-98-16, and N1-434-98-18. These jobs require no further action by NARA as all authorities on the submitted schedules are authorized by the December 1998 publication of Transmittal No. 8 of the General Records Schedules (GRS).

When these Administrative Schedules are distributed throughout DOE, the following GRS items should be added to authorize the disposal of related electronic mail and word processing system copies: GRS 7, item 5 to DOE Administrative Schedule 7; GRS 8, item 8 to DOE Administrative Schedule 8; GRS 10, item 8 to DOE Administrative Schedule 10; GRS 13, item 7 to DOE Administrative Schedule 13; GRS 15, item 8 to DOE Administrative Schedule 15.

Should you have any questions, please contact me at 301-713-7110, ext. 251.

Sincerely,

SUSAN Y. ELTER
Life Cycle Management Division

Enclosures