

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 NI-434-98-18	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER Mary Ann Wallace		WITHDRAWN	
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 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.
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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 GRS OR SUPERSEDED JOB CITATION	10.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 <u>15</u> , based upon GRS <u>15</u> ; See Attachment.		

ADMINISTRATIVE RECORDS SCHEDULE 15: 2
HOUSING RECORDS 2

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2. Housing Maintenance and Repair Files 2
3. Housing Management Files 3
4. Housing Lease Files 3
5. Housing Assignment and Vacancy Card Files 3
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7. Housing Application Files 3

DEPARTMENT OF ENERGY

ADMINISTRATIVE RECORDS SCHEDULE 15:
HOUSING RECORDS

The housing records covered by this schedule include files and data accumulated in the maintenance and management of Federally owned and operated housing facilities within the continental United States for civilian employees of the Federal Government, military personnel, and others eligible by law to reside in the projects. These facilities may consist of low cost quarters located either within or adjacent to the confines of Federal installations, or in a critical defense or other area. This schedule includes housing records maintained by housing managers and housing or quarters offices.

Maintenance records reflect repair and general upkeep of the housing project or units. Management involves the assignment and rental of units, rent collection and other fiscal operations, and overall supervision.

Certain housing records are subject to the provisions of other ADM's. Supply and fiscal files are covered by ADM 3 and 6. ADM 1, 2, 8, and 10 may also be involved. Many records of agent cashiers serving as housing rental managers are similar to those of other Federal accountable officers and are disposable under ADM 6.

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

1. **Housing General Correspondence Files.** (GRS 15, item 1)

Correspondence files pertaining to the maintenance and management of housing projects.

Destroy when 2 years old.

2. **Housing Maintenance and Repair Files.** (GRS 15, item 2)

Maintenance and repair records for individual units.

a. Summary card or ledger record.

Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves Departmental control.

b. Work orders, requisitions, and related papers involved in repair and maintenance work.

Destroy 3 fiscal years following close of fiscal year in which work is done.

3. Housing Management Files. (GRS 15, item 3)

Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data.

Destroy when 2 years old.

4. Housing Lease Files. (GRS 15, item 4)

Copies of leases, renewals, termination notices, and related documents.

Destroy 3 fiscal years following close of fiscal year in which

(a) lease termination, lapse, or cancellation occurs, or

(b) litigation is concluded, whichever is later.

5. Housing Assignment and Vacancy Card Files. (GRS 15, item 5)

a. Individual tenant cards.

Destroy when tenant vacates unit.

b. Individual housing unit cards.

Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control.

6. Housing Inventory Files. (GRS 15, item 6)

Furnishing inventory files, pertaining to items included in furnished units.

Destroy 3 fiscal years after close of fiscal year in which inventory is superseded.

7. Housing Application Files (other than copies in lease files). (GRS 15, item 7)

a. Rejected application files.

Destroy 1 year from date of rejection.

b. All others.

Destroy when 2 years old.