

## DOE Administrative Records Schedules Changes

Last revised: 3/29/2007

Date	DOE Admin Schedule	Item(s)	Change	Authorizing Document
03/02/07	3	18	Added GRS 3, item 18, FAIR Act Records. Added item numbers for N1 citations.	GRS Transmittal No. 16, 3/27/06
03/02/07	2		Added item numbers for N1-434-98-5.	N/A
03/02/07	1	10b, 24, 27, 42a-c	Added items for Form I-9 (GRS 1, Item 10b), reasonable accommodation records (GRS 1, Item 24), alternative dispute resolution records (GRS 1, item 27), and alternative worksite records (GRS 1, Item 42). Added item numbers for N1 citations.	GRS Transmittal No. 11, 12/31/03; GRS Transmittal No. 12, 7/14/04; GRS 1 Item 42
09/22/05	23	7	Added additional examples of Transitory Records. Changed disposition of "Destroy when 3 months old" to "Destroy immediately, or when no longer needed for reference, or according to a predetermined schedule or business rule (e.g. implementing the auto delete feature of "live" electronic mail systems.)"	GRS Transmittal No. 15, 9/14/05
<b>EPI Moratorium Markings</b>				
03/02/07	2	1a, 1b	Added EPI citations.	E-mail from HSS, 2/26/07
03/02/07	1	20.1a, 21.3a (3), 33a, 33f	Added EPI citations.	E-mail from HSS, 2/23/07