

RM Numbered Memo RM05-22: Guidance for Flexible Scheduling of Records

The National Archives & Records Administration has begun to issue guidance concerning the new Records Schedule formats, which may be used by the Federal agencies. These formats, include the "Big Bucket" formats, are described in the NARA Bulletin 2005-05 which is attached to this e-mail. Examples of schedules prepared in the new format are also included in the second attachment, 18 2005 Flex bulletin 052005a.DOC. The NARA bulletin also mentions the "Flexible Retention" concept which will not be implemented by DOE.

The DOE has begun to develop Records Schedules in the "Big Bucket" or "Large Aggregation" format. A team led by the Savannah River Site Office and including input from many DOE offices has begun to prepare the work plan for this effort and an initial schedule under the new format. The plan for this development, including the Schedules to be written and their completion dates, is in development and will be published when completed.

Please refer any questions on the above to Lorretta Bryant ([lorretta.bryant@hq.doe.gov](mailto:lorretta.bryant@hq.doe.gov)) or Jay Blewett ([jay.blewett@hq.doe.gov](mailto:jay.blewett@hq.doe.gov)).