



Department of Energy
Germantown, MD 20874-1290

JAN 17 2007

MEMORANDUM TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: SHARON A. EVELIN
DEPARTMENTAL RECORDS OFFICER

SUBJECT: NUMBERED MEMORANDUM RM 07-05, STATUS OF
FLEXIBLE SCHEDULES PROJECT

Efforts **continue** on the initiative to revise existing Departmental **records schedules**. In **December**, **Kermitt Nicks**, **Tom McCarthy**, and I met with representatives from the National Archives and **Records Administration (NARA)** to present an **overview** of **our strategy** and the **taxonomy** records system database. We also provided NARA the first schedule draft (**Environmental**) for review and comment. Mary Ann Wallace, of my staff, also **prepared** a document which identifies the changes and **crosswalks**. A similar **document** will accompany each revised schedule. This information will help NARA in **analyzing** and, ultimately, approving the schedules. The work to date was well **received** by NARA, with no initial concerns identified.

A copy of the draft Environmental Schedule has been posted on the **Records Management webpage** under "What's New". When reviewing the **draft**, **please** keep in mind that the descriptions are non-prescriptive and schedule items were rolled-up into broader categories using the "**bucket**" concept. When approved by NARA, one N1 number will be assigned to each schedule. Any questions **or** concerns regarding the Environmental draft should be addressed to Mary Ann at 301-903-1147.

The work of refining the schedule drafts and mapping the schedules to the **Department's Enterprise Architecture** continues. An additional review period will be required of the core team in the **February/March timeframe** to ensure all information **has** been processed **correctly**. At that time, we can begin to finalize the administrative schedules. Unfortunately, there will be no Annual Information Management Conference in 2007 **and**, until travel funding levels are clear, we will not be able to hold any additional workgroup meetings.

Two **programmatic** schedules have not been addressed yet. In the near future, I would like to establish a small workgroup to revise the Weapons Schedule **and another to review and consider further** revisions for the Research and Development (R&D) Records Schedule. (Minor revisions were made recently by NARA on the R&D Schedule. See "What's New" for the latest **draft**.) If you are interested in working on either of **these** projects, please let me know by February 2.



The work of revising the Department's schedules is an enormous task. We have made great progress and are truly breaking new ground as we connect records management to enterprise architecture. I want to again offer my thanks and praise to the individuals who are working on this initiative. Please address any questions regarding this memorandum to me at 301-903-3455.