



Department of Energy
Washington, DC 20585

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TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: SHARON A. EVELIN *Sharon A. Evelin*
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SUBJECT: NUMBERED MEMORANDUM RM 2007-09,
REVISIONS TO DOE ADMINISTRATIVE RECORDS SCHEDULES 1,
2, AND 3

The purpose of this memorandum is to announce changes made to the following DOE Administrative Records Schedules: ADM 1, Personnel Records; ADM 2, Payroll & Pay Administration Records; and ADM 3, Procurement, Supply and Grant Records. The revisions reflect changes in the General Records Schedules issued by NARA.

The additions for ADM Schedule 1, Personnel Records, are: Item 10b, INS Form I-9, Employment Eligibility Verification; Item 24 (a-d), Reasonable Accommodation Request Records; Item 27 (a-b) Alternative Dispute Resolution (ADR) Files; Item 42 (a-c), Alternative Worksite Records; item numbers for N1 citations; and EPI citations at Items 20.1a, 21.3a(3), 33a, and 33f.

Item numbers for N1-434-98-5 were added to ADM Schedule 2, Payroll and Pay Records,. In the revised ADM 3 Schedule, Procurement, Supply and Grant Records, we included Item 18, FAIR Act Records as well as item numbers for N1 citations.

Please address questions regarding the revised Administration Records Schedules to Mary Ann Wallace at 301-903-1147.

cc: RLO's

