



**Department of Energy**  
Washington, DC 20585

**TO:** PROGRAM RECORDS OFFICIALS  
RECORDS MANAGEMENT FIELD OFFICERS

**FROM:** LORRETTA D. BRYANT *Loretta D. Bryant*  
ACTING DIRECTOR, RECORDS MANAGEMENT DIVISION, IM-23

**SUBJECT:** NUMBERED MEMORANDUM RM 07-19, CHANGES TO  
ADMINISTRATIVE RECORDS SCHEDULES

We have completed refining the Administrative Records Schedules (ADM) in preparation for their reconfiguration as part of our "big bucket" initiative. The schedules are on the records management web site and the "Changes to Schedules Chart" has been updated to reflect all substantive changes.

In the Headquarters review, we considered the recommendations resulting from the Administrative Records Schedules Project. This was an effort by a number of individuals in the records management community to thoroughly review the schedules against the General Records Schedules (GRS) and approved SF 115s, Request for Records Disposition Authority. In addition, the group noted inconsistencies in incorporating GRS items in the ADMs, multiple placements of schedule citations, changes in retention periods, misalignment of paragraphs, typographical errors, and other discrepancies. In revising these schedules, we have addressed all the Group's recommendations.

Common Changes and Explanations:

1. Changing "Agencies" to "Department." This is acceptable. It is done to tailor the ADMs to DOE. Care was taken to ensure the change did not change the description of the records or the disposition.
2. Omission of Notes. A number of the items in the GRS have explanatory or restrictive notes. Where they did not apply to DOE, we omitted them from the ADMs. For example, GRS 1, item 1, Official Personnel Folders (OPF), has the following notes:

[NOTES: (1) OPFs covering periods of employment terminated prior to January 1, 1921, are not covered by this item. If an agency has such files, it should contact NARA to request appraisal of the files. If NARA rejects the records, the disposition for GRS 1, item 1b applies. (2) Certain agencies have been exempted by OPM from retiring their OPFs to NPRC. These agencies retain OPFs for the period specified in item 1b of this schedule and effect destruction after that period has elapsed.]



Since DOE was not in existence prior to January 1, 1921, and has not been exempted by the OPM from retiring Official Personnel Folders to the National Personnel Records Center, this note was deleted from ADM 1, item 1.

Another example is ADM 23, item 5, Schedules of Daily Activities. The note in the GRS says records of high-level officials are excluded from this item and must be scheduled on a SF 115. We omitted this note because ADM 23, item 5.1 schedules the records of high-level officials.

3. Guard/Security Officer/ Security Police. These changes were made as our language has evolved with respect to individuals who serve as protective officers. We put guard back in but left security officer/security police in parentheses.
4. Cut Offs. Cut offs are suggestive rather than proscriptive so we left them in.
5. Citation Conventions. We have made every effort to be consistent in the placement of citations to disposition authorities. We used the following conventions:
  - a. If the authority applied to all sub-items or sub-sub-items, the citation was placed after the series title or sub-item title. (See ADM 1, item 1 and 21)
  - b. If the sub-items authorities were different, the citation was placed after the disposition instructions for each sub-item and sub, sub-item. (See ADM 1, item 7)

Where we could verify them, we added item citations. In some cases, we only have the disposition authorities on microfiche and there is no microfiche reader in the building.

6. Insertion of the word "Federal." The word Federal was inserted in the title of some series of records to distinguish a GRS item from an identical item for contractor records (see ADM 1, items 3 and 3.1). This does not affect the validity of the GRS item.

7. Transfers to Federal records center. Transfers to Federal records center are discretionary. If it is felt it is more cost effective to maintain the records on site that is acceptable.

8. Offer to Transfer. Many years ago, NARA preferred to have records scheduled as permanent offered to them on the assumption a re-appraisal might be done at the time of offer and a determination made that the records were temporary. That is no longer the case, hence the use of transfer to NARA rather than offer.

9. GRS over Agency Specific Schedule. When an agency has a NARA-approved records disposition schedule for the same series or system of records as in a GRS, the agency may apply either the disposition instructions in the GRS or the disposition instructions approved by NARA. However, the agency must notify NARA within 90 days if it intends to use the agency schedule. In several cases, this happened but DOE did

not notify NARA that we wished to continue using the agency specific schedule. Consequently the revised ADMs reflect the GRS not the DOE specific authority.

10. Assigning Retention Periods to GRS Items. When the disposition in the GRS is "Destroy when no longer needed" it is acceptable for agencies to determine how long "when no longer needed" will be. In several cases, we have done that. (See ADM 21, item 6)

11. Organizational Name Changes. When an organization's name changed but they retained the functions, we updated the schedules. (See the introduction to ADM 6)

12. Expansion of GRS Items to Cover Contractor Records. In some cases, GRS items have been expanded to cover contractor records. Since these are Federal records, this is acceptable to NARA.

13. Flexible GRS Items. Under NARA's new direction, several items in the GRS have flexible retention period providing agencies with bands from which to choose the number of years to retain the records. DOE has made these selections and they are reflected in the ADMs. (See GRS 1, item 30 and ADM 1, item 30)

This was a tedious and time-consuming task. We tried to ensure that no mistakes were made in going from the GRS and SF 115s to the ADMs. If you have questions regarding our decisions, please contact Mary Ann Wallace (301-903-1147, [maryann.wallace@hq.doe.gov](mailto:maryann.wallace@hq.doe.gov)).