



Department of Energy
Washington, DC 20585

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TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: LORRETTA D. BRYANT *Loretta D. Bryant*
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SUBJECT: NUMBERED MEMORANDUM RM 2007-11,
REVISIONS TO DOE RESEARCH AND DEVELOPMENT RECORDS
SCHEDULE

This is to announce the posting of a revised Research and Development (R&D) Records Schedule (copy attached). The revisions are highlighted below and are the result of an evaluation of the Department's management of R&D records by the National Archives and Records Administration.

Changes to the R&D Records Schedule are:

Scope. This schedule encompasses research and development (R&D) records generated within the Department of Energy (DOE) complex, which consists of all DOE offices and its contractor organizations, such as the National Laboratories. It applies to all applicable records regardless of media or format, **including paper, audio and visual, and electronic records.**

Review Philosophy and Disposition Determinations. (Formerly Review Process.) **The determination of the disposition level should be made by records management staff in consultation with project scientists and engineers.**

Research & Evaluation Checklist.

- (4) Name(s) of **principle scientist or engineer(s).**
- (5) Name(s) of records **management staff.**
- (6) Location of principal **scientists, engineers and records management staff.**

Disposition of Photographic and Other Audiovisual Records. **When photographs and other audiovisual records are maintained in collections separate from the research and development records to which they relate, such as in centralized audiovisual collections, photographic offices or public**



affairs offices, the disposition of the records is governed by Administrative Records Schedule 21, Audiovisual Records. (New)

Pre-Accessioning of Electronic Records. The National Archives and Records Administration (NARA) may accept electronic records associated with permanent research and develop records prior to the expiration of the 30-year retention period specified in this schedule. Legal custody (control of access) would remain with DOE. As with all transfers of electronic records to NARA, DOE and NARA will determine the medium and format of the records in accordance with NARA standards. (New)

Item 1.B(12). Raw data used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or observations used for reference in arriving at determinations in the conduct of research projects or determined to have probable value for secondary evaluations or future experiments.

Destroy when 10 years old (or earlier if authorized by appropriate site review) unless the records are specifically designated as deliverables in contractual or procurement documents. If designated, apply Level III criteria and disposition instructions. [N1-434-07-01, item 4c(12)]

Item 3.C. Medical equipment data records. Records include, but are not limited to, equipment and instrument calibration; experimental set-up of equipment; daily calibration data; equipment operation logs; equipment service, maintenance and repair records; operations and safety procedures, that are not appropriate for inclusion in the medical project case file.

Cut off files annually. Destroy 75 years after cutoff. [N1-434-07-01, item 4e(3)]

Please address any questions regarding this memo or the revised R&D Records Schedule to Mary Ann Wallace at 301-903-1147.

Attachment

cc: RLO's