



Department of Energy
Washington, DC 20585

JUL 13 2007

TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: LORRETTA D. BRYANT *Loretta D. Bryant*
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SUBJECT: NUMBERED MEMORANDUM RM 07-21, RESTRUCTURED
ENVIRONMENTAL RECORDS SCHEDULE

Attached is an SF 115, Request for Records Disposition Authority, for the restructured environmental records schedule following the records management taxonomy for review and comment. While it has been reviewed by the core development group headed by Kermit Nicks, Washington Savannah River, and informally by the National Archives and Records Administration (NARA), we are now ready for a formal Department-wide review. Following formal review and comment resolution, we will submit the schedule to NARA for approval.

Also attached is an informational document we prepared to assist NARA in reviewing the SF 115. This has the descriptive language and dispositions in the current schedule along with the proposed dispositions. This should aid in your review.

Please pay close attention to any increases or decreases in retention periods and their impacts on your recordkeeping practices. Also, please make sure that subject matter experts have an opportunity to review and comment on the proposed groupings and dispositions.

We would appreciate your comments by August 10, 2007. If you have any questions, please contact Kermit Nicks (Kermit.nicks@srs.gov, 803-725-1216) or Mary Ann Wallace (maryann.wallace@hq.doe.gov, 301-903-1147).

2 Attachments

cc: Record Liaison Officers

