

DATE: July 20, 1999

MEMORANDUM FOR: DISTRIBUTION

FROM: JOHN E. DAVENPORT, Sr., Esq.
DEPARTMENTAL RECORDS OFFICER

SUBJECT: RM 99-03, Y2K GUIDANCE AND DISPOSITION
SCHEDULE

The attached file contains guidance for documenting the Department's Y2K compliance efforts. Also included is a proposed records disposition schedule. The document was developed by DOE employees and contractors. All Departmental elements are strongly encouraged to follow the instructions contained therein.

Operations Office records managers should distribute the attached document to all appropriate parties and work with them in implementing the guidance contained therein.

Please direct any questions to my attention at 301-903-4726.

Thanks you!

Attachment