

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) * WASHINGTON, DC 20408		JOB NUMBER <i>11-434-99-4</i>	DATE RECEIVED <i>7-1-99</i>
1. FROM (Agency or establishment) <i>National Renewable Energy Laboratory (DOE)</i>		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION <i>Legal Office</i>			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <i>Laura Michael</i>	5. TELEPHONE <i>303-275-4160</i>	DATE <i>4-18-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>5/25/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura Michael</i>	TITLE <i>Records Program Administrator</i>	
7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Record Series: ATTORNEY WORKING FILES</p> <p>Description: Consist of drafts, notes, background material and reference copies of documents. The <u>record</u> copies of documents prepared by attorneys are placed in the official files as appropriate. These are covered under existing records schedules.</p> <p>a. Related to specific administrative or court cases.</p> <p>b. All other working files.</p> <p>Instructions:</p> <p>a. When the administrative or court case is closed, screen the related working file and transfer any record material to the official case file. Destroy the remaining working file 2 years after case is closed.</p> <p>b. Destroy when attorney who created the file leaves NREL or when no longer needed for reference, whichever is later <i>later</i>. Screen work file before destruction and transfer any record material to the related office file.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (IN USE ON)
2.	<p>Record Series: STANDARDS OF CONDUCT CASE FILES</p> <p>Description: Legal opinions / standards of conduct question specific to individuals. Includes documents and background material on any apparent conflict of interest or acceptance of gratuities by NREL personnel.</p> <p>Instructions: Destroy 3 years after case is closed.</p>		
3.	<p>Record Series: INTELLECTUAL PROPERTY</p> <p>Description: Legal materials relating to copyrights and trademarks. Includes technical data.</p> <p>Instructions: Destroy 6 years after records become inactive. <i>Records become inactive when the Copyright or trademark expires.</i></p>		
4.	<p>Record Series: LEGAL CORRESPONDENCE FILES</p> <p>Description: General correspondence. Documents providing general direction, staff guidance and reporting in the management and administration of the NREL legal office and any other information relating to legal services which cannot logically be filed with any other record series.</p> <p>Instructions: Destroy after 2 years <i>after cut off</i></p>	<p><i>GRS 23.1</i></p> <p><i>T. 2/29/99 12/6/99</i></p>	
5.	<p>Record Series: ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</p> <p>Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives that are used only to produce the recordkeeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>Instructions:</p> <p>a. Destroy / delete within 180 days after the</p>		

June 17, 1991

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	<p>recordkeeping copy has been produced.</p> <p>b. Destroy / delete when dissemination, revision, or updating is completed.</p>		

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

Job No. N1-434-99-4
Item Count: 6

SUMMARY

The Department of Energy's National Renewable Energy Laboratory (NREL) submits this job to request the disposal of attorney working standards of conduct case files, intellectual property files and related electronic copies created by electronic mail and word processing.

The records consist of drafts, notes, background materials and reference copies prepared by NREL attorneys to support administrative and court cases involving such issues as conflict of interest, acceptance of gratuities, copyrights and trademarks, and administration and management of the legal office. These records do not document the mission or function of the NREL and so are recommended for disposal. The retention periods requested are sufficient for the agency's administrative needs and to protect the legal rights and interests of NREL, its employees and interested parties.

This job was published in the Federal Register. Michael Tankersley of Public Citizen Litigation Group requested a copy of the job and appraisal memorandum but submitted no comments.

All stakeholders concurred. I recommend approval.

RECOMMENDATION

- 1 APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2 APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified. **Items**
- 3 DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition
- 4 WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

FEDERAL REGISTER NOTICE

Not required.



Required — Publication Date: 02/14/00
Copies Requested: 1
Comments Received: 0

SIGNATURES	TITLE	SIGNATURE	DATE
Appraisal <i>Jm</i> <i>3/31</i>	Appraiser	<i>Susan J. Elter</i>	March 31, 2000
	NWML	<i>Marc Ball</i>	<i>April 7, 2000</i>
CONCURRENCES	NWM	<i>Wendell M. Lewis</i>	<i>4/7/00</i>
	NR	<i>Gregory A. Cooper</i>	<i>4/17/00</i>
	NW	<i>Michael Kauf</i>	<i>4-18-2000</i>