

## **Addition to DOE Administrative Schedule 16, item 1.**

### **New Item:**

#### 1.1.1\_ Internal Publications

Internal publications such as DOE and Laboratory newsletters and bulletins that relate to the mission of the Department and include articles on major program and laboratory activities, personnel (at work), experimental methods and results which document projects of scientific, technical or public interest, agency sites and their growth, high-level, one-of-a-kind meetings, ceremonies or events, and/or high-level officials carrying out transactions of political, scientific, technical or public interest. These publications provide unique historical documentation of the internal operations and development of DOE and laboratory programs and organizations.

1. Official/Editor=s copy.

Permanent. Cutoff file annually. Transfer to NARA 20 years after cutoff.

2. All other copies.

Destroy when 2 years old or when no longer needed.