Schedule Revision Process

- Assigned schedules will be analyzed, evaluated, and revised according to flexible "bucket" methodology.

- Analysis shall include:

    - Schedule history, to include NARA approval numbers, copy of approved SF-115 (if available), use (DOE-wide or site-specific), etc.
        - Site-specific schedules will be wrapped into bucket drafts whenever possible.

    - Schedule/retention drivers (i.e., CFR's, Directives, GAO, NQA-1, State requirements, etc.).

    - Identification of and coordinate with subject matter experts and site counsel (if time permits).
        - Include name and phone number of POC's contacted and response summary.

    - Potential site differences and issues shall be identified for further discussion/decision.

    - Identification of conflicts or out-of-date information/methods included in current schedules, as well as force fits being used.

    - Utilization of the records and any retentions modifications required.

    - Roll-ups to include new retention requirements and previously unscheduled records.

    - Assurance that requirements do not exist that prevent the rolling up of a specific series or retentions.

    - Assurance that retention buckets are consistent with audit, personnel, safety, health, environmental, financial, and litigation requirements.

- Roll-ups shall identify a crosswalk to all previously approved schedules that apply.

- Recommendations to delete all or a portion of approved schedules should be listed separately and include the NARA approval number.

- Finite retentions (perhaps long periods if required) will be established instead of using contingent retentions, such as “life of.”

- Wherever possible, unnecessary filing, cut-off, or transfer instructions shall be deleted from the schedules.

- All draft schedules will be media neutral.
    - Records contained in program- or site-specific information systems or databases will be included.
    - Headquarters will schedule enterprise-wide information systems separately.

- Where applicable, completed drafts will be identified for further roll-up.
    - Recommendations for additional roll-up will include schedules to be considered.

- Revisions will be done in Filemaker Pro and posted on the input module.