

Charter for Records Schedule Review Team

Lead/Contact: The team will be led by the Savannah River Operations Office and a lead point of contact established. Support will be provided by Team members.

Members: The team will consist of representatives from Savannah River, Idaho, and Oak Ridge Operations Offices and the Headquarters Records Management Division. Additional Field representation and size of team will be determined by Savannah River.

Goal: To ensure that DOE's Records Schedules are complete and consistent.

Objectives: Review DOE's Disposition Schedules to determine:

- \$ all appropriate series from the DOERS were included in the Administrative Schedules;
- \$ disposition instructions for records series from the DOERS are stated correctly in the Administrative Schedules;
- \$ records series contained in the Administrative Schedules are not duplicated or contradicted elsewhere in the Schedules; and
- \$ records schedules as presented can be implemented.

Scope: Administrative Records Schedules only

Product: A listing of:

- \$ records series from the DOERS that were not included in the Administrative Schedules;
- \$ questionable or incorrect records disposition instructions; and
- \$ schedule items that require further work and the reason(s).

Begin Date: January 8, 2001

End Date: April 26, 2002 (Extensions negotiable.)

