

Procedures for Storing Records (RHA or FRC)

DRAFT

Revision 0

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Approved by:

DOE Office of Records Management, IM-11

Procedures for Storing Records (RHA or FRC)

1. Program Records Officer identifies closed /inactive records that will be stored in the Records Holding Area (RHA) or Federal Records Center (FRC) instead of the program's office.
2. Records Liaison Officer (RLO) trains the office file administrator on the processes for preparation of a current Records Inventory and Disposition Schedule (RIDS) (DOE F 1324.10) and preparation and origination of a Records Transfer using HQ F 1324.8.
3. The office file administrator prepares the DOE F1324.8 for these records.
4. Records Liaison Officer (RLO) checks the Records Transfers forms (HQ F 1324.8) for accuracy.
5. The supervisor/manager approves the Records Transfer form and submits it to the Records Holding Area. **Or you can change to** Records Management Division in Records Holding Area
6. RHA or Records Management Division reviews Records Transfer for completeness and correctness.
7. If Records Transfer is not complete or correct, RHA/Records Management Div. returns it to the program office for correction.
 - a. The file custodian and RLO corrects the Records Transfer Form and resubmits it to RHA/RM Division.
8. Records Management Division reviews the Records Transfer Form and determines whether records are to be stored in RHA or will be sent to Washington National Records Center or to another Federal Records Center.
 - a. Records that are less than 1 year or
 - b. records from program offices of SO-23, Office of HQS Personnel Security Div. and ME-72, Office of the Executive Secretariat
9. If records are to be stored in the Records Holding Area, the Records Management Division will:
 - a. Assigns Job and Box numbers.
 - b. Logs transaction into RHA database.
 - c. Writes up work order for logistics to shelve boxes in RHA.
 - d. Sends memo to RLO/file custodian with a copy of Records Transfer for their file.
 - e. Files Records Transfer in filing cabinet.

10. If records are to be stored or transferred in Washington National Records Center the Records Management Division will:

- a. Prepare Records Transmittal and Receipt Form (SF-135) and assign Transfer Numbers & box numbers.
- b. Send the SF-135 electronically to WNRC.
- c. Once approved, logs transaction into RHA/WNRC database.
- d. Inserts SF-135s with RT in the first box and writes Accession numbers in front of each box.
- e. Authorize logistics to transport boxes to WNRC.
- f. WNRC accepts and stores records in WNRC.
- g. WNRC sends copy of SF-135s to Records Management Division.
- h. Records Management Div. sends memo to RLO/File custodian with copy of SF-135 with transfer numbers attached with RT for their file.
- i. Files SF-135s attached with Records Transfer in WNRC filing cabinets.

Attachment 1

WORKFLOW
Procedures for Storing Records (RHA or FRC)

PROCEDURES FOR STORING RECORDS (RHA/FRC)

