

## **RETIREMENT OF RECORDS**

1. Program Office is responsible for sending and originates the Records Transfer Form (HQ 1324.8) and delivers it to the Records Holding Area (RHA).
2. RHA reviews the HQ F 1324.8 for completeness/correctness. (Coordinates with the originating office by phone if more information is required.)
3. RHA determines whether records should reside in the RHA or be sent to the WNRC. Unscheduled records are not accepted by the RHA due to lack of space.
4. The RHA will not accept records that are eligible to be destroyed in less than a year.

## **PREPARING RECORDS FOR THE TRANSFER TO THE RHA**

1. Use your organization's Records Information Disposition Schedule (RIDS) as a guide toward assessing records for storage. Refer to DOE HQ Order 1324.1A, dated 6-7-87 at 6. POLICY, which states:  
  
"6. POLICY. Headquarters Elements and their management and operating contractors shall:
  - a. Develop and maintain a records management program which:
    - (1) Preserves adequate records documenting the organization, functions, policies, decisions, procedures, and essential transactions, including record material containing evidence or information appropriate for preservation because of its administrative, legal, scientific, research, or historic value."
2. Remove all nonrecord material and extra copies of records from official files. (Only record material is eligible for storage in RHA or Federal Records Centers).
3. Records must be separated into series. A series is defined as a "block of records having the same disposition authority and same disposition date." Each item or subordinate item in your records schedule represents a series. Identify and separate your records into blocks (series) by item number and cutoff date.
4. The National Archives and Records Administration (NARA) requires that each series of temporary records must be transferred as a separate accession. Each accession must consist of at least one box and normally only one closing year date for a series of temporary records. Send only completed or closed case files, contracts, and so forth.
5. Classified records are boxed separately from unclassified records, with at least 80 percent of the box containing classified records.

## **PACKING THE RECORDS**

1. Records are to be placed in white fiberboard record boxes only. Program Offices must prepare a requisition to request record boxes (use Records Storage Boxes as description on requisition form) and submit it to the Self Service Stores. (Three boxes will accommodate two drawers of letter size files; two boxes will accommodate one drawer of legal size files).
2. For instructions on assembling the record boxes, use the diagram, Figure 1.
3. Place letter size records in the box with labels facing the numbered end of the records box. The numbered end will be opposite the stapled end. Place legal size records in the box so that the labels are on the left of the box as you face the numbered end.
4. Leave approximately one (1) inch of space in each box for working the files.
5. DO NOT overpack the boxes.
6. Use black felt tip marker to indicate sequential box numbers. Box numbers should be written in sequence, i.e., 1 of 5, 2 of 5, 3 of 5, etc., in the upper right-hand corner block that states "Agency Box Number."
7. Boxes being transferred to Washington National Records Center (WNRC) need to have the upper left-hand corner block that states "Accession Number" filled in, along with the "Agency Box Number" block. The Accession Number is assigned by the RHA personnel.
8. To secure/close the boxes, crisscross the flaps on top of each box. Boxes containing classified records must be secured and taped twice around the middle of the box. (Do not cover the numbers). Further instructions and forms to be used for mailing classified records should be obtained from DOE M 471.2-1B, Classified Matter Protection and Control Manual, dated January 6, 1999, DOE Order 5632.1C, Protection and Control of Safeguards and Security Interests, dated July 15, 1994 and/or DOE Manual 5632.1C-1, Manual for Protection and Control of Safeguards and Security Interests, dated April 10, 1996.

## **RECORDS RETRIEVAL**

### **ACCESS MEMO:**

1. To gain admittance to the RHA, an Access memo must be submitted by the Program Office. Every Program Office must provide a list of authorized personnel within their organization that they wish to be responsible for accessing their records. This memo must include the person(s) name, badge level, routing symbol, reason for access, and duration of access. Only those persons so designated on the list will be able to retrieve the records under their organization's cognizance.
2. Authorization for third party removal of records must be issued by the Program Office and approved by the Director of Records Management Division each time records are to be removed by persons not so designated or employed by the Program Office.

### **REQUESTING RECORDS:**

1. Program Office requests retrieval of records from the RHA/WNRC by e-mail or telephone. (Only those persons authorized from each Program Office may remove records from the RHA/WNRC—see previous section on Access Memo). When requesting records, the Program Office must provide the RHA staff with the: job number, accession number (if appropriate) and box number.
2. The Program Office informs the RHA whether they wish to review the records in the RHA or want the boxes/folders transferred to their office on a temporary basis.
3. When the requested records are located at the WNRC, the RHA processes the request by ordering the boxes via computer using Center for Information Processing System (CIPS). The request is processed within 48 hours. The RHA handles emergency requests by telephone.
4. RHA prepares a "Request for Service – Document Receipt" HQ F 1324.12, documenting the boxes, files, or record material that will be reviewed in the RHA and/or removed from the RHA on a temporary basis. The original and a copy for the requesting Program Office is sent to the Program Office for signature. The original must be returned immediately to the RHA, once the records are in the custody of the Program Office.
5. Requests for less than six (6) boxes are handled by the DOE Couriers, MA-222. If requests consist of six (6) boxes or more, they will be transported by the DOE Movers, MA-212. The RHA prepares the required paperwork and schedules the pick up of the records.

### **RETURNING RECORDS:**

1. Program Office notifies the RHA via telephone or e-mail that the records are ready to be returned.
2. Program Offices located at the Forrestal Building will prepare work order or requisition and schedule pickup of records from their office with DOE Couriers or Movers.
3. The RHA prepares work orders for the Program Offices located at the Germantown Building and coordinates pickup of records with DOE Couriers and Movers.
4. When the boxes are returned to the RHA and checked in, the buff copy of the Document Receipt, HQ F 1324.12, is signed and returned to the Program Office. This documents that the Program Office returned the records to the RHA as indicated on the Document Receipt.