



Department of Energy
Germantown, MD 20874-1290

July 30, 2001

MEMORANDUM TO: DISTRIBUTION

FROM: 
SUSAN L. FREY, DEPARTMENTAL RECORDS OFFICER,
SO-312

SUBJECT: RM-01-30, NOTICE OF APPROVED DISPOSITION
SCHEDULES

The National Archives and Records Administration (NARA) recently approved the following two schedules: NI-434-01-2, Addition to the Environmental Schedule and NI-434-01-4, Addition to the Work for Others Schedule. Both schedules were circulated for comment within the Department before being sent to NARA for approval. The Archivist signed the schedules on July 12, 2001.

The schedules will be posted in the Disposition Schedules section of the Records Management (RM) website in early August. Web address is: <http://cio.doe.gov/Records/Index.htm>. A signed copy of the SF-115 and this memorandum will be posted also in the Numbered Memorandum section of the website. This posting constitutes official Department-wide distribution of the schedules.

Questions regarding the schedule may be addressed to Sharon Evelin at sharon.evelin@hq.doe.gov.

