



**Department of Energy**  
Germantown, MD 20874-1290

MAY 14 2002

MEMORANDUM FOR DISTRIBUTION

FROM:  SUSAN L. FREY, DEPARTMENTAL RECORDS OFFICER

SUBJECT: RM Numbered Memo 2002-18, Newly Approved Records Schedules

The following records disposition schedules have been approved and will be posted on the Records Management Website in the near future.

- N1-434-01-8 Additions to Administrative Schedule 16  
(Internal Publications and Records of Conferences and Conventions)  
(Generic)
- N1-434-01-7 Records of the Naval Petroleum and Oil Shale Reserves (Site-Specific)
- N1-434-00-5 Records of the Office of the Executive Secretariat (Site-Specific)

Questions regarding these schedules may be directed to Sharon Evelin (301-903-3455) or Jay Blewett (301-903-9608).

