

DATE: July 30, 2002

MEMORANDUM TO: DISTRIBUTION

FROM: SUSAN L. FREY /s/
DEPARTMENTAL RECORDS OFFICER, IM-11

SUBJECT: RM NUMBERED MEMO 2002-25: NEWLY
APPROVED RECORDS DISPOSITION SCHEDULES

The Archivist of the United States recently approved two new records disposition schedules for the Department; N1-388-00-1, Southeastern Power Administration (SEPA), and N1-434-01-3, Spent Nuclear Fuels (SNF) Program. The SEPA schedule was approved on June 25, 2002 and the SNF schedule on July 2, 2002. Both schedules will be posted to the Records Management Website in the near future.

The SEPA schedule is intended to be site-specific. It may, however, contain series useful to other Power Marketing Administrations (PMA). If you identify sections of the schedule that are also applicable to your records, please let me know. I will petition the National Archivist and Records Administration for approval to extend the schedule to other PMAs. The SNF schedule is generic and may be used by all DOE sites for which it is applicable.

Questions on the schedules may be directed to me at 301-903-3666.