August 6, 2002

MEMORANDUM TO: DISTRIBUTION

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

SUBJECT: NUMBERED MEMORANDUM RM 02-26, FINAL REPORT FROM RECORDS SCHEDULE REVIEW TEAM

Many of you have indicated your concerns with various content issues regarding the Department=s Administrative Records Schedules. In December 2001, a Schedule Review Team, lead by Dot Green of Savannah River Operations Office, was chartered to ensure that the administrative schedules are complete and correct, and to recommend changes that will effect improvement. The Team recently completed its findings and the final report is attached.

With input from across the Department, the Team was able to identify 458 generic issues and 49 non-generic ones. Problems range from minor typos to retention and content issues. Currently, my office is in the process of developing strategies to address the substantive findings. In the interim, please review the report and forward any additional concerns, comments and recommendations to me by August 20, 2002. If you and/or your contractors would like to volunteer to assist us with correcting the schedules, please let me know.

I would like to thank Dot Green, Kermitt Nicks, and all of the other team members that participated in this initiative. Everyone did an excellent job, the review was extremely thorough and the findings comprehensive. The report is first rate and I am confident that once the issues have been addressed, a quality set of schedules will result. I very much appreciate everyone=s dedication to the project.

Attachment