

December 19, 2001

MEMORANDUM TO: ALL RECORDS MANAGERS

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

SUBJECT: RM 02-06, SCHEDULE REVIEW TEAM

Many of the Department's Records Managers have indicated they have concerns regarding the recently approved Administrative Disposition Schedules. The Savannah River Operations Office has volunteered to lead a team to review the schedules. Their intent is to ensure that the new schedules are complete and correct.

A copy of the team's charter is attached. The team will identify problem areas and, if appropriate, provide recommendations on how the schedules can be improved. Representatives from Headquarters, Oak Ridge and Idaho Operations Offices will participate. The project is expected to begin in early January and completion is anticipated by the end of April.

If you have concerns about the Administrative Schedules that have not yet been addressed by Headquarters, please refer them to Dot Green at [dorothy-m.green@srs.gov](mailto:dorothy-m.green@srs.gov)

Please forward your items no later than January 29, 2002.