

Date: August 20, 2003

To: Records Management Community

From: Sharon Evelin, IM-11
Acting Departmental Records Officer

Subject: RM03-22-Nara GRS Changes Impact Evaluation Transmittals 9 and 10

This memo is to inform the Records Community of the major changes made to Administrative Schedules 1 and 9. GRS 24 and 25 have also been adopted and are included on the DOE Administrative Schedule List. The changes are the result of the NARA GRS Transmittals 9 and 10. These changes have been incorporated in the appropriate schedules posted on the web at <http://cio.doe.gov/RBManagement/Records/adminrs.htm>, and to the List of Changes also posted on the web at <http://cio.doe.gov/RBManagement/Records/PDF/Changes-to-Schedules.PDF>.