

**PROCEDURE FOR  
APPROVING RECORDS DISPOSITION SCHEDULES**

**Revision 0**

**1/2/04**

**Approved by :**

**DOE Office of Records Management, IM-11**

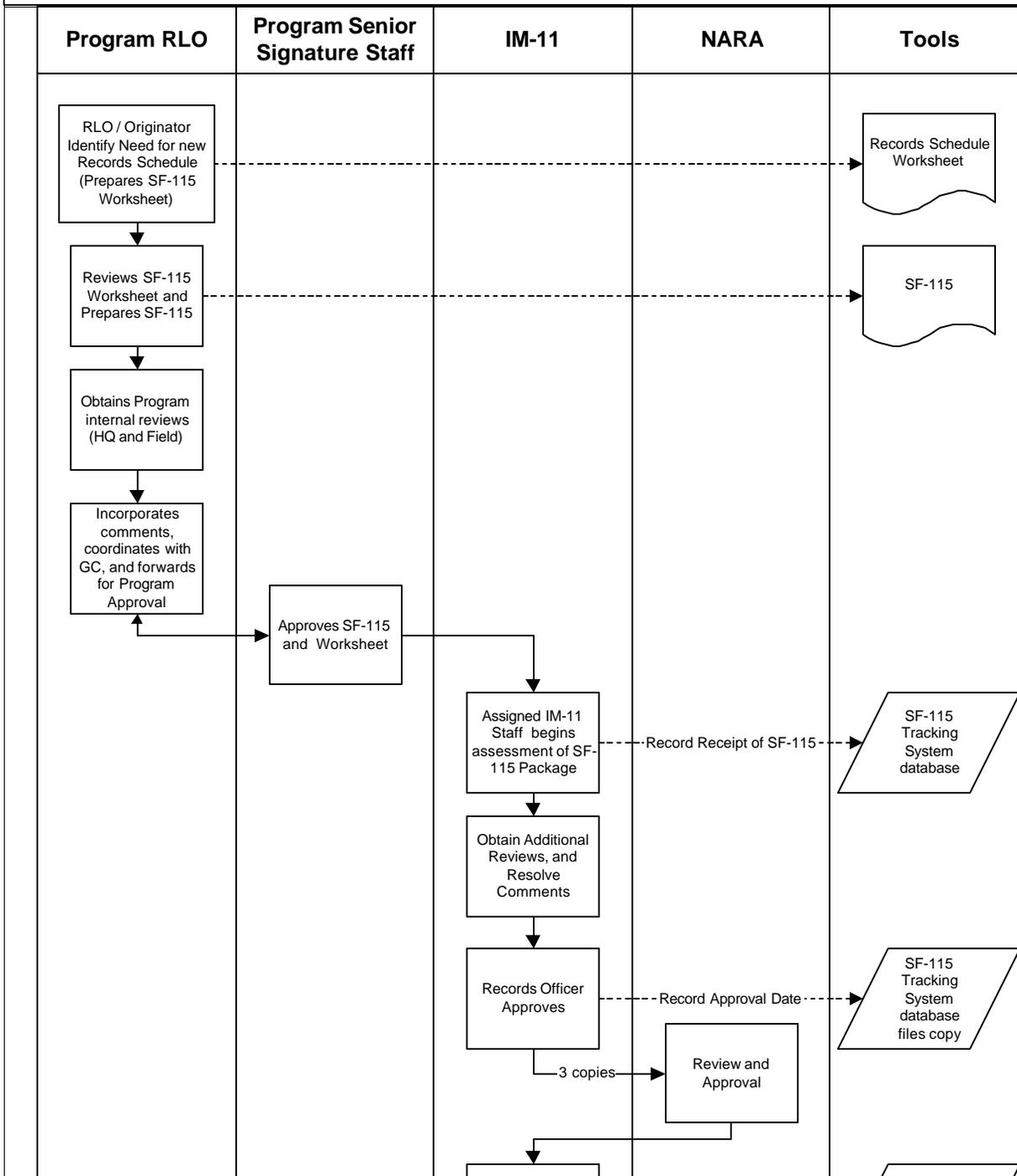
## **PROCEDURE FOR APPROVING RECORDS DISPOSITION SCHEDULES**

1. The originating office determines the need for a new schedule and prepares an DOE Records Schedule Worksheet (Attachment 2).
2. The draft is submitted to the designed Records Liaison Officer (RLO) for review and coordination.
3. If appropriate information has been provided, the RLO will prepare an SF-115.
4. Both the Worksheet and SF-115 will be forwarded to counterparts in the Field for review and comment. (If the records are not created at Field sites, this step can be deleted.)
5. The RLO will incorporate comments, coordinate the draft with the DOE Office of General Counsel, and take other appropriate action based on comments received.
6. When complete, the RLO will forward the Worksheet and SF-115 to the designated senior-level official for approval and signature.
7. Once signed, the senior-level official will forward the package to IM-11 for action.
8. The Departmental Records Office will assign the package to the appropriate staff member according to Program Office assignment. An entry will be opened in the SF-115 Tracking database so that progress can be monitored.
9. The appropriate staff member will assess the package, determine if additional analysis is required and either (1) work with the Program RLO to resolve issues, (2) obtain additional reviews depending on the content of the package, and (3) forward the SF-115 to the Departmental Records Officer for signature.
10. Once signed, 3 copies of the SF-115 will be made. The original and two copies will be forwarded to the DOE's Appraisal Archivist at NARA and the third copy will be filed along with the worksheet and any notes created during the analysis.
11. The title and submittal date will be entered in the SF-115 tracking database by the IM-11 staff.
12. Upon notification of NARA approval, the SF-115 will be posted on the website and an email sent to all offices for generic schedules and to the originating office for site-specific schedules.

**Attachment 1**

**WORKFLOW**  
**SF-115 Preparation and Submittal**

# Preparation & Submittal of Records Disposition Schedules



**Attachment 2**

**DOE Records Schedule Worksheet  
DOE F243.1 (10/2000)**



**DOE F 243.1 Records Schedule Worksheet  
Continuation Page**

**Item No. 8:**