

Date: May 4, 2000  
To: DOE Records Management Program Officers  
From: Susan L. Frey, Director, Records Management Division  
Subject: Numbered Memo 2000-09: Clarifications on Records Included in the EPI Freeze

This numbered memo transmits clarifications received from Roger Anders, in the Office of Health Studies, that should assist Department Records Officers in narrowing the records included under the epidemiological/ Health Studies Moratorium. The information is contained in the attached memo, in pdf format.

The memo separates the records into three areas.

1. Section 1 lists records series with a retention period of 75 years or longer. Since these retention periods are sufficiently long to allow the health studies to be conducted prior to the destruction of any records, these series may be removed from the moratorium.
2. Section 2 lists records series with retention periods of less than 75 years that contain records that have not been found useful for the health studies. These record series may also be removed from the moratorium.

Therefore, records contained in the Records Series lists in Section 1 and Section 2 may be removed from the EPI/Health Studies Moratorium.

3. Section 3 will list records series with retention periods of less than 75 years that have been found to contain records useful to the health studies. A detailed list of these records series is in final review and will be provided later.

Please use the attached listings to adjust your management of the records covered under the moratorium. If you have questions on the above, please call me on (301) 903-3666.

Attachment