

TO: RECORDS MANAGEMENT PROGRAM OFFICERS

FROM: SUSAN L. FREY, DEPARTMENTAL RECORDS OFFICER

SUBJECT: RM 00-16: IMPLEMENTATION OF RESEARCH AND DEVELOPMENT RECORDS DISPOSITION SCHEDULE

The Department's records disposition schedule for research and development records (N1-434-96-9) was approved two years ago by the National Archives and Records Administration (NARA). Although developed for use within the Department by a team of DOE Federal and contractor Records Managers, the schedule received quite a lot of public attention. It has been used by other Federal agencies as a model and was presented at a meeting of the Society of American Archivists. Both NARA and the American Institute of Physics' Center for History have expressed interest in any lessons we have learned in implementing this schedule. The team that developed the schedule would also like to have feedback on how successful it is at each site.

We have developed a short questionnaire to gather feedback on the process used to implement the schedule and any difficulties you may have encountered in forming technical review teams. The questionnaire is attached in both WordPerfect and Word files. Please complete a questionnaire for your site and have each of your contractors complete a separate questionnaire for the Laboratories that perform research and development activities. E-mail your responses to: sharon.evelin@hq.doe.gov or fax them to: 301-903-4125. Responses should be received by this office no later than September 20, 2000.

Your responses will be summarized and results shared within the Department. No information will be released outside of DOE without agreement by the Records Management Council. Issues or concerns regarding the questionnaire should be addressed to Sharon Evelin at 301-903-3455.

Attachment