FEBRUARY 7, 2001

MEMORANDUM TO: DISTRIBUTION

FROM: SUSAN L. FREY, DEPARTMENTAL RECORDS OFFICER, SO-312

SUBJECT: RM: 01-13, REVIEW OF DRAFT DISPOSITION SCHEDULES

Attached for your review and comment are four proposed records disposition schedules. They are intended for generic use across the Department and include the following series: Technology Transfer Conflict of Interest; Material Safety Data Sheets; Sealed Radioactive Source Inventory; and Website Records.

Please include your management and operating contractors in the review of the draft schedules. Provide any comments or concerns to Sharon Evelin (sharon.evelin@hq.doe.gov) by COB 2/28/01.

Once comments have been incorporated, the proposed schedules will be submitted to the National Archives and Records Administration for approval.

Attachments: 4