

TOTAL ARCHIVE BOXES	APPROVED DISPOSITION AUTHORITY NUMBER DISPOSITION SCHEDULE NAME DISPOSITION TITLE <u>DESCRIPTION OF RECORDS</u>	INCLUSIVE <u>DATES</u>
<b>1076</b>	<b>ADM 23.1A</b> <b>RECORDS COMMON TO MOST OFFICES</b> <b>OFFICE ADMINISTRATIVE FILES.</b> RECORDS ACCUMULATED BY INDIVIDUAL OFFICES THAT RELATE TO THE INTERNAL ADMINISTRATION OR HOUSEKEEPING ACTIVITIES OF THE OFFICE RATHER THAN THE FUNCTIONS FOR WHICH THE OFFICE EXISTS. IN GENERAL, THESE RECORDS RELATE TO THE OFFICE ORGANIZATION, STAFFING, PROCEDURES AND COMMUNICATIONS, INCLUDING FACSIMILE MACHINE LOGS; THE EXPENDITURE OF FUNDS, INCLUDING BUDGET RECORDS; DAY-TO-DAY ADMINISTRATION OF OFFICE PERSONNEL INCLUDING TRAINING AND TRAVEL; SUPPLIES AND OFFICE SERVICES AND EQUIPMENT REQUESTS AND RECEIPTS; AND THE USE OF OFFICE SPACE AND UTILITIES. INCLUDED COPIES OF INTERNAL ACTIVITY AND WORKLOAD REPORTS (INCLUDING WORK PROGRESS, STATISTICAL, AND NARRATIVE REPORTS PREPARED IN THE OFFICE AND FORWARDED TO HIGHER LEVELS) AND OTHER MATERIALS THAT DO NOT SERVE AS UNIQUE DOCUMENTATION OF THE PROGRAMS OF THE OFFICE.	<b>00/1950-06/2000</b>
<b>561</b>	<b>ADM 23.8</b> <b>RECORDS COMMON TO MOST OFFICES</b> <b>TRACKING AND CONTROL RECORDS.</b> LOGS, REGISTERS, AND OTHER RECORDS USED TO CONTROL OR DOCUMENT THE STATUS OF CORRESPONDENCE, REPORTS, OR OTHER RECORDS THAT ARE AUTHORIZED FOR DESTRUCTION.	<b>00/1947-05/1999</b>
<b>393</b>	<b>GRS 8.3</b> <b>STORES, PLANT, AND COST ACCOUNTING RECORDS</b> <b>STORES ACCOUNTING FILES.</b> STORES ACCOUNTING RETURNS AND REPORTS.	<b>00/1963-10/1998</b>
<b>357</b>	<b>ADM 17.27</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>POWER AND UTILITY PLANT OPERATIONAL SOURCE RECORDS.</b> POWER AND UTILITY PLANT OPERATIONAL SOURCE RECORDS, INCLUDING CHECKLISTS, LOGS, INSPECTION SHEETS, AND OTHER FORMS AND RECORDS USED TO RECORD THE PROCEDURAL STEPS FOLLOWED BY THE OPERATORS; AND INSTRUMENT RECORDER CHARTS, TAPES, AND GRAPHS REFLECTING SOURCE DATA RECORDED IN CONNECTION WITH THE OPERATION OF VARIOUS POWER AND UTILITY EQUIPMENT.	<b>00/1931-12/2000</b>
<b>314</b>	<b>ADM 17.26B</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>FACILITY MAINTENANCE RECORDS</b> FACILITY MAINTENANCE RECORDS, INCLUDING INSPECTION, SERVICING, AND REPAIR RECORDS. OTHERS.	<b>00/1931-09/1998</b>

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303	<b>ADM 17.22C</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD MATERIALS PROCESSING RECORDS</b> CONTROL RECORDS PERTAINING TO WORK PERFORMED IN ANALYTICAL LABORATORIES. SAMPLE ANALYSIS DATA ACCUMULATED BY WORK LABORATORIES IN PRODUCTION MATERIALS FOR QUALITY OR OTHER CONTROL PURPOSES.	07/1962-12/1994
145	<b>ADM 16.4A</b> <b>ADMINISTRATIVE MANAGEMENT RECORDS RECORDS HOLDINGS FILES</b> STATISTICAL REPORTS OF AGENCY HOLDINGS, INCLUDING FEEDER REPORTS FROM ALL OFFICES AND DATA ON THE VOLUME OF RECORDS DISPOSED OF BY DESTRUCTION OR TRANSFER. RECORDS HELD BY OFFICES WHICH PREPARE REPORTS ON AGENCY-WIDE RECORDS HOLDINGS.	00/1951-07/1998
137	<b>ADM 9.4A</b> <b>TRAVEL AND TRANSPORTATION RECORDS GENERAL TRAVEL AND TRANSPORTATION FILES.</b> ROUTINE ADMINISTRATIVE RECORDS INCLUDING CORRESPONDENCE, FORMS, AND RELATED RECORDS PERTAINING TO COMMERCIAL AND NONCOMMERCIAL AGENCY TRAVEL AND TRANSPORTATION, AND FREIGHT FUNCTIONS, NOT COVERED ELSEWHERE IN THIS SCHEDULE.	01/1962-09/1999
126	<b>ADM 6.5B</b> <b>ACCOUNTABLE OFFICERS' ACCOUNTS RECORDS ACCOUNTING ADMINISTRATIVE FILES.</b> CORRESPONDENCE, REPORTS, AND DATA RELATING TO VOUCHER PREPARATION, ADMINISTRATIVE AUDIT, AND OTHER ACCOUNTING AND DISBURSING OPERATIONS.ALL OTHER FILES.	00/1952-12/1997
121	<b>GRS 8.2</b> <b>STORES, PLANT, AND COST ACCOUNTING RECORDS STORES INVOICE FILES.</b> INVOICES OR EQUIVALENT PAPERS USED FOR STORES ACCOUNTING PURPOSES.	08/1980-08/1998

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109	<b>GRS 7.3</b> <b>EXPENDITURE ACCOUNTING RECORDS</b> <b>APPROPRIATION ALLOTMENT FILES.</b> ALLOTMENT RECORDS SHOWING STATUS OF OBLIGATIONS AND ALLOTMENTS UNDER EACH AUTHORIZED APPROPRIATIONS.	07/1974-08/1995
103	<b>ADM 3.2</b> <b>PROCUREMENT, SUPPLY, AND GRANT RECORDS</b> <b>GENERAL CORRESPONDENCE FILES.</b> CORRESPONDENCE FILES OF OPERATING PROCUREMENT UNITS CONCERNING INTERNAL OPERATION AND ADMINISTRATION MATTERS NOT COVERED ELSEWHERE IN THIS SCHEDULE.	00/1953-05/1999
99	<b>ADM 5.2</b> <b>BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS</b> <b>BUDGET BACKGROUND RECORDS</b> COST STATEMENTS, ROUGH DATA AND SIMILAR MATERIALS ACCUMULATED IN THE PREPARATION OF ANNUAL BUDGET ESTIMATE, INCLUDING DUPLICATES OF BUDGET ESTIMATES AND JUSTIFICATIONS AND RELATED APPROPRIATION LANGUAGE SHEETS, NARRATIVE STATEMENTS, AND RELATED SCHEDULES; AND ORIGINATING OFFICES' COPIES OF REPORTS SUBMITTED TO BUDGET OFFICES.	00/1966-09/2000
83	<b>ADM 1.15</b> <b>PERSONNEL RECORDS</b> <b>EMPLOYMENT APPLICATIONS.</b> APPLICATIONS ( INCLUDING OFFICIAL FORM 612 FOR EMPLOYMENT), RESUMES, AND ANY OTHER APPLICATION FOR UNIQUE JOBS WITH SPECIALIZED REQUIREMENTS, AND RELATED RECORDS, EXCLUDING APPLICATIONS RESULTING IN APPOINTMENT WHICH ARE FILED IN THE FORMAL PERSONNEL FILE, AND FOR FEDERAL SERVICE RECORDS RELATING TO APPOINTMENTS REQUIRING SENATORIAL CONFIRMATION.	00/1952-12/1997
78	<b>ADM 3.5B(2)(B)</b> <b>PROCUREMENT, SUPPLY, AND GRANT RECORDS</b> <b>SOLICITED AND UNSOLICITED BIDS AND PROPOSALS FILES.</b> SOLICITED AND UNSOLICITED UNSUCCESSFUL BIDS AND PROPOSALS. RELATING TO TRANSACTIONS ABOVE THE SMALL PURCHASE LIMITATIONS IN 48 CFR PART 13. WHEN FILED WITH CONTRACT CASE FILES.	00/1976-00/1996

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67	<b>GRS 10.2A</b> <b>MOTOR VEHICLE MAINTENANCE AND OPERATIONS RECORDS</b> <b>MOTOR VEHICLE OPERATING AND MAINTENANCE FILES</b> OPERATING RECORDS INCLUDING THOSE RELATING TO GAS AND OIL CONSUMPTION, DISPATCHING, AND SCHEDULING.	00/1977-12/2000
62	<b>GRS 7.2</b> <b>EXPENDITURE ACCOUNTING RECORDS</b> <b>GENERAL ACCOUNTING LEDGERS.</b> GENERAL ACCOUNTS LEDGERS, SHOWING DEBIT AND CREDIT ENTRIES, AND REFLECTING EXPENDITURES IN SUMMARY.	00/1968-06/1994
61	<b>GRS 10.2B</b> <b>MOTOR VEHICLE MAINTENANCE AND OPERATIONS RECORDS</b> <b>MOTOR VEHICLE OPERATING AND MAINTENANCE FILES</b> MAINTENANCE RECORDS, INCLUDING THOSE RELATING TO SERVICE AND REPAIR.	00/1979-03/1999
60	<b>ADM 2.22B</b> <b>PAYROLL AND PAY ADMINISTRATION RECORDS</b> <b>PAYROLL SYSTEM REPORTS.</b> REPORTS AND DATA USED FOR AGENCY WORKLOAD AND OR PERSONNEL MANAGEMENT PURPOSES.	00/1951-00/1996
57	<b>ADM 9.3A</b> <b>TRAVEL AND TRANSPORTATION RECORDS</b> <b>NONCOMMERCIAL, REIMBURSABLE TRAVEL FILES.</b> COPIES OF RECORDS RELATING TO REIMBURSING INDIVIDUALS, SUCH AS TRAVEL ORDERS, PER DIEM VOUCHERS, AND ALL OTHER SUPPORTING DOCUMENTS RELATING TO OFFICIAL TRAVEL BY OFFICERS, EMPLOYEES, DEPENDENTS, OR OTHERS AUTHORIZED BY LAW TO TRAVEL. TRAVEL ADMINISTRATIVE OFFICE FILES.	00/1956-09/1994

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46	<b>ADM 1.47</b> <b>PERSONNEL RECORDS</b> <b>VACANCY ANNOUNCEMENTS (AS CREATED AND MAINTAINED IN PERSONNEL OFFICES).</b> INFORMATION USED TO NOTIFY EMPLOYEE POPULATION OF THE AVAILABILITY OF A PARTICULAR JOB OPENING. POSTINGS CONTAIN GENERAL DESCRIPTION OF DUTIES, REQUIREMENTS, SALARY RANGE, AND CUT OFF DATE OF ACCEPTING EMPLOYMENT APPLICATIONS.	00/1959-01/2000
46	<b>ADM 18.11.4F</b> <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>FIRE UNIT RECORDS</b> FIRE ALARM SYSTEM TESTS, RADIO COMMUNICATIONS REPORTS ON INSIDE AND OUTSIDE FIRE DRILLS, DAILY FORCE REPORTS, AND BUILDING INSPECTIONS.	11/1987-09/2000
43	<b>ADM 14.21A(1)</b> <b>INFORMATIONAL SERVICES RECORDS</b> <b>PRIVACY ACT REQUESTS FILES.</b> FILES CREATED IN RESPONSE TO REQUEST FROM INDIVIDUALS TO GAIN ACCESS TO THEIR RECORDS OR TO ANY INFORMATION IN THE RECORDS PERTAINING TO THEM, AS PROVIDED FOR UNDER 5 U.S.C. 552A(D)(1). FILES CONTAIN ORIGINAL REQUEST, COPY OF REPLY THERETO, AND ALL RELATED SUPPORTING DOCUMENTS, WHICH MAY INCLUDE THE OFFICIAL FILE COPY OF RECORDS REQUESTED OR COPY THEREOF. CORRESPONDENCE AND SUPPORTING DOCUMENTS (EXCLUDING THE OFFICIAL FILE COPY OF THE RECORDS REQUESTED IF FILED HEREIN).GRANTING ACCESS TO ALL THE REQUESTED RECORDS.	08/1951-09/1999
36	<b>ADM 5.1B</b> <b>BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS</b> <b>BUDGET CORRESPONDENCE FILES</b> CORRESPONDENCE FILES IN FORMALLY ORGANIZED BUDGET OFFICES PERTAINING TO ROUTINE ADMINISTRATION, INTERNAL PROCEDURES, AND OTHER MATTERS NOT COVERED ELSEWHERE IN THIS SCHEDULE, EXCLUDING FILES RELATING TO AGENCY POLICY AND PROCEDURE MAINTAINED IN FORMALLY ORGANIZED BUDGET OFFICES.	00/1978-09/1999

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35	<b>ADM 17.17D(3)</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>PRODUCT MANAGEMENT RECORDS.</b> QUALITY CONTROL RECORDS. LOT FABRICATION AND INSPECTION RECORDS DEVELOPED IN QUALITY CONTROL ACTIVITIES AT MATERIAL PROCESSING PLANTS, OF REFERENCE VALUE ONLY DURING SHORT LIFE OF METAL SLUG PRODUCT.	00/1951-12/1988
35	<b>GRS 8.7A</b> <b>STORES, PLANT, AND COST ACCOUNTING RECORDS</b> <b>COST REPORT DATA FILES.</b> LEDGERS, FORMS, AND ELECTRONIC RECORDS USED TO ACCUMULATE DATA FOR USE IN COST REPORTS.  LEDGERS AND FORMS.	09/1977-05/1995
32	<b>ADM 12.2B</b> <b>COMMUNICATIONS RECORDS</b> <b>COMMUNICATION GENERAL FILES.</b> TELECOMMUNICATIONS GENERAL FILES INCLUDING PLANS, REPORTS, AND OTHER RECORDS PERTAINING TO EQUIPMENT REQUESTS, TELEPHONE SERVICE, AND LIKE MATTERS.	00/1979-03/1998
32	<b>ADM 18.28</b> <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>EMERGENCY OPERATIONS TESTS FILES.</b> FILES ACCUMULATING FROM TESTS CONDUCTED UNDER DOE EMERGENCY PLANS, SUCH AS INSTRUCTIONS TO MEMBERS PARTICIPATING IN TEST, STAFFING ASSIGNMENTS, MESSAGES, TESTS OF COMMUNICATIONS AND FACILITIES, AND REPORTS EXCLUDING CONSOLIDATED AND COMPREHENSIVE REPORTS.	00/1965-09/1998
24	<b>ADM 17.15A</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>WORK PERMIT (WORK ORDERS) RECORDS</b> LOG SHEETS PERTAINING TO SPECIAL WORK PERMITS IN OPERATING ACTIVITIES, TOGETHER WITH WORK ORDER REASON SHEETS	00/1961-07/1994

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21	<b>ADM 11.1</b> <b>SPACE AND MAINTENANCE RECORDS</b> <b>SPACE AND MAINTENANCE GENERAL CORRESPONDENCE FILES.</b> CORRESPONDENCE FILES OF THE UNIT RESPONSIBLE FOR SPACE AND MAINTENANCE MATTERS, PERTAINING TO ITS OWN ADMINISTRATION AND OPERATION, AND RELATED PAPERS.	11/1986-02/1999
19	<b>ADM 18.11.1D</b> <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>SAFETY MANAGEMENT RECORDS</b> RECORDS RELATING TO OCCURRENCES AS DEFINED BY THE ASSISTANT SECRETARY FOR ENVIRONMENT, SAFETY AND HEALTH. (INCLUDES OTHER TYPES OF REPORTING REQUIRED TO BE TREATED AS EQUIVALENT TO, OR USE THE OCCURRENCES REPORTING SYSTEM.)RECORDS OR REPORTS OF ROUTINE SAFETY INSPECTIONS, INCLUDING EVIDENCE OF ACTION TAKEN.	00/1984-12/1999
16	<b>ADM 16.7</b> <b>ADMINISTRATIVE MANAGEMENT RECORDS</b> <b>RECORDS MANAGEMENT FILES.</b> CORRESPONDENCE, REPORTS, AUTHORIZATIONS, AND OTHER RECORDS THAT RELATE TO THE MANAGEMENT OF AGENCY RECORDS, INCLUDING SUCH MATTERS AS FORMS, CORRESPONDENCE, REPORTS, MAIL, AND FILES MANAGEMENT; THE USE OF MICROFORMS, ADP SYSTEMS, AND WORD PROCESSING; RECORDS MANAGEMENT SURVEYS; VITAL RECORDS PROGRAMS; AND ALL OTHER ASPECTS OF RECORDS MANAGEMENT NOT COVERED ELSEWHERE IN THIS SCHEDULE.	00/1951-05/1994
14	<b>ADM 1.17B(1)</b> <b>PERSONNEL RECORDS</b> <b>CORRESPONDENCE AND FORMS FILES.</b> OPERATING PERSONNEL OFFICE RECORDS RELATING TO INDIVIDUAL EMPLOYEES NOT MAINTAINED IN FORMAL PERSONNEL FILES AND NOT PROVIDED FOR ELSEWHERE IN THIS SCHEDULE.  RETENTION REGISTERS AND RELATED RECORDS. REGISTERS AND RELATED RECORDS USED TO EFFECT REDUCTION-IN-FORCE ACTIONS.	00/1955-06/1999

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14	<b>ADM 6.2.1B</b> <b>ACCOUNTABLE OFFICERS' ACCOUNTS RECORDS</b> <b>AUDIT FILES</b> MONTHLY MEMORANDUM REPORT SUMMARIZING ACTIVITIES BETWEEN GAO AND DOE PERTAINING TO AUDITS AND INQUIRIES, TOGETHER WITH RELATED CORRESPONDENCE REFLECTING SPECIFIC REQUEST FOR INFORMATION AND RECORDS BY GAO AND COMPLIANCE BY DOE.	10/1982-02/1997
13	<b>ADM 17.29</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>EQUIPMENT UTILIZATION REPORT FILES</b> RECORDS ACCUMULATED IN THE CONTROL OF ISSUANCE AND USE OF EQUIPMENT, PROVIDING BASIC DATA FOR PROJECTING EQUIPMENT NEEDS ON PROJECT, SHOWING CLASSIFICATION OF EQUIPMENT, SCHEDULED AND ACTUAL HOURS OF OPERATION, HOURS IDLE, AND PERTINENT DATA.	00/1956-04/1994
13	<b>ADM 18.8</b> <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>PROTECTION PROGRAM ADMINISTRATIVE RECORDS.</b> CORRESPONDENCE FILES RELATING TO ADMINISTRATION AND OPERATION OF THE FACILITIES SECURITY AND PROTECTIVE SERVICES PROGRAMS, NOT COVERED ELSEWHERE IN THIS SCHEDULE.	01/1952-00/1995
12	<b>ADM 16.1.4A</b> <b>ADMINISTRATIVE MANAGEMENT RECORDS</b> <b>BASELINE MANAGEMENT</b> RECORDS GENERATED TO DOCUMENT FACILITY PROJECT ACTIVITIES; TECHNICAL SCOPE, PROJECT SCHEDULE, AND COST. DEVIATIONS FROM THE BASELINE ARE DOCUMENTED AND APPROVED OR DISAPPROVED IN BASELINE CHANGE PROPOSALS. DEVELOPMENT OF BASELINES AND ALL SUPPORTING DOCUMENTATION	00/1976-00/1991

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10	<p><b>ADM 3.3A(2)(A)</b></p> <p><b>ROUTINE PROCUREMENT FILES.</b> CONTRACT, REQUISITION, PURCHASE ORDER, LEASE, AND BOND AND SURETY RECORDS, INCLUDING CORRESPONDENCE AND RELATED PAPERS PERTAINING TO AWARD, ADMINISTRATION, RECEIPT, INSPECTION AND PAYMENT (OTHER THAN THOSE COVERED IN ITEMS 1 AND 12). PROCUREMENT OR PURCHASE ORGANIZATION COPY, AND RELATED PAPERS. TRANSACTIONS DATED EARLIER THAN JULY 3, 1995. TRANSACTIONS THAT UTILIZE OTHER THAN SMALL PROCUREMENT PROCEDURES AND ALL CONSTRUCTION CONTRACTS UNDER \$2,000.</p>	00/1963-05/1995
9	<p><b>ADM 9.1B</b></p> <p><b>TRAVEL AND TRANSPORTATION RECORDS</b></p> <p><b>COMMERCIAL FREIGHT AND PASSENGER TRANSPORTATION FILES.</b> RECORDS COVERING PAYMENT FOR COMMERCIAL FREIGHT AND PASSENGER TRANSPORTATION CHARGES FOR SERVICES FOR WHICH 1) NOTICE OF OVERCHARGE HAS BEEN OR IS EXPECTED TO BE ISSUED, OR IF A RAIL FREIGHT OVERPAYMENT IS INVOLVED, 2) DEDUCTION OR COLLECTION ACTION HAS BEEN TAKEN, 3) VOUCHER CONTAINS INBOUND TRANSIT SHIPMENT(S), 4) PARENT VOUCHER HAS PRINT OF PAID SUPPLEMENTAL BILL ASSOCIATED, 5) VOUCHER HAS BECOME INVOLVED IN LITIGATION, OR 6) ANY OTHER CONDITION THAT PREVENTS THE SETTLING OF THE ACCOUNT, REQUIRING THE VOUCHER TO BE RETAINED BEYOND THE 6 YEAR RETENTION PERIOD.</p>	00/1984-00/1990
8	<p><b>ADM 1.16</b></p> <p><b>PERSONNEL RECORDS</b></p> <p><b>PERSONNEL OPERATIONS STATISTICAL REPORTS.</b> STATISTICAL REPORTS IN THE OPERATING PERSONNEL OFFICE AND SUBORDINATE UNITS RELATING TO PERSONNEL.</p>	10/1967-06/1999
8	<p><b>ENV 1B(5)(A)</b></p> <p><b>ENVIRONMENTAL - ADMINISTRATION</b></p> <p><b>SAFETY AND HEALTH CERCLA/RCRA DOCUMENTS</b> RECORDS ASSOCIATED WITH SAFETY AND HEALTH RELATED DOCUMENTATION REQUIRED BY CERCLA/RCRA, OTHER THAN CERCLA-FUNDED COOPERATIVE AGREEMENTS.</p> <p>RECORDS WHICH NOTIFY OR SUPPORT WORKER PROTECTION AND SAFETY INCLUDING BUT NOT LIMITED TO SAFETY INCIDENT, SAFETY ANALYSIS, SAFETY MEETINGS, SAFETY AWARDS, AND SAFETY ASSESSMENTS.</p>	01/1986-02/1999

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7	<b>ADM 18.13B</b> <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>GUARD/SECURITY POLICE OFFICER ASSIGNMENT FILES</b> FILES RELATING TO GUARD/SECURITY POLICE OFFICER ASSIGNMENTS AND STRENGTH. REQUESTS, ANALYSES, REPORTS, CHANGE NOTICES, AND OTHER PAPERS RELATING TO POST ASSIGNMENTS AND STRENGTH REQUIREMENTS.	09/1951-00/1995
7	<b>ADM 2.13B</b> <b>PAYROLL AND PAY ADMINISTRATION RECORDS</b> <b>TAX FILES.</b> DEPARTMENT OR CONTRACTOR PAYROLL PROCESSOR'S COPY OF EMPLOYEE WAGES AND TAX STATEMENTS, SUCH AS IRS FORM W-2 AND STATE EQUIVALENTS, IF MAINTAINED.	00/1969-12/1994
6	<b>ADM 1.51</b> <b>PERSONNEL RECORDS</b> <b>CLASSIFICATION APPRAISALS (PAY)</b> FILES WHICH DOCUMENT THE COMPARISON OF SALARIES PAID LOCALLY AND NATIONALLY TO ESTABLISHED SALARY PERCENTAGE INCREASE, COMPARATIVE GRADE STUDIES, GUIDELINES, AND JUSTIFICATION BASE FOR EMPLOYEE PERFORMANCE ASSESSMENTS.	00/1981-01/1998
6	<b>ADM 18.18B</b> <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>FACILITIES CHECKS FILES.</b> FILES RELATING TO PERIODIC SECURITY FORCE FACILITY CHECKS. REPORTS OF ROUTINE AFTER-HOURS SECURITY CHECKS WHICH EITHER DO NOT REFLECT SECURITY VIOLATIONS, OR FOR WHICH THE INFORMATION CONTAINED THEREIN IS DOCUMENTED IN THE FILES DEFINED IN ITEM 24 OF THIS SCHEDULE.	09/1987-12/2000
6	<b>ADM 2.23A</b> <b>PAYROLL AND PAY ADMINISTRATION RECORDS</b> <b>PAYROLL CHANGE FILES.</b> RECORDS USED TO DIRECT A CHANGE OR CORRECTION OF AN INDIVIDUAL PAY TRANSACTION WHETHER CREATED AND MAINTAINED BY PAYING AGENCY OR CONTRACTOR PAYROLL PROCESSOR. COPIES SUBJECT TO GAO AUDIT.	00/1951-00/1997

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5	<b>ADM 12.2A</b> <b>COMMUNICATIONS RECORDS</b> <b>COMMUNICATION GENERAL FILES.</b> CORRESPONDENCE AND RELATED RECORDS PERTAINING TO INTERNAL ADMINISTRATION AND OPERATION.	03/1978-07/1999
5	<b>ADM 12.5A</b> <b>COMMUNICATIONS RECORDS</b> <b>POST OFFICE AND PRIVATE MAIL COMPANY RECORDS.</b> POST OFFICE AND PRIVATE MAIL COMPANY FORMS AND SUPPORTING PAPERS. RECORDS RELATING TO INCOMING OR OUTGOING REGISTERED MAIL POUCHES, REGISTERED, CERTIFIED, INSURED, OVERNIGHT, EXPRESS, AND SPECIAL DELIVERY MAIL INCLUDING RECEIPTS AND RETURN RECEIPTS.	06/1995-09/2000
5	<b>ADM 3.17</b> <b>PROCUREMENT, SUPPLY, AND GRANT RECORDS</b> <b>SMALL AND DISADVANTAGED BUSINESS UTILIZATION FILES.</b> CORRESPONDENCE, REPORTS, STUDIES, GOAL STATEMENTS, AND OTHER RECORDS RELATING TO THE SMALL AND DISADVANTAGED BUSINESS UTILIZATION PROGRAM, AS REQUIRED BY P.L. 95-507.	03/1992-10/1997
4	<b>ADM 1.3</b> <b>PERSONNEL RECORDS</b> <b>PERSONNEL CORRESPONDENCE FILES</b> CORRESPONDENCE, REPORTS, AND OTHER RECORDS RELATING TO THE GENERAL ADMINISTRATION AND OPERATION OF PERSONNEL FUNCTIONS, BUT EXCLUDING RECORDS SPECIFICALLY DESCRIBED ELSEWHERE IN THIS SCHEDULE AND RECORDS MAINTAINED AT THE AGENCY STAFF PLANNING LEVELS.	12/1984-06/1998
4	<b>ADM 16.3A</b> <b>ADMINISTRATIVE MANAGEMENT RECORDS</b> <b>FORMS FILES.</b> ONE RECORD COPY OF EACH FORM CREATED BY AN AGENCY WITH RELATED INSTRUCTIONS AND DOCUMENTATION SHOWING INCEPTION, SCOPE, AND PURPOSE OF THE FORM.	00/1955-00/1992

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4	<b>ADM 17.22D</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>MATERIALS PROCESSING RECORDS</b> BATCH INFORMATION CONSISTING OF TECHNICAL, ANALYTICAL, OR STATISTICAL DATA PERTINENT TO CHEMICAL MAKEUP OR PROCESS BATCHES, PROVIDED INFORMATION PERTINENT TO PRODUCT HISTORY IS TRANSCRIBED TO RECORDS WHICH ARE RETAINED.	00/1976-12/1993
4	<b>ADM 2.24</b> <b>PAYROLL AND PAY ADMINISTRATION RECORDS</b> <b>PAYROLL CORRESPONDENCE.</b> CORRESPONDENCE BETWEEN AGENCY AND PAYROLL PROCESSOR REGARDING GENERAL, ROUTINE ADMINISTRATIVE ISSUES THAT DO NOT RELATE TO INDIVIDUAL PAYMENTS.	07/1986-00/1991
4	<b>ADM 5.4.1B</b> <b>BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS</b> <b>BUDGET OFFICE ESTIMATES, JUSTIFICATION AND CORRESPONDENCE (OR SUBJECT FILES).</b> ESTIMATES, JUSTIFICATIONS AND CORRESPONDENCE (OR SUBJECT FILES) FOR THOSE FILES THAT DOCUMENT BUDGET POLICY AND PROCEDURES, AND POLICY DECISIONS THAT AFFECT EXPENDITURES FOR PROGRAMS. RECORDS THAT DOCUMENT NON-SUBSTANTIVE PROGRAMS.	00/1974-00/1993
3	<b>ADM 17.20C(4)(A)</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>EQUIPMENT MAINTENANCE RECORDS</b> EQUIPMENT RECORDS. INSPECTION, SERVICE, MAINTENANCE, AND REPAIR RECORDS REFLECTING PERFORMANCE. ROUTINE MONITORING RECORDS OF INSPECTION, MAINTENANCE, OR REPAIR WHICH REFLECT SATISFACTORY PERFORMANCE. LOGS OR SUPPORTING RECORDS RECORDING EQUIPMENT TEST RESULTS FOR:1. CONVERTER STATUS (DAILY REPORTS);2. CYLINDER PIPE LEAKS;3. INDIVIDUAL TUBE (GAMMA TESTS);4. VALVES;5. VALVE EQUIPMENT;6. INDUSTRIAL INSPECTION X-RAY FILES CONSISTING OF X-RAY FILM, TO DETERMINE STATUS OF EQUIPMENT USED IN OPERATING PLANTS.	10/1961-12/1988

TOTAL ARCHIVE BOXES	APPROVED DISPOSITION AUTHORITY NUMBER DISPOSITION SCHEDULE NAME DISPOSITION TITLE <u>DESCRIPTION OF RECORDS</u>	INCLUSIVE DATES
<b>3</b>	<b>ADM 18.11.1F</b> <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>SAFETY MANAGEMENT RECORDS</b> RECORDS RELATING TO OCCURRENCES AS DEFINED BY THE ASSISTANT SECRETARY FOR ENVIRONMENT, SAFETY AND HEALTH. (INCLUDES OTHER TYPES OF REPORTING REQUIRED TO BE TREATED AS EQUIVALENT TO, OR USE THE OCCURRENCES REPORTING SYSTEM.) PRESCRIPTIONS FOR SAFETY GLASSES	<b>00/1984-12/1996</b>
<b>2</b>	<b>ADM 1.14A</b> <b>PERSONNEL RECORDS</b> <b>NOTIFICATIONS OF PERSONNEL ACTIONS.</b> FEDERAL (STANDARD FORM 50) AND CORPORATE NOTIFICATION OF ALL INDIVIDUAL PERSONNEL ACTIONS SUCH AS EMPLOYMENT, PROMOTIONS, TRANSFERS, SEPARATION, EXCLUSIVE OF THE COPY MAINTAINED IN THE FORMAL PERSONNEL FILE.  CHRONOLOGICAL FILE COPIES, INCLUDING FACT SHEETS, MAINTAINED IN PERSONNEL OFFICES.	<b>01/1953-03/1999</b>
<b>2</b>	<b>ADM 1.44C</b> <b>PERSONNEL RECORDS</b> <b>ACADEMIC/OUTREACH PROGRAMS</b> RECORDS CREATED TO DOCUMENT EDUCATIONAL OUTREACH PROGRAM TRANSACTIONS BETWEEN THE DEPARTMENT AND ITS CONTRACTORS AND SCHOOLS, COLLEGES/UNIVERSITIES, COMMUNITY GROUPS, AND VARIOUS STATE AND FEDERAL AGENCIES FOR THE PURPOSE OF GENERATING AND TRACKING INTEREST IN CAREERS WITH THE DOE AND ITS CONTRACTORS. RECORDS CONTAINING CONTACT INFORMATION WITH SCHOOLS AND COMMUNITY GROUPS, REGARDING INTERNSHIP PROGRAMS, TUTORING PROGRAMS, TALENT SEARCHES, SCHOLASTIC TOURNAMENTS, YOUNG ENTREPRENEURS CONFERENCE, JUNIOR ENGINEERING TECHNICAL SYSTEM (JETS), GORE INITIATIVE STUDENTS AROUND THE WORLD, TEACHER DEVELOPMENT, COMPUTER LOAN/BUYOUT PROGRAMS, AND OTHER EDUCATIONAL PROGRAMS.	<b>00/1977-00/1993</b>
<b>2</b>	<b>ADM 16.1.4B</b> <b>ADMINISTRATIVE MANAGEMENT RECORDS</b> <b>BASELINE MANAGEMENT</b> RECORDS GENERATED TO DOCUMENT FACILITY PROJECT ACTIVITIES' TECHNICAL SCOPE, PROJECT SCHEDULE, AND COST. DEVIATIONS FROM THE BASELINE ARE DOCUMENTED AND APPROVED OR DISAPPROVED IN BASELINE CHANGE PROPOSALS. BASELINE CHANGE PROPOSALS, APPROVALS, AND SUPPORTING DOCUMENTATION.	<b>00/1981-04/1986</b>

TOTAL ARCHIVE BOXES	APPROVED DISPOSITION AUTHORITY NUMBER DISPOSITION SCHEDULE NAME DISPOSITION TITLE <u>DESCRIPTION OF RECORDS</u>	INCLUSIVE DATES
2	<b>ADM 18.18A</b> <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>FACILITIES CHECKS FILES.</b> FILES RELATING TO PERIODIC SECURITY FORCE FACILITY CHECKS. DATA SHEETS, DOOR SLIP SUMMARIES, CHECK SHEETS, AND REPORTS ON SECURITY VIOLATIONS (EXCEPT COPIES IN FILES OF AGENCY SECURITY OFFICES COVERED BY ITEM 24).	01/1997-12/1997
2	<b>GRS 7.1</b> <b>EXPENDITURE ACCOUNTING RECORDS</b> <b>EXPENDITURES ACCOUNTING GENERAL CORRESPONDENCE AND SUBJECT FILES.</b> CORRESPONDENCE OR SUBJECT FILES MAINTAINED BY OPERATING UNITS RESPONSIBLE FOR EXPENDITURES ACCOUNTING, PERTAINING TO THEIR INTERNAL OPERATIONS AND ADMINISTRATION.	00/1992-12/1997
1	<b>ADM 12.1</b> <b>COMMUNICATIONS RECORDS</b> <b>MESSENGER SERVICE FILES.</b> DAILY LOGS, ASSIGNMENT RECORDS AND INSTRUCTIONS, DISPATCH RECORDS, DELIVERY RECEIPTS, ROUTE SCHEDULES, AND RELATED RECORDS.	06/1995-12/1996
1	<b>ADM 14.26</b> <b>INFORMATIONAL SERVICES RECORDS</b> <b>PRIVACY ACT GENERAL ADMINISTRATIVE FILES.</b> RECORDS RELATING TO THE GENERAL AGENCY IMPLEMENTATION OF THE PRIVACY ACT, INCLUDING NOTICES, MEMORANDA, ROUTINE CORRESPONDENCE, AND RELATED RECORDS.	01/1994-12/1996
1	<b>ADM 17.22A(10)</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>MATERIALS PROCESSING RECORDS</b> CONTROL RECORDS PERTAINING TO WORK PERFORMED IN ANALYTICAL LABORATORIES. SUPERVISOR'S SHIFT LOGBOOKS.	06/1952-12/1996

TOTAL ARCHIVE BOXES	APPROVED DISPOSITION AUTHORITY NUMBER DISPOSITION SCHEDULE NAME DISPOSITION TITLE <u>DESCRIPTION OF RECORDS</u>	INCLUSIVE DATES
1	<b>ADM 17.22A(13)</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>MATERIALS PROCESSING RECORDS</b> CONTROL RECORDS PERTAINING TO WORK PERFORMED IN ANALYTICAL LABORATORIES. COMPARATIVE ANALYSIS LOGS PERTAINING TO SAMPLES ANALYZED BY TWO DIFFERENT METHODS FOR THE SAME TEST.	00/1992-00/1993
1	<b>ADM 17.22A(7)</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>MATERIALS PROCESSING RECORDS</b> CONTROL RECORDS PERTAINING TO WORK PERFORMED IN ANALYTICAL LABORATORIES. ANALYSIS REQUESTS	00/1986-08/1993
1	<b>ADM 17.26A</b> <b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORD</b> <b>FACILITY MAINTENANCE RECORDS</b> FACILITY MAINTENANCE RECORDS, INCLUDING INSPECTION SERVICING, AND REPAIR RECORDS. BOILERS, ELECTRIC MOTORS, AND UNFIRED PRESSURE VESSELS.	01/1962-06/1993
1	<b>ADM 18.11.4C</b> <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>FIRE UNIT RECORDS</b> FIRE EXTINGUISHER INSPECTION RECORDS SHOWING DESCRIPTION OF EXTINGUISHERS, RECHARGING DATA, AND NAMES OF INSPECTORS.	08/1992-12/1993
1	<b>ADM 18.1B(3)</b> <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>CLASSIFIED DOCUMENTS ADMINISTRATIVE CORRESPONDENCE FILES</b> RECORDS DOCUMENTING CLASSIFICATION AND DECLASSIFICATION REVIEW ACTIONS TAKEN ON THE BASIS OF ESTABLISHED POLICY, DIRECTIVES, REGULATIONS AND GUIDES. LOGBOOKS AND CORRESPONDENCE WHICH RECORD NOTES, COMMENTS, ACTIONS TAKEN AND DECISIONS MADE, OR OTHER INFORMATION WHICH DOCUMENT THE REVIEW PROCESS.	01/1994-07/1994

TOTAL ARCHIVE BOXES	APPROVED DISPOSITION AUTHORITY NUMBER DISPOSITION SCHEDULE NAME DISPOSITION TITLE <u>DESCRIPTION OF RECORDS</u>	INCLUSIVE <u>DATES</u>
1	<p><b>ADM 18.1C</b>  <b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b>  <b>CLASSIFIED DOCUMENTS ADMINISTRATIVE CORRESPONDENCE FILES.</b>  CORRESPONDENCE FILES PERTAINING TO THE ADMINISTRATION OF SECURITY CLASSIFICATION/DECLASSIFICATION, CONTROL, AND ACCOUNTING FOR CLASSIFIED DOCUMENTS. INCLUDED ARE RECORDS THAT DOCUMENT POLICY, PROGRAMS, AND PROCEDURES FOR CLASSIFICATION/DECLASSIFICATION PROGRAM, INCLUDING INFORMATION RECORDED BY PERSONNEL WHO ARE TRAINED TO IDENTIFY, CLASSIFY, OR DECLASSIFY DOCUMENTS FOR SENSITIVE AND CLASSIFIED INFORMATION. CORRESPONDENCE FILES PERTAINING TO THE ADMINISTRATION OF SECURITY CLASSIFICATION, CONTROL, AND ACCOUNTING FOR CLASSIFIED DOCUMENTS, NOT COVERED ELSEWHERE IN THIS SCHEDULE.</p>	04/1954-03/1998
1	<p><b>ADM 2.13C</b>  <b>PAYROLL AND PAY ADMINISTRATION RECORDS</b>  <b>TAX FILES.</b>  DEPARTMENT OR CONTRACTOR PAYROLL PROCESSOR'S COPY OF REPORTS OF FEDERAL TAX WITHHELD, SUCH AS IRS FORM W-3, WITH RELATED PAPERS INCLUDING REPORTS RELATING TO INCOME AND SOCIAL SECURITY TAX, AND STATE EQUIVALENTS IF MAINTAINED.</p>	00/1955-00/1955
1	<p><b>ENV 6C</b>  <b>ENVIRONMENTAL - DISPOSAL/CLEANUP</b>  <b>WASTE DISPOSAL CHARACTERIZATIONS/RECORDS</b>  RECORDS DOCUMENTING CLEANUP OF PAST-PRACTICE WASTE SITES OR UNITS UNDER CERCLA AND RCRA CORRECTIVE ACTION PROVISIONS.</p> <p>SUPPORTING DOCUMENTATION INCLUDES BUT IS NOT LIMITED TO MISCELLANEOUS WORKSHEETS, RECORDER SHEETS, OTHER DATA SHEETS, AND CORRESPONDENCE FROM WHERE APPLICABLE INFORMATION HAS BEEN TRANSCRIBED OR SUMMARIZED IN OTHER DOCUMENTATION SUCH AS ITEM B, ABOVE.</p>	11/1988-10/1989
1	<p><b>GRS 13.5A</b>  <b>PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION RECORDS</b>  <b>JOINT COMMITTEE ON PRINTING (JCP) REPORTS FILES.</b>  AGENCY REPORT TO JOINT COMMITTEE ON PRINTING REGARDING OPERATION OF CLASS A AND B PLANTS AND INVENTORIES OF PRINTING, BINDING, AND RELATED EQUIPMENT IN CLASS A AND B PLANTS OR IN STORAGE.</p>	10/1987-09/1997

<u>TOTAL</u> <u>ARCHIVE</u> <u>BOXES</u>	APPROVED DISPOSITION AUTHORITY NUMBER DISPOSITION SCHEDULE NAME DISPOSITION TITLE <u>DESCRIPTION OF RECORDS</u>	INCLUSIVE <u>DATES</u>
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**4893**    *Grand total of boxes eligible for destruction*