

## RECORDS MANAGEMENT PROGRAM

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**CHANGE SUMMARY LOG**

<b>Description of Change</b>	<b>Effective Date</b>
<p>This document cancels <b>SRIP Chapter 241.1, Revision 2</b>, and incorporates the following changes:</p> <ul style="list-style-type: none"><li>• Updates Primary Division/Office to the Office of Site Services (OSS);</li><li>• Updates source and interface documents;</li><li>• Incorporates requirements/responsibilities of DOE O 243.1;</li><li>• Adds definition for Transitory Records; and</li><li>• Revises the Chapter number to align with DOE O 243.1.</li></ul>	<p><b>1-16-07</b></p>

## TITLE: RECORDS MANAGEMENT PROGRAM

### 1.0 PURPOSE AND SCOPE

#### 1.1 PURPOSE

This chapter establishes the requirements and describes the process applicable to all DOE-SR personnel.

#### 1.2 SCOPE

This procedure addresses the elements necessary to maintain and disposition Federal Records and applies to all DOE-SR Federal employees. The National Nuclear Security Administration – Savannah River Site consisting of the Savannah River Site Office (SV) and the Fissile Materials Disposition Office (NA-266) may elect to adopt this procedure for the conduct of their business.

### 2.0 REFERENCES

#### 2.1 SOURCE REQUIREMENTS DOCUMENTS

2.1.1 DOE O 243.1, “Records Management Program”

2.1.2 36CFR, Chapter XII – Subchapter B, “Records Management”

#### 2.2 INTERFACE DOCUMENTS

2.2.1 DOE Reference Book for Contract Administrators (Chapter 9)

2.2.2 “Records Management”, Office of the Chief Information Officer at (<http://cio.doe.gov/RBManagement/Records/records.html>)

2.2.3 “Disposition Schedules” at [cio.energy.gov/records-management/disposition.htm](http://cio.energy.gov/records-management/disposition.htm)

2.2.4 DOE-STD-4001-2000, “Design Criteria Standard for Electronic Records Management Software Applications”

### 3.0 ATTACHMENTS

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### 4.0 **ACRONYMNS AND DEFINITIONS**

#### 4.1 **ACRONYMNS**

D/O	Division/Office
DOERS	Department of Energy Records Schedule
GRS	General Records Schedule
NARA	National Archives and Record Administration
OSSES	Office of Safeguards, Security, and Emergency Services
RHA	Records Holding Area
RIDS	Records Inventory Disposition Schedule
RIF	Records Inventory Form
RMC	Records Management Coordinator
RMO	Records Management Officer
RS	Records Specialist
RTS	Records Transfer to Archival Storage
RDA	Records Destruction Authorization

#### 4.2 **DEFINITIONS**

4.2.1 **Adequate and Proper Documentation:** a record of the conduct of Government business that is complete and accurate to the extent required to document the organization, functions, policies, decisions, procedures, and essential transactions of the Department and documentation that is designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Department's activities.

4.2.2 **Electronic Records:** "any information that is stored in a form which only a computer can read or process and that satisfies the definition of a Federal record in 44 U.S.C. 3301" (36CFR1234.2). Electronic records may be created as text, data, or images and may be produced in a variety of media and file formats. The types of media may be divided into two main groups: magnetic and optical media. Creation of electronic records is dependent on the software application, hardware, operating system, and media selected that make up the computer system in use. Basic records management principles applied to paper records can be applied to electronic records.

- 4.2.8 **Nonrecord Materials:** the statutory definition of records (44 U.S.C. 3301) sets out three types of nonrecord materials: (1) library and museum materials made or acquired and preserved solely for reference or exhibit purposes; (2) extra copies of documents preserved only for convenience of reference; and (3) stocks of publications and of processed documents.
- 4.2.7 **Personal Papers:** materials which relate only to an individual's personal affairs and do not affect the conduct of agency business. Examples include (1) papers accumulated by an employee before entering Government service; (2) materials relating solely to an individual's private affairs, such as outside business pursuits or professional affiliations; and (3) journals or other personal notes that are not prepared or received in the process of transacting Government business.

If personal collections of papers are kept in government offices, a personal file should be established at the beginning of public service and maintained separately from the official records file in order to facilitate the application of laws that apply only to Federal records.

- 4.2.3 **Records:** those classes of documentary materials which may be disposed of only after archival authority is obtained. The statutory definition of "records" (44 USC 3301) is "books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of the data in them." This definition applies to all Departmental records including those created, received, and maintained by contractors pursuant to their contracts. Virtually all recorded information in the custody of the Government (including information held by contractors which is considered by contract to be Government information) regardless of its media (hardcopy, machine-readable, microfilm) is considered "Government" records.
- 4.2.2 **Records Management:** the planning, budgeting, organizing, directing, training, and control involved in managing the life cycle of records in any medium. This life cycle encompasses the interrelated and interdependent phases of records creation or collection, records maintenance and use, and records disposition.
- A. **Phase I, Creating Records** - includes adequate and proper documentation of management activities, i.e., achieved by complying with recordkeeping requirements established by each Departmental Element (First level organizations in Headquarters and the field).
- B. **Phase II, Using and Maintaining Records** - includes managing files, vital records, records equipment, records requiring protection for national security reasons, and disaster recovery.

C. **Phase III, Records Disposition** - includes appraising and scheduling records, retiring, storing and retrieving records, and preserving historical records.

- 4.2.4 **Records Medium**: the physical form of recorded information such as paper, film, disk, magnetic tape, or other materials on which information can be recorded.
- 4.2.6 **Transitory Files**: records of short-term interest (180 days or less), including in electronic form (e.g., e-mail messages), which have minimal or no documentary or evidential value (See Administrative Records Schedule 23, Item 7 for examples).
- 4.2.9 **Working Papers**: (nonrecord material) preliminary drafts not circulated for comment or other working papers (notes and similar items) that officials would normally dispose of when they are superseded or no longer needed. If nonrecord, these materials should not be filed with official records. Such materials should be filed and maintained with the official records for purposes of adequate and proper documentation if they contain information such as annotations or comments that adds to the proper understanding of the formulation and execution of basic policies, decisions, actions, or responsibilities and if the materials were circulated or made available to persons other than the creator for official purposes such as approval, comment, action, recommendation, or follow-up, or to communicate with staff about official business. This category is the most difficult to distinguish from records because of its work-related content and often requires the assistance of a records officer and/or legal counsel to make a record or nonrecord determination.

## 5.0 **REQUIREMENTS**

Electronically formatted records must be maintained in an approved electronic records management application meeting the requirements of DOE-STD-4001-2000, "Design Criteria Standard for Electronic Records Management Software Applications".

E-mail records will be managed along with their metadata, including a list of recipients and time of receipt, if available. E-mail records are retained and dispositioned in accordance with Records Inventory and Disposition Schedules (RIDs).

Until an electronic records management system is available and implemented, electronic records will be printed and retained as paper files with the exception of e-mail which meets the definition of a "transitory" record (See ADM 23, Item 7).

## 5.1 **RECORDS MANAGEMENT REQUIREMENTS**

### 5.1.1 **DOE-SR Employees:**

- A. Protect records in their possession from loss or damage;

- B. Submit record materials to the Records Management Coordinator (RMC) consistent with the Division/Office RIDS;
- C. Determine the record/non-record value of messages created or received utilizing electronic media; and
- D. Print a 'Record Copy' of electronic media, including a list of recipients and time of receipt if possible, to be maintained in accordance with Division/Office RIDS.

**NOTE:** Transitory records do not need to be printed for filing purposes; but should be maintained in the e-mail system in accordance with Division/Office RIDS.

5.1.2 The **Director, OSS:**

- A. Appoints a Records Management Officer (RMO).

5.1.3 **Division/Office Directors:**

- A. Appoint a RMC for their organization;
- B. Notify the RMO of the RMC or when RMC changes via memorandum and/or e-mail;
- C. Notify the RMO of changes to the RIDS such as additions to or deletions of categories maintained; and
- D. Notify the Contracting Officer of the following when acting as procurement request originators or other such individual(s) as designated by the cognizant AM:
  - (1) procurements requiring the application of DOE O 243.1; "DOE-SR Records Management Program;
  - (2) requirements for flow-down provisions of DOE O 243.1 to any subcontractor(s); and
  - (3) specific paragraphs within DOE O 243.1 where the contractor or subcontractor must comply.

5.1.4 The **Director, Contracts Management Division:**

- A. Applies applicable provisions of DOE O 243.1 to contracts falling within its scope based on input from the procurement request originator or other designated individuals.

**5.1.5 The Records Management Coordinator (RMC):**

- A. Ensures compliance with SRIP Chapter 243.1, "DOE-SR Records Management Program" (latest revision).

**5.1.6 The Records Specialist (RS):**

- A. Forwards new Division/Office RIDS to the Office of Chief Counsel (OCC) for review and concurrence; resolving any identified concerns;
- B. Forwards the OCC approved Division/Office RIDS to the appropriate RMO for approval;
- C. Updates the Division/Office RIDS and applicable Records Holding Area Control Records; and
- D. Forwards approved RIDS to responsible Division/Office Directors.
- E. Receives scheduled records for disposition;
- F. Coordinates requests for records with appropriate offices prior to granting access; and
- G. Ensures record disposition in accordance with NARA-approved RIDS.

**5.2 PREPARATION OF RECORDS INVENTORY FORM (RIF) (SR 222)**

**5.2.1 The RMC:**

- A. Initiates and conducts an inventory of Division/Office records every two (2) years to ensure accuracy and completeness of the Division/Office RIDS;
- B. Compares the records created by the Division/Office to identify any record series not captured on the Division/Office RIDS;
- C. Reports the following to the RMO via form SR 222, "Records Inventory Form":
  - (1) records identified during the inventory, but not identified on the Division/Office RIDS,
  - (2) records no longer generated by the Division/Office; and
  - (3) requests for changes in record retention periods.

- D. Develops Division/Office File Guides in accordance with the Master File Plan; and
- E. Implements the Records Disposition program in compliance with DOE O 243.1, "Records Management Program", upon approval of the Division/Office RIDS.

**NOTE:** Attachment A provides instructions for completing form SR 222.

### **5.3 RECORDS INVENTORY AND DISPOSITION SCHEDULE (RIDS) (DOE F 1324.10)**

#### **5.3.1 The Records Specialist (RS):**

- A. Prepares and updates the Division/Office RIDS (DOE F 1324.10), upon receipt of the RMC Division/Office RIF (see Attachment D); and
- B. Maintains the approved Division/Office RIDS and issues "Information Only" copies to the Division/Office.

**NOTE:** Records must not be stored in an office longer than the retention period indicated on the Organization's RIDS without prior approval from the RMO.

### **5.4 REQUESTS FOR RECORDS DISPOSITION AUTHORIZATION (DOE F 1324.5)**

#### **5.4.1 The RMC completes and submits to the RMO DOE F 1324.5, "Request for Records Disposition Authorization", when the following occurs:**

- A. The filing series description cannot be matched against any of the descriptions in the General Records Schedule or the DOE Records Schedules;
- B. The creator or holder of the records disagrees with the authorized disposition found in the General Records Schedule or the DOE Records Schedules;
- C. The criteria the disposition was based on originally changes; or
- D. New regulatory requirements occur that require longer or shorter retention periods.

#### **5.4.2 The RMO obtains the necessary National Archives and Records Administration (NARA) approval, upon receipt of DOE F 1324.5.**

**NOTE:** NARA approval is not required to retain records beyond the authorized retention period temporarily for one (1) year or less.

## 5.5 TRANSFER OF SCHEDULED RECORDS

### 5.5.1 The RMC:

- A. Ensures all “record materials” are prepared for storage (boxed and transferred via a completed form OSR 17-8, Attachment F) based on filing series, retention period, and disposition date (see Attachment C);
- B. Ensures that permanent and lifetime records are on the required ‘non-recycled paper’ when transferring to storage;
- C. Ensures that an accurate index of the contents of each box prepared for storage is on the Records Transfer to Archival Storage form (OSR 17-8);
- D. Ensures that records sent to storage are entered into the archival database at the folder level (this is critical to retrieving); and
- E. Notifies the RS when the “Preparation for Storage” process is complete.

**NOTE:** Boxes may contain records of more than one file series if the retention period and disposition dates are the same. Each box must contain an RTS form. Only records with retention dates of two (2) years or more should be sent for storage (retention dates of less than two years will not be accepted). Boxes containing Pendaflex folders, binders, paper clips, etc., will not be accepted for storage.

- 5.5.2 The **RS** verifies the storage box contents and returns the appropriate copy of form OSR 17-8 to the RMC.

## 5.6 RETRIEVAL OF ARCHIVED RECORDS

### 5.6.1 The RS:

- A. Coordinates retrieval of archived records based on a written request and appropriate approvals from the responsible organization;
- B. Retrieves records from storage;
- C. Provides “Information Only” copies of retrieved records to the Requester, or may provide entire box if needed.

**NOTE:** Returned records may be re-submitted for storage, at a later date, with a new RTS form (OSR 17-8).

5.6.2 The **Requester**:

- A. Returns individual retrieved files to the RS ( "Information Only" copies provided to a Requester need not be returned).

**5.7 DISPOSAL OF SCHEDULED ARCHIVED RECORDS**

5.7.1 The **RS**:

- A. Reviews the series of records for destruction based on the appropriate RIDS ensuring there are no local holds or other moratoriums that apply.
- B. Completes the Records Destruction Authorization form (SR 218) and forwards to the responsible organization for approval.
- C. Ensures destruction of appropriate records once approval is obtained (destruction of records cannot be delayed for more than one (1) year without approval from NARA).

5.7.2 The **Division/Office Directors**:

- A. Approve the "Destruction Authorization/Delay Destruction" block of SR 218.
- B. Obtain signature approval from RMO to destroy scheduled records or initiate extension of retention period (destruction of records cannot be delayed for more than one (1) year without approval from NARA).

**5.8 DISPOSAL OF NON-RECORDS**

5.8.1 The **RMC**:

- A. Evaluates non-record items and determine appropriate disposal times; and
- B. Destroys non-record material (does not require RMO approval).

**NOTE:** Non-record filing series are usually duplicated elsewhere in the agency and are retained for convenience of reference only therefore, retention periods of less than two (2) years and often not more than one (1) year are established.

**5.9 DISPOSAL OF INACTIVE OFFICE RECORDS**

5.9.1 The **RMC**:

- A. Forwards the Records Destruction Authorization form (SR 218, Attachment G) to the responsible Division/Office Director for approval;

- B. Obtains RMO counter-signature approval to destroy scheduled records;
- C. Destroys records scheduled for destruction in accordance with applicable orders and regulations;
- D. Verifies record destruction by signature on form SR 218;
- E. Forwards the ORIGINAL COPY” of the signed SR 218 to the Records Holding Area; and
- F. Maintains a copy of the signed SR 218 for the files.

5.9.2 The **Division/Office Directors:**

- A. Approve the Records Destruction Authorization (SR 218); and
- B. Obtain signature approval from RMO to destroy scheduled records (SR 218) or initiate an extension of the retention period per form SF 115, “Request for Records Disposition Authority” located at <http://www.gsa.gov>.

**5.10 MICROFILMING SERVICES**

5.10.1 Microfilming is provided in accordance with retention and retrieval criteria. The original ‘silver microfilm’ typically becomes the record copy. Contact the RMO for specific microfilming requests.

**6.0 RECORDS**

**6.1** Below is a list of records generated by this procedure. These records will be controlled and maintained according to DOE NARA approval records schedule.

- 6.1.1 Records Inventory Form (SR 222).
- 6.1.2 Records Inventory and Disposition Schedule (DOE F 1324.10).
- 6.1.3 Request for Record Disposition Authorization (DOE F 1324.5).
- 6.1.4 Record Transfer to Archival Storage (OSR 17-8).
- 6.1.5 Record Retrieval Request.
- 6.1.6 Record Destruction Authorization (SR 218).

## ATTACHMENT A

### RECORDS INVENTORY FORM (RIF) (SR 222) INSTRUCTION SHEET

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(Form SR 222 is located on Shrine at  
[http://fmhost3d.srs.gov/fmi/iwp/cgi?-db=forms\\_index&-loadframes](http://fmhost3d.srs.gov/fmi/iwp/cgi?-db=forms_index&-loadframes))

- \* Records Inventory Forms (RIFs) must be typed or written in **black ink**.
  - \* All corrections are to be lined through, initialed, and dated.
  - \* Absolutely **no correction fluid** is to be used.
  - \* All entries must be legible, accurate, and completed according to the following instructions:
1. File (series) Code/Title – Master File Plan used to identify file to be inventoried.
  2. File Series Title and Contents - Type of record being inventoried, reports, audit and appraisal files, directive review files, etc. The files use and purpose must also be included (administrative, contractor oversight, personnel actions, accident reporting), and general description of contents.
  3. Media - Mark the media on which the inventory item resides.
  4. Site Name - Savannah River Operations Office.
  5. Holding Organization - Complete title of organization responsible for maintaining the files.
  6. Acronym - Acronym of the holding organization as listed in the DOE Acronym Dictionary.
  7. Contact Person - Complete the name of file custodian within the holding organization.
  8. Phone - On-site telephone number for the contact person listed No. 7 above.
  9. Record Location - Complete address of physical location of records including building, floor, room, etc.
  10. Type of Record - May be any combination of record type.
    - Record Copy: Official file copy
    - Vital: Emergency Operating (DOE 5500.7B)  
Rights and Interest (DOE 1324.8)
    - Information: Received for reference only

**ATTACHMENT A Cont'd**

Page 2 of 3

11. Security Classification Level - Record the highest security level of the information found within the inventory item.
12. Storage Location - Location in which in-active records are stored.
13. Arrangement of File - The order in which items are filed within a series (personnel files are filed alphabetically by name).
14. Series Purpose - Administrative, Programmatic, legal, etc. Function of holding organization (i.e., legal, organizational, personnel).
15. Publications or Reports Produced from these records - List any publications or reports that are generated from the file (i.e., monthly progress reports).
16. Related Records - Records that may pertain to same subject but filed separately. Explain relationship and any duplication of information.
17. Coverage of Records - Records that are kept in one location for more than one functional group or organization.
18. Finding Aids - List all methods used for retrieval purposes within your organization (i.e., database action tracking).
19. Form Number - List the applicable form number being inventoried. **ATTACH COMPLETED SAMPLE COPY**
20. Inclusive Dates - List the earliest and latest date found in series (if office currently holds files dating back 3 years, lists the dates as: 1990 to 1992, etc.).
21. Volume - This information can be determined by using the conversion chart attached.
22. File (Series) Code/Title - same as item #1.
23. (A) Reference Rate - Mark the frequency in which you find yourself retrieving a file during the first and second year.  
  
(B) Annual Growth Rate - Rate at which the file series is expected to grow.
24. Equipment Type - Utilize this section to verify your volume. This also serves as a tool for future space requirements.

ATTACHMENT A Cont'd

Page 3 of 3

25. List Additional Data - This space is used for additional information in items 2 and 14-17 or any other remarks needed.
26. Legibility - Mark choices that pertain to the file series.
27. Epidemiological Value - This space is to be utilized by the Records Specialist. RMC is not required to respond to this item.
28. Appraisal of File:  
  
Scheduled Record - Record found in the GRS or NARA approved DOE Records Schedule  
  
Non-Record - See definition Number 20 in DOE 1324.2A, Attachment 1, page 2.  
  
Non-Scheduled Record - File series that is not non-record but cannot be found in either GRS or NARA approved DOE Schedule.  
  
The appraisal of the item being inventoried is the final step in the inventory process.  
  
*The ideal time to complete this section would be while you had the file in front of you. However, you may find it more convenient and less confusing to complete your inventory to this point and then sit down with all your inventory sheets, the General Records Schedule (GRS), and the "DOE Record Schedules and complete the appraisal section. If your inventory sheet is completed properly, you should not have to go back to your files in order to determine the disposition using the GRS and DOE records schedules.*
29. Suggested Schedule - The disposition authority where retention period found (i.e., time sheets = GRS 2-7).
30. Suggested Retention - Retention period found in the GRS schedule # 29 listed above.
31. Proposed Retention for Non-Scheduled Record - The maximum amount of time the holding organization determines this record should be kept. This suggestion will become part of the DOE F 1324.5, "Request for Records Disposition Authorization" required for all non-scheduled records.
32. Cutoff Instructions - The maximum amount of time, not to exceed the disposition authority, needed to maintain the record within the holding organization.
33. Inventoried By/Date - Your initials and date the RIF was completed.

**ATTACHMENT B  
 CONVERTING RECORDS TO CUBIC FEET**

<b>If you are storing paper that is:</b>	<b>and the storage container is:</b>	<b>then the total cubic feet of storage is:</b>
Letter-sized (8 1/2" by 11")	one vertical file drawer	1.5 cu ft
Letter-sized (8 1/2" by 11")	one lateral file drawer	2.0 cu ft
Legal-sized (8 1/2" by 14")	one vertical file drawer	2.0 cu ft
Legal-sized (8 1/2" by 14")	one lateral file drawer	2.5 cu ft

<b>EQUIVALENTS OF ONE CUBIC FOOT</b>	
(The quantity of items listed below is equivalent to one cubic foot)	
3000	Letter-sized sheets (8 1/2" by 11")
50	35 mm microfilm reels (100 ft reels)
100	16 mm microfilm reels (100 ft reels)
10	3"x5" cards (12 inch rows)
6	4"x6" cards (12 inch rows)
4	5"x8" cards (12 inch rows)
10,000	Tab Cards (12"x15"x10")

**NOTE:** Internal dimensions for records containers –  
 width x depth x height x 0.000589 = 1 cubic foot

**ATTACHMENT C**  
**REQUEST FOR RECORDS DISPOSITION AUTHORIZATION (DOE F 1324.5)**

(DOE F 1324.5 is located on Shrine at

[http://fmhost3d.srs.gov/fmi/iwp/cgi?-db=forms\\_index&-loadframes\)](http://fmhost3d.srs.gov/fmi/iwp/cgi?-db=forms_index&-loadframes)

**ATTACHMENT D**  
**RECORDS INVENTORY AND DISPOSITION SCHEDULE (RIDS) (DOE F 1324.10)**  
**INSTRUCTION SHEET**

(DOE F 1324.10 is located on Shrine at  
[http://fmhost3d.srs.gov/fmi/iwp/cgi?-db=forms\\_index&-loadframes](http://fmhost3d.srs.gov/fmi/iwp/cgi?-db=forms_index&-loadframes))

**General**

- \* Records Inventory and Disposition Schedules (RIDS) must be typed or written in **black ink**.
- \* All corrections are to be lined through, initialed, and dated.
- \* Absolutely **no correction fluid** is to be used.
- \* All entries must be legible, accurate, and completed according to the following instructions:

1. DOE/Contractor - Self-explanatory.
2. Page Number - Self-explanatory.
- 3a. Organizational Unit - Creating a Custodial Unit.
- 3b. Routing Symbol - Acronym of creating custodial Unit.
4. Date - Date of final draft.
5. Signatures - applicable to your organization.
6. Item Number - Each entry is to be numbered consecutively in Arabic numerals.
7. Filing Series Title, Description - List subject classification code, title of file, and description (be sure to indicate a (U) for Unclassified or (C) for Classified).
8. Disposition Authority - List the applicable DOE Schedule or General Records Schedule for your file series.
9. Authorized Disposition Instructions - Retention found in the DOE Schedule or the General Record Schedule. (i.e., how many years or months)
10. Transfer Instructions - When to transfer to Records Holding Area (i.e., annually, after two years old, five years old, etc.).

**ATTACHMENT E  
RECORDS HOLDING AREA (RHA)  
TRANSFER CHECKLIST**

The guidelines listed below are to make the transfer of records to storage easier for both the sending and receiving organizations.

1. Storage cartons can be obtained from the DOE Supply Room.  
*(\* Do not write on the storage cartons)*
2. Cartons may **NOT** contain hanging folders, notebook binders, paper or binder clips.  
*(\* Permanent and Lifetime records are required to be on "white paper" and should have as few staples as possible (they will rust over time)) (Records with retention's less than 10 years may use recycled gray colored paper)*
3. Cartons must contain records having the same classification, retention period and inclusive dates. Records may have different citations, but must be eligible for destruction on the same date.
4. Prepare a 2" X 4" laser label to include:
  - a. sending organization;
  - b. record type per organization RIDS; and
  - c. the dates of the records within the container (earliest to latest).Place label on bottom left corner of container (left corner under handle)
5. Complete Form OSR 17-8 (obtained from Shrine) for **EACH** container. Make sure the submittal signature is signed by the appropriate individual for the organization.
  - a. Give accurate index information (preferably folder level) of the container contents on the OSR 17-8 form.
6. Upon completion of the above, contact the Records Holding Area personnel for inspection, pick-up, and delivery to the Records Holding Area.

**NOTE:** Only records with a retention period longer than two (2) years will be accepted for storage. Non-Record material cannot be sent to storage, if no longer in use, dispose of or recycle.

**Attachment F**

**OSR 17-8  
Records Transfer To Archival Storage**

(Form OSR 17-8 is located in the Forms Database via Shrine)  
<http://www.srs.gov/index.html>

**Attachment G**

**SR 218  
Records Destruction Authorization**

(Form **SR 218** is located in the Forms Database via Shrine)  
<http://www.srs.gov/index.html>