

**U.S. DEPARTMENT OF ENERGY (DOE)
 ENVIRONMENTAL MANAGEMENT
 CONSOLIDATED BUSINESS CENTER (EMCBC)
 RECORDS DESTRUCTION AUTHORIZATION/CERTIFICATE**
Please complete a separate form for each records series eligible for destruction

FROM: [enter the organization, office/site and records custodian/coordinator name]	TO:
	EMCBC OFFICE OF TECHNICAL SUPPORT AND ASSET MANAGEMENT ATTENTION: EMCBC or SMALL SITE RMFO

The records identified below have reached their retention period and are eligible for destruction. Your signature certifies that these records no longer possess sufficient administrative, legal, historical, or fiscal value to warrant further retention and can be destroyed. If the records can not be destroyed due to special circumstances (e.g., litigation, claims, DOE destruction moratoria), and a temporary extension of the retention period is required, please provide the reason for the temporary extension of the retention period to include a future review date (up to one year is permitted) in the space provided below. *Authority: 36 CFR §1228.54 and §1228.58.*

DOE RECORDS SCHEDULE and ITEM NUMBER (Disposition Authority)	DOE RECORDS DISPOSITION SCHEDULE TITLE
DOE RECORDS SERIES DISPOSITION TITLE	
DOE RECORDS DISPOSITION SERIES DESCRIPTION	
RETENTION PERIOD [enter disposition instructions as shown in the applicable DOE Records Disposition Schedule]	
ACCESSION NUMBER FROM NARA STANDARD FORM SF-135 [if stored at a Federal Record Center]	TOTAL VOLUME [amount destroyed in cubic feet]

Internal Box # or Record Category Code	DESCRIPTION OF BOXES/FILES TO BE DESTROYED [enter detailed box description of the records and attach a folder list or index if available]	INCLUSIVE DATES Enter the period covered by the records.		ELIGIBLE FOR DESTRUCTION DATE Month/Year
		From	To	

- Approved _____ Date _____
Other (Functional Area Manager, Records Custodian/Coordinator, etc.)
- Approved _____ Date _____
Assistant Director (AD) or Federal Project Director (FPD)
- Approved _____ Date _____
EMCBC/Small Site Records Management Field Officer (RMFO)
- Approved _____ Date _____
Office of Chief Counsel (OCC)

Reason for Temporary Extension of the Retention Period:

Destruction Certification

I hereby certify the above records have been destroyed.

Method of destruction: _____

Date records destroyed: _____

Print Name: _____

Signature: _____

Records Management Team Use Only

SF 135 annotated to show the records have been destroyed or retention extended. (See attached SF 135)