

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-434-02-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>5-17-02</i>	
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
<b>U.S. DEPARTMENT OF ENERGY</b>		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION <b>Idaho Operations Office</b>			
3. MINOR SUBDIVISION <b>Records Management Division</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Karen Brown or Lorrie Robb</b>	2. TELEPHONE NUMBER <b>208-526-1198</b> <b>208-526-8161</b>	DATE <i>12-17-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
3. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is not required <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE <b>May 15, 2002</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan L. Frey</i> <b>Susan L. Frey</b>	TITLE <b>Departmental Records Officer</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR	10. ACTION
	<b>Attached is a proposed site-specific schedule for the Idaho Operations Office. It covers Seismogram Records.</b>	<b>SUPERSEDED JOB</b>	<b>TAKEN (NARA USE ONLY)</b>
<i>cc Agency NR</i>			

## **1. Site-Specific Schedule for Idaho Operations Office**

### **Seismogram Records**

These records document the earthquakes occurring within and near the INEEL/Idaho Operations Office on a daily basis. The records are used to immediately notify operations personnel of significant earthquake activity and to validate the seismic design for existing and new construction.

Destroy 5 years after life of facility.

2. **Electronic Mail and Word Processing System Copies.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.