

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
**Department of Energy**

2 MAJOR SUBDIVISION  
**Kaiser-Hill, RFETS**

3 MINOR SUBDIVISION  
**Records Management**

4 NAME OF PERSON WITH WHOM TO CONFER  
**David Prochnow, Manager  
Contractor Records Management,  
RFETS**

5 TELEPHONE  
**303-966-7697**

LEAVE BLANK (NARA use only)

JOB NUMBER **N1-434-98-26**

DATE RECEIVED **4-8-98**

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE **1-5-01** ARCHIVIST OF THE UNITED STATES  
*[Signature]*

6 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 now needed for the business of 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;  is attached; or  has been requested

DATE <b>4/2/98</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <b>Departmental Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><b>External Correspondence Control Program Files</b></p> <p>Sitewide file of hard copy incoming and outgoing controlled external regulatory-related correspondence or other controlled selected correspondence, which identifies commitments to actions, dates or resources for the M&amp;O contractor at the Department of Energy's Rocky Flats Environmental Technology Site. The file consists of all controlled correspondence including attachments, enclosures, and written dissents maintained by the centralized sitewide Correspondence Control Organization. An electronic index is maintained on a Records Management Database application VAX platform that allows retrieval by letter number, author, addressee, send and receive dates, title/subject, DOE Order subject code, agency reference number and keywords. The hard copy file is arranged by sequential correspondence number order. Current volume (1987-1996) =300c.f. Annual accumulation=30c.f.</p> <p><i>Actual Files</i></p> <p>Proposed disposition: <del>Cut off</del> annually, send to FRC after 3 years, destroy after 30 years.</p> <p>Appraisal and disposition justification: The centralized sitewide External Correspondence Control Program file provides a valuable overview of information about site activities for a given period of time. However, the file does not have sufficient informational value to merit consideration as a permanent series. Correspondence relating to records series of permanent value will be retained through disposition of the related subject or project file.</p> <p><i>BElectronic version of Records created by the Electronic mail and word processing Application. Disposition: Delete when file copy is generated or when no longer needed for reference or updating.</i></p>		<p><i>Additions to this schedule item agreed to per phone con. Rev. MACKAY/JWML and Sharon Evelyn/DOE H2424 4/17/98</i></p>