

REQUEST FOR RECORDS DISPOSITION AUTHORITY		OB NUMBER <i>NI-434-00-5</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>11/30/01</i>	
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
U.S. DEPARTMENT OF ENERGY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Executive Secretariat			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sheila Convis	2. TELEPHONE NUMBER 202-586-5131	DATE <i>3-11-02</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 checked="" type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE November 21, 2001	SIGNATURE OF AGENCY REPRESENTATIVE Susan L. Frey <i>Susan L. Frey</i>		TITLE Department Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR	10. ACTION
	Attached is a Site-specific Schedule for the Office of the Executive Secretariat.	SUPERSEDED JOB	TAKEN (NARA USE ONLY)
	<i>cc: Agency, NR, NWMWA</i>		

Filed to Brenda Mackell on 5/14/02.

Site-Specific Schedule for the Office of Executive Secretariat

1. **Office of the Secretary, White House Bulk Mail.**

The records consist of approximately 140 cubic feet dating from 1980 to the present, increasing at a rate of five to fifteen feet per year. The files consist of correspondence from the general public addressed to the President of the United States on a wide variety of topics either directly or peripherally related to energy. Correspondents include school children requesting information on energy policy, inventors of energy-saving devices, average citizens, lawyers, and businessmen commenting on or suggesting alternative energy policies and practices. The records are arranged under White House Bulk Mail within the Secretary's correspondence, thereunder alphabetically by last name of the correspondent. The records are unclassified and will not be sent to the Historian's Office with the Secretary's substantive correspondence.

Disposition: Cut off files at the end of the calendar year. Destroy one year after cutoff.

2. **Office of the Secretary, General Public Mail.**

The records consist of approximately 750 cubic feet dating from 1977 to the present, increasing at a rate of about 45 feet per year. The files contain unsolicited correspondence from the general public. These records are very similar in content to the White House Bulk Mail, except that the correspondence is addressed to the Secretary of Energy instead of the President. The records are arranged under Public Mail within the Secretary's correspondence, thereunder by the year received, and thereunder alphabetically by last name of correspondent. There is no indexing system that allows for retrieval by subject, within the public mail nor any way to determine the percentage of mail on a particular subject. The records are unclassified and will not be sent to the Historian's Office with the Secretary's substantive correspondence.

Note: Substantive correspondence (as determined by the Office of Exec. Sec.) is not included in this series of records.

Disposition: Cut off files at the end of the calendar year. Destroy 5 years after cutoff.

3. 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.