

Records Management Procedures for Storage, Transfer and Retrieval of Records from WNRC

RETIREMENT OF RECORDS

1. The Program Office is responsible for originating the Records Transmittal and Receipt Form (SF-135), and sending them to IM-23 for approval.
2. IM-23 reviews the SF-135 for completeness/correctness (Coordinates with the originating office by email if more information is required.).
3. IM-23 sends the SF-135 for approval to WNRC.

PREPARING RECORDS FOR THE TRANSFER TO THE WNRC

1. Use your organization's Records Information Disposition Schedule (RIDS) as a guide toward assessing records for storage. Refer to DOE O 243.1, dated 2-3-06, which states that Headquarters Elements and both their management and operating contractors shall:

“Develop and maintain a records management program which preserves adequate records documenting the organization, functions, policies, decisions, procedures, and essential transactions, including record material containing evidence or information appropriate for preservation because of its administrative, legal, scientific, research, or historic value.”
2. Remove all non-record material and extra copies of records from official files. (Only record material is eligible for storage in Federal Records Centers).
3. Records must be separated into series. A series is defined as a “block of records having the same disposition authority and same disposition date.” Each item or subordinate item in your records schedule represents a series. Identify and separate your records into blocks (series) by item number and cutoff date.
4. The National Archives and Records Administration (NARA) requires that each series of temporary records must be transferred as a separate accession. Each accession must consist of at least one box and normally only one closing year date for a series of temporary records. Send only completed or closed case files, contracts, and so forth.
5. Classified records are boxed separately from unclassified records, with at least 80 percent of the box containing classified records.

RECORDS RETRIEVAL ACCESS MEMO:

1. To gain admittance to the RHA, or request records from WNRC an email must be submitted by the Program Office. Every Program Office must provide a list of authorized personnel within their organization that they wish to be responsible for accessing their records. This email must include the person(s) name, badge level, routing symbol, reason for access, and the duration of access. Only those persons so designated on the list will be able to retrieve the records under their organization's cognizance.
2. Authorization for third party removal of records must be issued by the Program Office and approved by the Director of Records Management Division each time records are to be removed by persons not so designated or employed by the Program Office.

REQUESTING RECORDS FROM THE RHA/WASHINGTON NATIONAL RECORDS CENTER:

1. Program Office requests retrieval of records from the RHA/WNRC by e-mail or telephone. (Only those persons authorized from each Program Office may remove records from the RHA/WNRC—see previous section on Access Memo). When requesting records, the Program Office must provide the RHA staff with the: job number, accession number (if appropriate) and box number.
2. All records requested from RHA/WNRC will be delivered to the Program Offices for review.
3. When the requested records are located at the WNRC, the RHA processes the request by ordering the boxes electronically by using Archives and Records Centers Information System (ARCIS). The request is processed within 48 hours. The RHA handles emergency requests by telephone or fax.
4. RHA prepares a "Request for Service – Document Receipt" HQ F1324.12, documenting the boxes, files, or record material that will be reviewed in the RHA and/or removed from the RHA on a temporary basis. The original and a copy for the requesting Program Office is sent to the Program Office for signature. The original must be returned immediately to the RHA, once the records are in the custody of the Program Office.
5. Requests for less than six (6) boxes are handled by the DOE Couriers, MA-42. If requests consist of six (6) boxes or more, the boxes will be transported by the DOE Movers, MA-432. The RHA prepares the required paperwork and schedules the pick up of the records.

RETURNING RECORDS FROM THE WASHINGTON NATIONAL RECORDS CENTER:

1. Program Office notifies the RHA via telephone or e-mail that the records are ready to be returned.
2. The RHA coordinates with the Program Office to schedule the pickup of records from their office with DOE Couriers or Movers.
3. When the boxes are returned to the RHA/WNRC, the buff copy of the Document Receipt, HQ F 1324.12, is signed and returned to the Program Office. This documents that the Program Office returned the records to the RHA/WNRC as indicated on the Document.