

## Frequently Asked Questions (FAQs) about DOE 5.5, Mail, Printing, and Telecommunication Service Management Records

### INTRODUCTION

#### 1. What is the purpose of DOE 5.5?

DOE 5.5 is written in the same format as GRS 5.5, which provides disposition authority for records created and received in the course of administering, controlling, and overseeing agency communications; administration and usage of landline and mobile telecommunications equipment and devices; and administering printing/binding/duplicating services that are not covered by GRS 5.5.

#### 2. Who may I contact to request more information about this schedule?

You may contact the DOE Records Disposition Schedule Technical Team at [DOERM@hq.doe.gov](mailto:DOERM@hq.doe.gov) with questions about this schedule.

#### 3. How does DOE 5.5 differ from the old DOE Administrative Schedule (ADM 12)?

Most of DOE Administrative Schedule 12 (Communication Records) were items with GRS authorities; therefore, most of these items automatically cross-walked to the new GRS 5.5 (Mail, Printing and Telecommunication Service Management Records).

DOE 5.5, Mail, Printing and Telecommunication Service Management Records encompasses six (6) schedule items previously from ADM 1, ADM 12 and an item from the Uranium Mill Tailings Remedial Action (UMTRA) Project SF115. Through careful review and consolidation of like items/retentions, the total DOE schedule items were reduced from six (6) to one (1), with two (2) items cross-walking to GRS items and three have been rescinded. When schedule consolidation involved multiple retentions, the longer retention was applied.

- Item 010 – Directories/Phone Listing/Locator Cards/Indexes

Consolidated three (3) items into one (1) utilizing a GRS authority (DAA-GRS-2016-00012-0002) that allows for longer retention. Previously:

Schedule	Item	Retention	Disposition Authority
ADM 1	55a	75 years	N1-434-98-4, item 55a
ADM 1	55b	75 years	N1-434-98-4, item 55b
ADM 12	6h	75 years	N1-434-98-15, item 2

#### 4. Items Cross-Walked to GRS 5.5:

- Item 010 – Mail, printing, and telecommunication services administrative and operational records

Cross-walked one (1) schedule item to GRS 5.5 item 010. Previously:

Schedule	Item	Retention	Disposition Authority
	Uranium Mill Tailings Remedial Action (UMTRA) Project	3 years	N1-434-98-1, item 6

- Item 020 – Mail, printing, and telecommunication services control records

Cross-walked one (1) schedule item to GRS 5.2, item 020. Previously:

Schedule	Item	Retention	Disposition Authority
ADM 12	1	3 years	N1-434-98-15, item 1

#### 5. Why are you removing items that were listed in DOE Disposition Schedules?

The following were rescinded as non-records:

Schedule	Item	Retention	Disposition Authority
ADM 1	55c	Superseded	N1-454-98-4, item 55c