

Frequently Asked Questions (FAQs) about DOE 5.8, Administrative Help Desk Records

INTRODUCTION

1. What is the purpose of DOE 5.8?

DOE 5.8 is written in the same format as GRS 5.5, which provides disposition authority for records created and received while administering technical and administrative help desk records.

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 with questions about this schedule.

3. How does DOE 5.8, item 010 differ from the GRS?

DOE 5.8, item 010 increases the retention to 3 years utilizing GRS 5.8, item 010, which authorizes use of a longer retention.