

U.S. DEPARTMENT OF ENERGY RECORDS INVENTORY AND DISPOSITION SCHEDULE (RIDS)

1. DOE
 Contractor

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OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 1-1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Management, Records Management Team, HR-424, U.S. Department of Energy, Washington, DC 20874-1290; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1700), Washington, DC 20503.

3a. Organizational Unit (Creating or Custodial Unit)	3b. Routing Symbol	3c. Bldg. & Rm. No.	4. Date
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5. Signatures (of appropriate personnel)

Prepared by _____	Records Liaison Officer _____	Date _____
Approved by _____	Records Officer Approval _____	Date _____

6. Item No.	7. Filing Series Title, Description, and Location of File (if different from 3c), and Inclusive Dates	8. Disposition Authority	9. Authorized Disposition Instructions	10. Transfer Instructions