PROCEDURE FOR PREPARING RECORDS INVENTORY AND DISPOSITION SCHEDULES (RIDS)

Revision 1

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Records Management Division, IM-23

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- 1. If the records have not yet been inventoried, see "Procedure for Conducting a Records Inventory." An inventory must be completed prior to preparing the RIDS.
- 2. The Records Inventory and Disposition Schedules (RIDS) should be reviewed and updated at least annually on DOE F 1324.10 and DOE F 1324.9. The RIDS covers all record, administrative and programmatic, as well as non-record material. The RIDS must include:
 - a. Complete and detailed information identifying the organization (s) responsible for the records.
 - b. File series title, description, location of file and inclusive dates.
 - c. Disposition authority (citation of DOE Administrative Schedules or General Records Schedules (GRS) and item number. See the OCIO Records Management website for a list of DOE's Administrative and Programmatic records schedules. (http://cio.energy.gov/records-management/disposition.htm)
 - d. Authorized disposition (cut-off instructions, retirement periods, and retention)
 - e. Transfer instructions to Federal Record Center or to the National Archives as appropriate.
- 3. The Program Records Liaison Officer (RLO) or Program Records Official (PRO) shall review the RIDS to verify:
 - a. All appropriate types of records are included,
 - b. Disposition authorities are listed,
 - c. Records and non-record material are included.
- 4. Contractor RIDS are submitted in accordance with contracting officer instructions. A form similar to DOE F 1324.9 and F 1324.10 should be used to record the RIDS information.
- 5. The Program Records Official approves the final RIDS.
- 6. An official copy is retained by the RLO and PRO with additional copies distributed as appropriate.
- 7. If records are identified that are not covered under existing records disposition schedules, a request for a new records schedule must be processed. See the *Records Management Handbook* for information on submitting new records

schedules for approval (http://cio.energy.gov/documents/RM_Handbook.pdf, p. 19-21).

Preparing a Records Inventory and Disposition Schedule File Administrator / **Program Records DOE Records Records Handling Process RLO** Officer Official Area Conduct Verify a current Records Inventory Records No Inventory exists for the **Inventory** Office / Program **Exists** Prepare a RIDS, listing the records created and maintained by the Office/Program Review the **RIDS** Approve the **RIDS** Distribute RIDS for use Prepare and Obtain Program Submit a Records Process Official/Manager SF-115 for Schedule for approval of the Approval Unscheduled SF115 Records