

**PROCEDURE FOR PREPARING
RECORDS INVENTORY AND DISPOSITION SCHEDULES
(RIDS)**

Revision 1

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Records Management Division, IM-23

PROCEDURE FOR PREPARING RECORDS INVENTORY AND DISPOSITION SCHEDULES (RIDS)

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

