

U.S. DEPARTMENT OF ENERGY		1. <input type="checkbox"/> DOE <input type="checkbox"/> Contractor	2. Page <u> 1 </u> of <u> </u>
RECORDS MAINTENANCE AND DISPOSITION INSTRUCTIONS		3. Organizational Unit (Creating or Custodial Unit)	4. Routing Symbol
		5. Date	
6a. Name (Typed), and		6b. Signature	
6c. Date (of Signature)			
Prepared by			
Approved by			
Records Liaison Officer (Optional)			
Records Officer Approval (Optional)			
7a. ITEM NO.	7b. TITLE OR DESCRIPTION OF RECORDS SERIES	7c. DISPOSITION (Insert Applicable Records Schedules (DOE, GRS, Site), Schedule No., and Item No.; Complete Disposition Instructions Including Cut Off, Retirement, or Destruction Actions. If Schedule and Item No. Cannot be Found, Enter "None.")	

• USE CONTINUATION SHEETS OF PLAIN PAPER (Enter Page No. and Entries for 7a, 7b, and 7c.)

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 estimate or any other aspect of this 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 (1910-0100), Washington, DC 20503.