RECORDS STORAGE AND DISPOSITION (RSD)

Name of Person Storing Records (Print)	Div/Sec/Dept. Name	Mail Station	Phone Extension	FAX Number	Date

(1) Records Management No.	(2) Dept Box No.	(3) Record Description	(4) DOE/GRS Retention Schedule No., Item, Paragraph	(5) Retention Period	(6) Disposal Date	(7) Vital Records If yes, "X"	(8) Epidemiological Record, Mark "X"