

Memorandum

APR 25 1996

DATE: APR 25 1996
SUBJECT TO: AMGO:HRIMD:MJA:04345

SUBJECT: Moratorium on the Destruction of Records

All Rocky Flats Environmental Technology Site Employees


Effective immediately, I am issuing a moratorium on the destruction of all records at the Rocky Flats Environmental Technology Site, including the records located at the Denver Federal Record Center. Until further notice, no destruction will take place of any records unless approved by the RFFO Chief Counsel.

The following definition applies to all Departmental records including those created, received, and maintained by contractors pursuant to their contracts. Virtually all recorded information in the custody of the Government (including information held by contractors which is considered by contract to be Government information) regardless of its media is considered "Government records." Records can be described as any:

"...books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved, or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them." (44 U.S.C. 3301).

"Records" include document originals and official file copies, but do not include courtesy copies or blind courtesy copies. Employees are reminded that personal files must be clearly designated as nonofficial and filed separately from official records.

Questions concerning this moratorium may be directed to the RFFO Records Management Team, at extension 3200.


Mark N. Silverman
Manager

