ACTIVE TEMPORARY RECORDS
- Advise creating offices and operations on scheduling and disposition of active temporary retention records (how long do we keep? When do we dispose?)
- Coordinate appraisal activities with Archives function

INACTIVE TEMPORARY RECORDS
- Advise creating offices and operations on appropriate handling of inactive temporary retention records: (no longer needed for current business: now what?)
- Monitor legal holds and freezes on dispositions

INACTIVE TEMPORARY RECORDS
- Provide reference service and secure access to inactive records stored at NARA FRC (request, retrieve, return for refile at completion)

INACTIVE TEMPORARY RECORDS
- Provide guidance on retirement of inactive temporary records to storage at NARA FRC
- Coordinate retirement process with creating office

INACTIVE TEMPORARY RECORDS
- Manage disposal of inactive records stored at NARA FRC in a timely manner in accordance with DOE regulations and legal