

ATTACHMENT A

DOE LSN Collection
(as of 1/27/10)

Component	# of Documents on LSN	% of Total Documents	# of Pages on LSN	% of Total Pages	Format in DOE's LSN Collection	Native Format	% in Native Format that is in PDF	Retention Schedule of Native Format	Format for Federal Record Material?
Record Information System; Record Processing Center	1,228,349	34%	13,770,493	40%	TIFF for black and white files; JPEG for color files	TIFF, with a small number (<13,000 documents) in PDF	<1% of documents	End of project plus 25 years	Yes
Email (includes attachments to emails)	1,620,903	44%	15,258,658	45%	TIFF for black and white files; JPEG for color files	Emails are primarily in Lotus Notes, with a small percentage in other formats; attachments to emails are in a wide variety of native formats (e.g., Word, Excel, PowerPoint, etc.)	Emails (0%); email attachments (6%)	End of project plus 25 years	Yes

Component	# of Documents on LSN	% of Total Documents	# of Pages on LSN	% of Total Pages	Format in DOE's LSN Collection	Native Format	% in Native Format that is in PDF	Retention Schedule of Native Format	Format for Federal Record Material?
Paper	700,633	19%	3,286,719	10%	TIFF for black and white files; JPEG for color files	paper	0%	N/A	Yes
E-Files	96,469	3%	1,884,402	5%	TIFF for black and white files; JPEG for color files	E-files are in a wide variety of native formats (e.g., Word, Excel, PowerPoint, etc.	14%	N/A	Yes