(Attachment 1) ***EROS Administrative File Plan Template*** Plan Period:_____

From: Department/Team:_____ Author: _____ Location:_____

To: RLO/RLC RLO/RLC Concurrence: _____

Date: _____ Date of Concurrence: _____

GRDS Schedule Item Number	***Title and Brief Description of Record Series***	***Page # In GRDS***	***Disposition Instructions***