

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		(Leave Blank (NARA use only))	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8701 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER NI-374-02-5	
1. FROM (Agency or establishment) Defense Threat Reduction Agency		DATE RECEIVED 06/10/02	
2. MAJOR SUBDIVISION Albuquerque		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Safety and Health		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Sandy Ford	5. TELEPHONE 703 325-1205		

6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 6/15/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandy Ford</i>	TITLE Records Officer Defense Threat Reduction Agency

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEETS		

SM Copies sent to Agency: [unclear]

Safety and Health

602.01 Safety and Health Plans

Johnston Atoll Medical Plans, Management Plans, JACADS Medical Support Plans, and other plans and instructions.

DISPOSITION: Permanent. Transfer to FCDTRA RA upon publication or revision of final plans. Transfer to NARA when 30 years old. Maintain copy of current plans in DTRIAC.

602.02 Safety Surveys and Assessments (Non-NBC)

602.02a Safety Surveys and Inspections

Noise hazard survey reports; semi-annual outstanding DoD risk assessment code deficiency reports; record of OSH staff assistance visits; OSHA inspections and industrial hygiene Inspections; and annual safety summary reports.

DISPOSITION: temporary. Transfer to FCDTRA RA at end of CY upon publication or receipt of final inspections or surveys. Destroy when 75 years old.

602.02b Safety Surveys and Assessments (NBC)

Final reports of public health and safety surveys for current or former DoD controlled installations where nuclear weapons were housed or tested. Includes pre/post event dose estimates and assessments and public health surveys for indigenous populations.

DISPOSITION: Permanent. Transfer to FCDTRA RA upon publication or revision of final plans. Transfer to NARA when 30 years old. Maintain copy of current plans in DTRIAC.

602.03 Safety Awareness and Protection Training Materials

602.03a Safety Awareness and Protection Training Materials (NBC)

Defense Nuclear Weapons School training materials related to occupational exposure for safe handling, storage and movement of chemical, biological, radiological contaminants, explosives or other hazardous materials.

DISPOSITION: Permanent. . Transfer to FCDTRA RA upon publication or revision of final plans. Transfer to NARA when 30 years old. Maintain copy of current plans in DTRIAC.

602.03b Safety Awareness and Protection Training Materials (non-NBC)

Safety and Health training materials other than Defense Nuclear Weapons School course materials. Includes course material/lesson plans created by safety offices for supervisor training, CPR, first aid, hazardous communications, construction safety, and fire extinguisher training.

DISPOSITION: temporary. Destroy when superseded or obsolete.

602.04 Safety Training, Qualification, and Verification

Records related to the administration of safety training courses as described in item 602.03b.

602.04a Safety Training Tracking System

Database that tracks course registration and completion information and produces reports and statistics.

DISPOSITION: Destroy when 2 years old, after Safety Training Reports and Statistics (item 602.04b) have been produced.

602.04b Safety Training Reports and Statistics

Safety training course schedules, qualifications, and completion statistics and reports.

DISPOSITION: Cut off at end of FY. Destroy when 5 years old.

602.04c Safety Training Course Rosters

Attendance rosters of participants for each safety training course, signed by participants.

DISPOSITION: Cut off at end of FY. Destroy when 5 years old.

602.05 Accident Experience and Statistical Reporting (non-NBC)

Accident Reports; Agency Annual Occupational, Safety, and Health Summary Reports; and OSHA 200 Logs.

DISPOSITION: Cut off at end of FY. Destroy when 5 years old.

602.06 Accidents and Incidents (NBC)

Accidents resulting in harmful chemical, biological or radiological exposure or other physical hazards or explosives, or incidents involving contamination to the environment. Includes history of nuclear accidents.

DISPOSITION: Permanent. Cutoff upon completion of final report or investigation and transfer to FCDTRA RA. Transfer to NARA when 30 years old. Maintain copy of current plans in DTRIAC.

602.08 Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION: Destroy/delete when dissemination, revision, or updating is completed.