

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>DO NOT WRITE IN THESE SPACES</b> (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8701 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER NI-374-02-6	DATE RECEIVED 06/10/02
1. FROM (Agency or establishment) Defense Threat Reduction Agency		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Albuquerque		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Testing and Development			
4. NAME OF PERSON WITH WHOM TO CONFER Sandy Ford	5. TELEPHONE 703 325-1205	DATE 2-25-03	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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,

is not required;  is attached; or  has been requested.

DATE 6/5/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandy Ford</i>	TITLE Records Officer Defense Threat Reduction Agency
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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 GRS OR SUPERSEDED JOB CITATION	10.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		

*41 Copies sent to Agency, NWD, NWD, NWD*

## **Testing and Development Records**

This schedule covers records related to the life cycle of weapons effects testing and other DTRA research and development testing activities.

### **1301.01, Research and Development Program Planning Files**

#### **1301.01a, Research and Development Program Long-Range Planning Files**

Records of long range plans and forecasts, program development, and formulation of new testing concepts.

DISPOSITION: PERMANENT. Retire to FCDTRA RA when 5 years old. Transfer to NARA when 30 years old.

#### **1301.01b, Research and Development Project Planning Files**

Records related to financial and logistical planning, test objectives and requirements, and other pre-authorization actions related to specific projects.

DISPOSITION: Retire to FCDTRA RA when 5 years old. Destroy when 25 years old.

### **1301.02, Research and Development DoD Committee Files**

Records related to DTRA representation in DoD or other Federal government research coordinating committees or working groups.

DISPOSITION: PERMANENT. Retire to FCDTRA RA when 5 years old. Transfer to NARA when 30 years old.

### **1301.04, Weapons Effects Test Records**

#### **1301.04a, Weapons Effects Test Schedules**

Records related to the development and dissemination of weapon effects test schedules.

DISPOSITION: PERMANENT. Retire to FCDTRA RA when 5 years old. Transfer to NARA when 30 years old.

#### **1301.04b, Weapons Effects Test Case Files**

Records documenting the life cycle of weapons effects test projects, from initiation through research, development, design, engineering, construction, instrumentation and experimentation, to pre and post shot records.

~~DISPOSITION: PERMANENT. Retire to FCDTRA RA when 5 years old. Transfer to NARA when 30 years old. WITHDRAWN~~

#### **1301.04c, Weapons Effects Test Reports**

Final reports documenting the results and findings of weapons testing. Reports include Test Series Results Reports, Final Technical Reports, and Project Officers Reports.

DISPOSITION: PERMANENT. Retire one copy of each report to FCDTRA RA at end of fiscal year when 5 years old. Transfer to NARA when 30 years old.

#### **1301.05, Research and Development Scientific Raw Data**

Laboratory logs and notebooks, rough notes, engineering and scientific background and procedural data related to specific tests or projects.

DISPOSITION: Destroy after final report is published and records are no longer needed for reference or updating.

#### **1301.06, Disapproved, Cancelled or Terminated Research and Development Projects**

Planning and related records of projects that are disapproved, canceled, or terminated.

DISPOSITION: Destroy 20 years after disapproval, cancellation, or termination of project.

#### **1301.07, 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.

**1301.07a.** 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.

**1301.07b.** 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.