

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8701 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER NI-374-02-7	DATE RECEIVED 06/10/02
1. FROM (Agency or establishment) Defense Threat Reduction Agency		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Albuquerque			
3. MINOR SUBDIVISION Defense Nuclear Weapons School			
4. NAME OF PERSON WITH WHOM TO CONFER Sandy Ford	5. TELEPHONE 703 325-1205	DATE 10-30-02	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 GRS OR SUPERSEDED JOB CITATION	10.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		

Defense Nuclear Weapons School

Records documenting course development and curriculum, course schedules, registration, and statistical reporting of the Defense Nuclear Weapons School.

601.01 Defense Nuclear Weapons School Curriculum Approvals , course schedules, content, descriptions.

Records documenting the management of the Defense Nuclear Weapons School curriculum. Includes course descriptions, schedules of classes, and published school programs.

DISPOSITION: temporary. Destroy when 5 years old.

601.02 Defense Nuclear Weapons School Course Accreditations

Records related to DNWS adherence to criteria set by service accreditation boards.

DISPOSITION: temporary. Destroy 3 years after discontinuance of accredited course.

601.03 Defense Nuclear Weapons School Consolidated Class Lists

Class lists (Form 9s) for each course, verifying attendance. Signed by the course instructor and Commandant of the Defense Nuclear Weapons School.

DISPOSITION: Cut off annually. Retire to FCDTRA RA when 5 years old. Destroy when 75 years old.

601.04, Defense Nuclear weapons school Reports

601.04a, Quota Reports

Quota lists for service branches and other government agencies. Includes requests from agency and service branch quota managers and approved quota lists.

DISPOSITION: temporary. Destroy when 2 years old.

601.04b, Enrollment and Completion Statistics

Yearly compilation of course enrollment and completion information consolidated from Form 9s.

DISPOSITION: temporary. Destroy when 10 years old.

601.05 Defense Nuclear Weapons School Course Publications, Supplementary Materials

Handouts and other supplementary materials provided to course participants.

DISPOSITION: Temporary. Destroy when superseded or obsolete.

601.06, Defense Nuclear Weapons School Course Administration Database

601.06a System Inputs

Information input to the system taken from Form 9s, course participant applications, quota managers reports, and course curricula.

DISPOSITION: temporary. Destroy after input is entered and verified.

601.06b Master Files

Master files of the database consisting of all related tables, containing information on courses, participants, and enrollment quotas.

DISPOSITION: temporary. Maintain current year and past 3 years online. Destroy when 5 years old.

601.06c, System Outputs

Published course schedules, class lists, reports and statistics.

DISPOSITION: outputs covered by items 601.01, 601.03, and 601.04a and b.

601.06d System Documentation

User guides, file layouts, data dictionaries and other documentation of the database functions and use.

DISPOSITION: Maintain updated system documentation until system is retired.

601.07 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.

601.07a. 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.

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

601.07b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

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