

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES HAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>NI-374-02-8</b>	
1. FROM (Agency or establishment) <b>DEFENSE THREAT REDUCTION AGENCY</b>		DATE RECEIVED <b>8/20/02</b>	
2. MAJOR SUBDIVISION <b>TDANP/RECC</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <b>Sandy Ford</b>	5. TELEPHONE <b>(703) 325-1205</b>	DATE <b>12-19-02</b>	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 <b>8-16-02</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandy Ford</i>	TITLE <i>Records Officer</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<i>See attached pages</i>		

*SH Copies sent to Agency & NARA, NARA, NARA*

## **Radiation Experiments Command Center (RECC)**

Records of the RECC include paper copies of Human Radiation Experiment (HRE) -related information gathered from various DOD sources; the RECC database, consisting of image files of the HRE information collection and related metadata; public inquiry case files; and RECC operating records, as described below.

### **1. HRE Document Library Records**

#### **a. Unclassified Document Library Records**

Unclassified paper records that have been scanned into the RECC Database. Records accumulated pursuant to Executive Order 121891, Committee on Human Radiation Experiments. Records include memorandums, reports, and correspondence related to HRE experiments, events, programs, and facilities.

Disposition. Maintain in DTRIAC. Destroy when 75 years old.

#### **b. Classified Document Library Records**

Classified paper records that have not been scanned into the RECC Database. Records accumulated pursuant to Executive Order 121891, Committee on Human Radiation Experiments. Records include memorandums, reports, and correspondence related to HRE experiments, events, programs, and facilities.

Disposition: Permanent. Transfer to National Archives upon approval of schedule.

### **2. Inquiry Case Files**

Case files documenting public inquiries and requests for HRE information, and RECC responses.

Disposition: Destroy 5 years after inquiry is closed.

### **3. RECC working papers**

Memorandums, correspondence, notes, and working papers related to operation of the RECC.

Disposition: Destroy when 5 years old or when no longer needed.

### **4. Groton Files**

#### **a. Groton Blue Files**

Case Files related to nasopharyngeal irradiation studies performed during 1945-46 at the New London Submarine School, Groton, CT.

Disposition: Maintain in DTRIAC. Destroy when 5 years old or when no longer needed for reference.

## **b. Groton Green Files**

Personnel records for attendees of the New London Submarine School, Groton, CT, during 1945-46. These individuals served as a control group in an epidemiological study.

Disposition: Maintain in DTRIAC. Destroy when 5 years old or when no longer needed for reference

## **5. Radiation Experiments Command Center (RECC) Database**

### **a. System inputs**

#### **1. Document library inputs.**

Paper copies of scanned images stored in electronic document library.

Disposition: Destroy when 75 years old (covered by item 1 )

#### **2. Data forms**

Catalog data forms, event review, and other electronic interfaces in which metadata is entered.

Disposition: Destroy after metadata is entered and verified.

### **b. Master Files**

#### **1. HRE Data File**

Data File containing records for each HRE-related event, experiment, or study.

Disposition: Permanent. Transfer copy of Data File to National Archives upon approval of schedule. Thereafter, transfer yearly updates.

#### **2. Document Library Data Warehouse and Related Metadata**

Repository containing scanned images of documents in HRE Document Library in Tagged Image File Format (TIF).

Disposition: Permanent. Transfer copy to National Archives upon approval of schedule. Thereafter, transfer yearly updates.

#### **3. Case Files and Related Metadata**

Scanned images of case files documenting public inquiries (covered by item 2).

Disposition: Maintain in DTRIAC. Destroy when no longer needed for reference.

#### **4. Groton Data Files**

Data collection related to nasopharyngeal irradiation studies performed during 1945-46 at the New London Submarine School, Groton, CT.

Disposition: Destroy when 5 years old or when no longer needed for reference.

**5. Administrative Data Files**

CIC Transfer, Argonne Transfer, Telephone Directory, and other data files related to administrative activities and system housekeeping.

Disposition: Destroy when 5 years old or when no longer needed.

**c. System Outputs**

Publication produced at 5-year intervals, "Report on Search for HRE Records 1944-1994".

Disposition: Permanent. Transfer copy to National Archives with data files upon approval of schedule.

**d. Documentation**

System and user documentation pertinent to system components scheduled for permanent retention, including applicable portions of user manual, system manual, and data dictionary.

Disposition: Permanent. Transfer copies to National Archives with data files upon approval of schedule.

**6. 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.

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.

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