

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-374-95-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/16/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 213/ 02 is superseded by DAA-0374-2014-0029-0001.

Item 604 / 2 is superseded by DAA-0374-2021-0001-0001.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
DEFENSE NUCLEAR AGENCY

2. MAJOR SUBDIVISION
FIELD COMMAND

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE
SUSIE MABRY, FCDNA | **(505) 846-6623**

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-374-95-2

DATE RECEIVED
11-7-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE | ARCHIVIST OF THE UNITED STATES
 AUG 10 1995 | *John W. Carl*

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 ~~425~~ 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 | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE
10-28-94 | *Linda M. Powell* | **RECORDS OFFICER, DEFENSE NUCLEAR AGENCY**
 LINDA POWELL

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>COMPREHENSIVE SCHEDULE FOR RECORDS OF BASE OPERATIONS AT JOHNSTON ATOLL</p> <p>WHEN APPROVED, THE PROVISIONS OF THIS SCHEDULE WILL BE INCORPORATED INTO DNA INSTRUCTION 5015.</p> <p><i>Agency concurrence with changes to this schedule agreed per phonecon R. Mackay/NIRM 7/17/95 S. Mabry/FCDNA and Ruy</i></p>		

JOHNSTON ATOLL

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
101.01	Suspenses	Written note or communication (EMAIL) reflecting a date action is required.	Destroy after 30 days or when report has been submitted or action taken.
101.02	Transitory	Administrative correspondence or information received of short-term interest where no action is required.	Destroy after 30-90 days.
101.03	Security Administration	Information received for administering security programs and implementing procedures. Included are Security Manager's Handbooks and related correspondence.	Destroy when superseded or obsolete.
101.04	Correspondence Preparation Procedures	Policy and procedures for preparing administrative correspondence, messages, and other administrative processes. Includes Agency Administrative Guides or Handbooks.	Destroy when superseded or obsolete.
101.05	Read Files	Copies of in-coming/out-going messages and correspondence compiled for purposes of routing information to management, organizational elements and staff offices.	Destroy when no longer needed for reference.
101.06	Office Organization	Information related to organization and functions of an office. Included are rosters, additional duties, office copies of JMP, functional charts, hours of work, notices of training, maintained electronically or in hard copy.	Destroy when no longer needed for reference.
101.07	Management Survey Reports	Documents received pertaining to surveying or inspecting office management procedures. Included are announcements of impending inspections, extracts of IG, GAO, safety, security, and similar inspection reports.	Destroy after next comparable survey or inspection.
101.08	Office Military Personnel Files	Documents related to supervision of military personnel performance/duty such as classification, promotion, orders, sponsors, indebtedness, leave, applications for outside employment, academic and individual training reports, and similar documents.	Destroy 1 year after transfer or separation of personnel or offer to individual prior to departure.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
101.09	Office Civilian Personnel Files	Supervisor copies of performance appraisals, letters of appreciation/commendation maintained in official personnel files and copies of time and attendance cards (timecards) processed through an electronic payroll system by designated finance activity.	Destroy when 2 years old.
101.10	Civilian Personnel Action Pending Files	Requests for personnel actions such as position changes, rate of pay changes, leave, separation and other related requests.	Destroy upon receipt of notification of completion of requested personnel action.
101.11	Job Descriptions	Government civilian or contractor job descriptions.	Destroy when position is abolished or description is superseded.
101.12	Records Transmittals	Records transferred to Government for retirement (Completed SF 135s).	<i>Retire</i> Transfer original transmittal with records sent. Maintain installation copy. Transfer installation copies to ROIC upon termination of contract. Destroy when records thereon have been destroyed.
101.13	Record Access and Signature Authorization	Lists for personnel access to information (Interim and Consolidated Clearance Lists, Records Manager/Library Appointments), courier services, facility access control lists (includes ADP security).	Destroy when authorization document is superseded or obsolete.
101.14	Mail Control Receipts	Office copies of mail control receipts, other than receipts maintained by postal activities or unit mailroom.	Destroy when 2 years old.
101.15	Classified Document Register/Control	Record of identity and location of classified documents for which offices are accountable, maintained electronically or in hard copy. Includes internal receipts, certificates of destruction, and transfer. (See 101.12 for records retired.)	Destroy 2 years after classified records listed thereon have been transferred, destroyed, or declassified.
101.16	Policy and Precedent Files	Office copies of command or installation policy letters or memorandums. Includes copies of FCJ Instructions. (See 208.16 for record set of FCJ Instructions.)	Destroy individual copies when superseded or obsolete.
101.17	Temporary Duty Travel	Office copies of requests for travel, completed TDY orders, vouchers, and similar documents. (See 101.08 or 101.09 for travel documents maintained by individual.)	Destroy when 1 year old.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
101.18	Office Service/Repair Requests	Information related to requests for local transportation, custodial services, office space, office moves, installation and repair of telephones, safe maintenance, computer support, and facility engineering requests.	Destroy 1 year after service is furnished or repairs are completed.
101.19	Office Property Records	Office copies of cards, lists, hand receipts, or comparable documents showing accountable property (other than equipment). Excluded are records generated and maintained by property book officer or representative.	Destroy when superseded or obsolete.
101.20	Office Equipment Records	Office copies of lists or comparable documents showing accountable equipment (includes ADP equipment). Excluded is master property and/or equipment lists maintained by property book officer or representative.	Destroy on turn-in or disposal of related equipment.
101.21	Publication Supply Distribution	Publications requisitions/receipts.	Destroy 1 year after completion of action.
101.22	Reference Publications	Library copies of publications and published plans maintained solely for reference.	Destroy when superseded or obsolete.
101.23	Inventory Reporting	On-going records and annual publication/library inventories and automated or electronic tracking of inventories. (See 1408.06 & 1408.12 for retention of original inventories for master property, materials, and equipment (includes ADPE and vehicles).	Destroy when superseded or after next comparable inventory.
201.01a	Administration	Monthly summary analysis, work plans, work schedules, weekly QCC checklists, workload trends and staffing level reports.	Destroy when 1 year old.
201.01b	Administration	Managerial Operating Procedures, Detailed QC Plans, corrective action schedules, Base Operational Support Annual Report and record of organizational structure.	Destroy when superseded or obsolete.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
201.01c	Administration	Contractor financial reporting of annual budget estimates and mid-year reviews.	Destroy when 2 years old.
201.01d	Administration	BOS Contractor financial reporting system plan, contract spending plan, status of funds reports, financial analysis, payroll, subsistence and quarters rates, indefinite quantity, reimbursements, close-out reports and related background financial data.	Trf to ROIC after 5 years (SF135 required) IAW 5-year term of contract or upon termination of contract, whichever comes first. Trf to PACDIV RO for retirement to FRC under Navy system, with procurement records. Destroy 7 years after final payment.
201.01e	Administration	Other FCDNA contractor's financial reporting, spending plan, status of funds reports, reimbursements, and close-out reports and related background financial data. (See 1401.01 and 1402.03 for COR contract records schedules.)	Trf to DNA Contracting Officer Rep (COR) upon completion of term of the contract (SF135 required) or upon termination of contract, whichever comes first. Trf to designated Records Official for retirement to FRC. Destroy 7 years after final payment.
201.02a	Agreements	Interservice support agreements, Memorandums of Understanding or Memorandums of Agreement involving transfer of personnel, spaces, or materiel. (See 210.06 for agreements maintained by FCDNA Office of Record with historical or legal value.)	Destroy 6 years after supersession, cancellation, or termination of agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of agreement. (FCRPI is Office of Record)
201.02b	Agreements	Interservice support agreements, Memorandums of Understanding or Memorandums of Agreement not involving transfer of personnel spaces and materiel. (See 210.06 for agreements maintained by FCDNA Office of Record with historical or legal value.)	Destroy 3 years after supersession, cancellation, or termination of agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of agreement. (FCRPI is Office of Record)
201.02c	Agreements	Foreign agreements involving mutual support to foreign and domestic personnel under specific US/foreign government programs. Includes Russian On-site Verification Program.	Permanent. Offer <i>TRANSFER</i> to NARA 20 years after supersession, cancellation, or termination of the Agreement. (FCRPI is Office of Record)
201.03a	Briefings and Presentations	Documents (scripts) used by DNA personnel for participation in presentations at outside agencies, non-Federal institutions, and in-house briefings of no historical or legal value. (See 1104 series for audiovisual briefing and presentation media.)	Destroy when superseded, obsolete, or no longer needed for reference.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
201.03b	Briefings and Presentations	Documents (scripts) used by DNA personnel for participation in presentations at outside agencies, inter or intra-agency conferences of historical or legal value which document Agency policy or decisions (See 1104 series for audio-visual briefing material)	Permanent. Transfer to FRC NARA under appropriate record series and disposition instructions for mission-related program records.
201.04	Conference and Committee Records	Minutes and coordination documents which support DNA participation in inter and intra-agency conferences or committees or non-federal institutions.	Destroy after termination of committee or when no longer needed for reference. (See 210.06 or 604.01 for minutes of historical or legal value which document Agency policy or decisions, or transfer to FRC/NARA with mission-related program records.
208.16a	Publication Record Set	FCDNA (FCJ) Johnston Atoll Published Instructions directing policy operational in nature. (FCJA is Office of Record)	Permanent. Transfer to FCDNA RA after supersession, cancellation or termination. Transfer to FRC after 5 years. Offer to NARA in 5-year blocks when 20-25 years old. <i>transfer</i>
208.16b	Publication Record Set	FCDNA (FCJ) Johnston Atoll Published Instructions directing policy, administrative in nature. (FCJA is Office of Record)	Destroy when superseded or obsolete.
208.18	Publication Reference Set	FCDNA (FCJ) Reference Set of all current Published Instructions. (FCJA is Office of Record)	Destroy when superseded, obsolete, or no longer needed for reference.
210.06	Installation Historical Records	Records maintained to reflect a chronological record of noteworthy events of interest from an historical standpoint. Includes FCDNA Island staff submission of Weekly Activity Reports.	Permanent. <i>Retire</i> Transfer to FCDNA RA after 5 years. <i>Retire</i> Transfer to FRC after 10 years. Offer to NARA in 10-year blocks when 20-30 years old. <i>transfer</i>
213.02	Emergency Planning and Reporting	JA Disaster Preparedness Plan, Contingency Plan and related documentation for support to Disaster Recovery Operating Plan, contractor-generated Annex for JA Disaster Preparedness Plan, and other installation emergency plans and reports.	Permanent. <i>Retire</i> Transfer record copy to FCDNA RA upon publication or revision for retirement to FRC. Offer to NARA after 25 years. Maintain current copy in JA <i>transfer</i> Technical Publications Library.
308.01a	Non-Appropriated Fund Accounts (Cashier Services)	Cashier Services: Cash receipts, check books, cancelled checks, deposit slips, bank statements, vouchers, invoices, authorization control, and financial statements and reports.	Destroy after 3 fiscal years.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
308.01b	Non-Appropriated Fund Accounts (MWR Services)	Morale, Welfare and Recreation Services: Internal control, administration, and financial reporting (See 101.23 for inventory reporting).	Destroy 3 years after completion of next comparable audit. Destroy bound books, ledgers, and journals 3 years after date of last entry therein.
501.01	Escort, Non-Escort Identification and Badges	Documents which identify approvals and disapprovals for non-escort badging, waivers for uncleared personnel; badging for contractors; and related procedural matters.	Destroy 3 months after expiration of request or turn-in of badge.
501.02	Control Accountability of Identification Cards and Badges	Documents such as registers used to maintain accountability for identification cards and badges.	Destroy upon discontinuance of badge or system.
501.09a	Johnston Atoll Island Clearance Program	Record of approved/disapproved Island Clearance Requests, managed by FCDNA Island staff, received in hard copy form or via EMAIL. Information is consolidated into a database.	Destroy 6 months after date of last electronic entry. Data entered into database shall be inclusive of all information received from original requests. Destroy disapproved requests after 6 months.
501.09b	Johnston Atoll Island Clearance Program	FCDNA (FCJA) database for electronic tracking of Johnston Island Clearance Requests and Authorizations. Includes Last Name, First Name, MI, SSN or passport number if applicable, nationality, citizenship, clearance status, dates and purpose of visits.	Backup monthly. Cutoff annually and print hard copy. Transfer printed copy to FCDNA RA after 5 years for retirement to FRC. Destroy after 50 years.
505.01	Security Classification	Documents relating to the security classification/grading systems. Includes formal classification guides published by DNA relating to specific programs and projects, release, access, or downgrading policy, used by DNA and its affiliated contractors.	Permanent. Transfer to FCDNA RA for retirement to NARA (SF 135 required) with specific program records or collections, as appropriate.
505.12a	Johnston Atoll Law Enforcement	Installation Security Plan, Security Training Plan, Service Plans, and Alarm Monitoring Procedures. (See 804.05 for training qualification or course completion records for individuals.)	Destroy 2 years after supersession. Maintain current plans in JA Technical Publications Library.
505.12b	Johnston Atoll Law Enforcement	Information on traffic enforcement activities, major or minor offenses, arrest, search, detainment and transfer of custody, installation security (surveillance, inspections, or surveys conducted), internal control and related financial reports.	Destroy when 2 years old.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
505.13	Johnston Atoll Security Incident Reports	Police Blotter and Incident/Complaint Reports, Unauthorized Discharge of Firearms Report and Monthly Law Enforcement Summary Reports (See 1408.03 for reports of loss, theft, or damage to firearms or ammunition.)	Destroy when 5 years old.
505.14	Johnston Atoll Security and Registration	Record of Issue and authorization for issuance of firearms and bicycle registration/deregistration.	Destroy 3 months after deregistration of bicycles or upon expiration of authorization for firearms.
602.01	Safety and Health Plans	JA Medical Plan, JACADS Medical Support Plan, Contractor Medical Plan, Base Safety, Respiratory, Hearing and Noise Abatement, Personal Protective Equipment, Sight Conservation, Asbestos, Lead, Radiation Safety, and Safety and Industrial Hygiene Plans.	Permanent. Transfer to FCDNA RA upon publication or revision of final plans for retirement to FRC. Offer to <i>Offer to</i> NARA after 30 years. Maintain copy of current plans JA Technical Publications Library.
602.02	Safety Surveys and Inspections	Annual Noise Hazard Survey Reports, Semi-Annual Outstanding DoD Risk Assessment Code Deficiency Reports, Monthly Safety and Health Inspections, Safety and Industrial Hygiene Inspections, Radiological Surveys and Annual Safety Summary.	Transfer to FCDNA RA upon publication or receipt of final inspections or surveys for retirement to FRC (75 year retention). Maintain reference copies under 1504.04 Environmental Investigations and Reports. <i>Destroy 75 years after cutoff.</i>
602.03	Safety Awareness Protective Training Materials	Training Course Materials related to occupational exposure for safe handling, storage and movement of chemical, biological, radiological contaminants, explosives or other hazardous materials.	Permanent. Upon supersession or obsolescence of training materials, transfer record copy to FCDNA RA for retirement to FRC. Offer to <i>Offer to</i> NARA in 10-year blocks when 20-30 years old. Maintain current course materials in JA Technical Publications Library.
602.04a	Safety Training, Qualification, and Verification	Electronic record of individual annual training requirements and training completed (on-site/off-site) as required by OSHA standards for a specific position. Records may supplement training records where certificate of completion is not required.	Backup monthly. Cutoff annually and print hard copy for 602.04b and subsequent consolidation with 804.05 upon separation. Destroy electronic record when 5 years old.
602.04b	Safety Training, Qualification, and Verification	Individual completion of training courses or sessions related to OSHA standards for dealing with hazardous materials directly applicable to employee's job or position (maintained in hard copy, alphabetically by Last Name, First Name, MI).	Upon separation of contract employee, consolidate indiv training records into personnel records (804.05). Transfer records to PACDIV Records Official (SF135) 1 year after separation, for retirement to FRC. Destroy 75 years after separation.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
602.04c	Safety Training, Qualification, and Verification	Attendance rosters maintained for each course completed with original signatures.	Destroy when 5 years old.
602.05	Accident Experience Statistical Reporting	Accident Reports, OSHA 200 Logs.	Destroy when 5 years old.
602.06	Accident and Incident Case Files	Accidents resulting in harmful chemical, biological, radiological exposure or other physical hazards or explosive accidents involving personnel, or incidents involving environmental hazards or contamination.	Permanent. Transfer to FCDNA RA (SF135 required) upon completion of final report or investigation for retirement to FRC. Offer to NARA after 30 years. when <i>Transfer</i> 30 years old.
603.01	Radiation Protection User Listings	Consolidated lists reflecting individual training, experience, and certification of individuals authorized to handle sources of ionizing radiation. Records are maintained by Radiation Safety Officers, separate from 602.04.	Transfer to FCDNA RA after 5 years (SF135 required) for retirement to Agency Records Center. Destroy after 75 years.
603.02	Personnel Dosimetry Records	Documents related to recording and reporting external exposures of individuals to ionizing radiation. Included are calibration control dosimeters and all dosimeters processed for evaluation, dosimeter logs, and consolidated reports of dosimeter readings.	Transfer to FCDNA Radiation Safety Officer after 3 months (SF135 required) for submission to Armstrong Lab for electronic tracking. Transfer hard copy to FRC. Destroy after 75 years. Maintain electronic copy until no longer needed.
603.03	Dosimetry Control Records	Documents reflecting the issue and control of dosimeters. Included are requests for issue and turn-in, and similar documents.	Transfer to FCDNA Radiation Safety Officer after 5 years (SF135 required) for retirement to FRC. Destroy after 75 years.
603.04	Personnel Bioassay Records	Documents related to recording and reporting internal exposures of individuals to radioactive materials. Included are biological specimens, whole-body counts, and similar documents.	Transfer to FCDNA Radiation Safety Officer after 3 months (SF135 required) for submission to Armstrong Lab for electronic tracking. Transfer hard copy to FRC. Destroy after 75 years. Destroy electronic copy when no longer needed.
604.01	Radiation Committee Files	Documents/minutes of DNA committees concerned with radiological protection including the review, evaluation, approval/disapproval of the use of ionizing radiation; procedures and conditions controlling such users; and qualifications of individual users.	Permanent. Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Offer to NARA 30 years after decommissioning. <i>Transfer</i>

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
604.02	Radioactive Material Licensing	Documents related to obtaining proper licensing and license to procure and use sources of ionizing radiation. Included are license applications, coordinating actions, authorizations or permits, licenses and amendments thereto, and similar documents.	Transfer to FCDNA RA following decommissioning of facilities. Destroy 75 years after decommissioning. (See 1503.03 for facilities where sources of radiation are received or stored temporarily or where nuclear weapons were housed or tested.)
604.03	Instrument and Source Calibration	Information used to record repair, maintenance, or modification of calibration and tools used to measure radiation. Included are calibration logs and manufacturer's and locally developed calibration standards. (See 1503.12 for non-radiation calibration.)	Transfer to FCDNA RA following decommissioning or disposal of related sources of radiation. Destroy 75 years after completion of event.
802.11a	Civilian Pay (Payroll)	Government civilian or contractor time and attendance cards (timecards) submitted to designated financial activity for processing through electronic payroll system.	Destroy when 2 years old.
802.11b	Civilian Pay (Inquiries)	Government civilian or contractor pay inquiries.	Destroy 2 years after case is closed.
802.11c	Civilian Pay (Worker's Compensation)	Case files for individual continuation of pay under worker's compensation claims. (See 602.06 for OSHA related accidents or incidents.)	Destroy 3 years after case is closed.
803.03	Civilian Training Program Records (General)	Government civilian or contractor training (other than OSHA training) completed in Government/non-Government facilities. Includes training plans, review of requirements and quarterly report on privileging and training status reports for medical personnel.	Destroy 5 years after completion of training program. (See 804.05 for Individual training completion notices and 602.03 or 602.04 for Safety related training.)
804.05	Johnston Atoll Contractor Personnel Records	Contractor personnel pre-employment information, qualifications, licenses, certifications and training qualifications, performance, efficiency, recognition, dates of current employment and related personnel information.	Maintain on JA until ttf or sep of personnel. Transfer to PACDIV Records Official (SF135 required) 1 year after separation for retirement to FRC. Destroy 75 years after transfer or separation of contractor personnel from Johnston Atoll.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
902.01	Johnston Atoll Contractor Medical Records	Individual Contractor Employee Medical Records which shall include forms, correspondence, and other records relating to an employee's medical history, laboratory & x-ray findings, records of exposure to radiation, toxic chemicals or physical hazards.	Maintain on JA until trf or sep of personnel. Transfer to PACDIV Records Official (SF135 required) 1 year after separation for retirement to FRC. Destroy 75 years after transfer or separation of contractor personnel from Johnston Atoll.
902.02	Johnston Atoll Contractor Dental Records	Individual Contractor Employee Dental Records (includes examinations, treatment, x-rays and patient treatment film.)	Maintain on JA until trf or sep of personnel. Transfer to PACDIV Records Official (SF135 required) 1 year after separation for retirement to FRC. Destroy 30 years after transfer or separation of personnel from Johnston Atoll.
902.03	Johnston Atoll Military Medical and Dental Records	Individual U.S. Military Medical and Dental Records (includes examinations, treatment, PRP reports, x-rays and patient treatment film.)	Maintain on JA until trf or sep of personnel. Provide original records to military personnel or units upon departure IAW service regulations and agreements.
902.04	Johnston Atoll Government Civilian Medical and Dental Records	Individual U.S. Government Civilian Medical and Dental Records (includes examinations, treatment, x-rays and patient treatment film.)	Maintain on JA until trf or sep of personnel. Forward original records to servicing U.S. Government Civilian Personnel Office upon transfer or separation of Government civilian personnel from Johnston Atoll.
902.05	Johnston Atoll Foreign Government Officials Medical and Dental Records	Individual Foreign Government Officials (Military and Civilian) Medical and Dental Records (includes examinations, treatment, x-rays and patient treatment film.)	Maintain on JA until trf or sep of personnel. Return original records to foreign government upon transfer or separation of personnel from Johnston Atoll in accordance with US/Foreign Government agreement.
902.06a	Johnston Atoll Emergency Medical Services	Emergency Medical Services Plan and Recall Plan.	Transfer record copy to FCDNA RA upon publication or revision for 10-year retention following supersession. Maintain current copy in JA Technical Publications Library.
902.06b	Johnston Atoll Emergency Medical Reports	Ambulance Emergency Reports and Monthly Summary of Emergency Treatment On and Off-Duty Reports.	Transfer to FCDNA RA after 5 years (SF135 required) for 10-year retention. Destroy reference copies after 5 years. <i>Destroy when 10 years old.</i>
902.07	Johnston Atoll Routine Medical Services Plans	Pharmacy Plan; Blood Program Plan; Storage and Maintenance Plan for Drugs, Medical Supplies and Equipment; and Controlled Substance Plan. (See 602.02 JAMP, JACADS, Contractor Medical Plans and other related Health Plans, and 213.02 for Disaster PP Annex.	Transfer record copy to FCDNA RA upon publication or revision for 10-year retention. Maintain current plans in JA Technical Publications Library. <i>Destroy 10 years after cut off.</i>

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
902.08	Johnston Atoll Clinic Controlled Drug Registers	Information reflecting narcotics and controlled drugs issued to wards, clinics, and dispensaries. Included are narcotic and controlled drug registers, controlled drug inventory certifications, and similar information.	Transfer to FCDNA RA after 5 years (SF135 required). Destroy after 10 years.
902.09	Johnston Atoll Physical Medicine Treatment Records	Information relating to patients treated in medical facilities or clinics at DoD installations. Included are cards, forms, and similar information.	Destroy 1 year after completion of treatment. (Do not destroy until pertinent information has been incorporated into the patient's clinical record.)
902.10	Johnston Atoll Medical and Pharmacy Supply and Stock Records	Information used for requisitioning items for supply (includes use of Telemedicine for routine and emergency treatment). Included are issue slips, requests for issue or turn-in, receipt and expenditure of all controlled substance stock records.	Destroy when 5 years old.
902.11	Johnston Atoll Medical Prescriptions	Information relating to medical prescriptions which accumulate in Pharmacy. Included are bulk drug orders, prescriptions for narcotic drugs, ethyl alcohol, alcoholic liquors, and other prescriptions and narcotics and controlled drugs issued to patients.	Destroy when 5 years old.
902.12	Johnston Atoll Clinic Dental Stock Records	Information reflecting receipt and expenditure of all precious metals and special interest metals. Included are stock record cards, document control registers, prosthodontics prescriptions, and similar documents.	Destroy 3 years after date of last transaction.
902.13	Johnston Atoll Preventive Dentistry	Information relating to establishment and definition of professional policies, standards, and practices for preventive dentistry. Included are reports of attendance at professional meetings, associations, societies, and commercial concerns.	Destroy when 5 years old.
902.14	Johnston Atoll Clinic Diagnosis, Operation, Death, or Similar Indices	Information used to facilitate selection of records of cases having a specific diagnosis, undergoing a specified surgical procedure, or separated under provisions of specific regulations.	Transfer to FCDNA RA after 5 years (SF135 required) for transfer to FRC of required indexes: Destroy after 20 years. Special indexes: Maintain at JA and destroy when no longer needed.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
902.15	Johnston Atoll Emergency Medical Treatment Vouchers	Public vouchers and comparable and supporting documents accumulated in emergency medical treatment of military and civilian personnel by civilian doctors, hospitals, and clinics. Records are accumulated by other than fiscal offices.	Destroy completed and approved vouchers after 5 years.
902.16	Johnston Atoll Patient Disposition Reports	Information related to notifying unit commander of patient's status on discharge from a hospital or clinic.	Destroy 3 months after release of patient or 3 months after expiration of date for follow-up examination.
902.17	Johnston Atoll Medical Reviews	Information relating to medical fitness for assignment to Johnston Atoll for military personnel and pre-employment review for civilian personnel.	Destroy copies of information maintained by the Clinic after 6 months.
902.18	Johnston Atoll Clinic Prosthetic Case Records	Information reflecting type of denture work completed. Included are dental prosthetic case forms prepared for each individual and similar documents.	Destroy when 3 months old.
902.19	Johnston Atoll Clinic Occupational Health Reports	Information on incidence of disease and injury, staffing and operational data relating to occupational health services facilities and equipment, and comparable data (includes Baseline Exam Summaries for Occupational, Audio and Respiratory Reports.)	Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Destroy after 30 years. (Use 602.02 for Occupational Health Surveys maintained by the U.S. Army Environmental Protection Agency.)
902.20	Johnston Atoll Clinic Epidemic Disease Reports	Information reflecting epidemic diseases, occurring at military stations or field units. Included are letters, forms, telegraphic messages, and similar information.	Permanent. Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Offer to NARA when 30 years old. <i>transfer</i>
902.21	Johnston Atoll Clinic Inspection Reports	Information relating to internal sanitary inspections of hospitals, such as inspections of wards or quarters. Included are inspection reports, reports of corrective action taken, reclaims, and similar information.	Destroy when 1 year old.
902.24	Johnston Atoll Clinic Preventive Medicine	Professional data related to occupational and preventive medicine, nursing, industrial hygiene, chemistry and sanitary engineering, radiation protection, atmospheric and stream pollution, entomology, toxicology, vision and hearing conservation.	Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Destroy after 75 years.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
902.25	Johnston Atoll Clinic Preventive Medicine Inquiries	Information related to furnishing routine technical data on preventive medicine matters to individuals, installations, and activities. Included is information related to handling, storage, and disposition of radioactive materials and toxic chemicals.	Destroy when 5 years old.
902.26	Johnston Atoll Toxicity Tests	Information related to field and laboratory investigations, and use tests of the toxicity of chemicals and related contact, inhalation, ingestion, or absorption adversely affecting the health of personnel.	Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Destroy after 75 years.
902.27	Johnston Atoll X-ray Indices	Information used for locating x-ray films.	Transfer with x-ray records to which they pertain.
902.28	Johnston Atoll Clinical Psychology Individual Cases	Information related to conducting psychological evaluations of individuals who have drug, alcohol, marital, work adjustment, and similar problems.	Destroy 3 years after case is closed.
902.29	Johnston Atoll Medical Records Access and Release of Medical Information	Information related to authorizing access to medical records. Included are requests for access, agreements, approvals or authorizations, and information relating to release of medical information.	Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Destroy after 25 years.
909.30	Johnston Atoll Medical Personnel Certifications	Original certifications.	Consolidate under 804.05 upon transfer or separation of contractor personnel from Johnston Atoll.
1102.01	Telephone Service Work Orders	Work Orders, priority telephone repair lists.	Destroy 1 year after completion of work.
1102.02	Communications Accounts	Billing Services	Destroy when 2 years old.
1102.03	Communications Equipment Maintenance	Maintenance, repair, calibration, testing, meteorological equipment utilization and reports for operational spares, ADP system documentation, code books, user guides, test plans, analytical design and research.	Destroy on disposal of related equipment.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1102.04a	Administrative Communications Services	JA Telephone Directory, internal operations, administration, and training.	Destroy when 1 year old.
1102.04b	Administrative Communications Services	Telecommunications systems service requests (TSRs).	Destroy on deactivation of circuit.
1102.05	Electronic Communications Systems, Operations and Preventive Maintenance	Radar Systems and Submarine Cable Terminal operations, inspections, deficiency status reports, system outages, Fixed Communications Directory, signal operation instructions, radio frequencies, cable and wire forecasts, original plans and drawings.	Destroy on discontinuance of installation. Maintain current plans in JA Technical Publications Library.
1102.06	Tracer Actions	Records pertaining to tracing messages.	Destroy when 1 year old.
1102.07	Overnight Storage Control	Record of receipt and pick-up of classified messages from Telecommunications Center.	Destroy when 2 years old.
1102.08	Address Indicating Group Records	AIG Listings.	Destroy when recapped or cancelled.
1102.09	General Message Distribution Instructions	Messages designed to meet recurring requirements for dissemination of information to a predetermined wide standard distribution (TCC and Customer Agency general messages).	Destroy when 2 years old.
1102.10	Telecommunications Performance Records	Station, circuit, traffic status, and operator performance.	Destroy when 6 months old.
1102.11	Telecommunications Operational Records	Service logs and messages.	Destroy when 2 months old.
1102.12	Originated Messages	Messages transmitted from TCC.	Destroy when 2 months old.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1102.13	Received Messages	Messages (hard page copies) received by TCC.	Destroy when 2 months old.
1102.17	Meteorological Operations	Operating instructions, meteorological observations (surface/upper air), weather maps and daily weather summary reports.	Destroy on discontinuance of installation. Destroy daily weather summary reports when no longer needed for reference.
1103.01	Postal Directory	Locator cards used in maintaining a locator system to facilitate the delivery of mail to individuals.	Destroy cards 6 months after departure of personnel.
1103.02	Accountable Mail Receipts	Documents which relate to the control of incoming and outgoing mail by postal activities. Included are accountable mail receipts: registered, certified, and numbered insured mail, and similar documents.	Destroy when 2 years old.
1104.04d	Engineering and Construction Photographic Media	Original negatives, slides, or other photographic medium imaged to document engineering and construction, modification or repairs (other than photographic media related to nuclear testing construction and engineering).	Destroy when no longer needed for reference or on discontinuance of installation. <i>see FIN 1503.03 for specifications, drawings, and related MILCON project records</i>
1104.06	Agency Audiovisual Training Materials (Duplicate Copies)	Duplicate copies of photographic training media acquired to supplement installation training.	Destroy when no longer needed for reference.
1104.07	Graphic Art (Computer-generated)	Computer-generated presentation graphics to support briefings and presentations.	Destroy graphics maintained on floppy disks when no longer needed for future use (reuse disks as appropriate).
1104.08a	Briefings and Presentations (Audiovisual)	Master copy of films, film strips, slide sets, videotapes or vu-graphs developed or acquired from DNA contractors, used for official briefings and presentations of historical value.	Permanent. Transfer to FCDNA RA (SF135 required) 1 year after presentation is completed for retirement to FRC. Offer to NARA when 30 years old. <i>TRANSFER 10</i>
1104.08b	Briefings and Presentations (Audiovisual)	Non-historical films, film strips, slide sets, videotapes or vu-graphs developed or acquired by contractors.	Retain locally until no longer needed for reference.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1104.09	Environmental Audiovisual Records	Original or master copy of film, negatives, and still photos of installation clean-up activities or projects. Records supplement or replace hard copy records categorized under 1504.04a.	Permanent. Transfer to FCDNA RA (SF135 required) upon completion of project for retirement to FRC. Offer to NARA when 25 ¹⁰ years old. TRANSF
1105.01	Johnston Atoll Airfield Certifications	Reports of original commissioning, landing permits, restrictions, and associated waivers.	Destroy 3 months after commissioned facility is decommissioned.
1105.02a	Johnston Atoll Flight Inspections	FAA Inspections.	Destroy 3 months after commissioned facility is decommissioned.
1105.02b	Johnston Atoll Flight Inspections	Checklists, reports of finding, and records pertaining to periodic inspections of airfield facilities.	Destroy 3 months after discrepancies are corrected, whichever is later.
1105.03a	Johnston Atoll Flight Line Security	Airfield Security Plan and Vehicle Flight Line Authorization.	Destroy 2 years after supersession. Maintain current Airport Security Plan In JA Technical Publications Library.
1105.03b	Johnston Atoll Flight Line Security	Flight line badges for aircrew personnel.	Destroy upon transfer, separation, or decertification of personnel.
1105.04	Johnston Atoll Airfield Operations, Correspondence and Reports	Aircraft schedules, traffic logs, manifests (personnel, mail, general cargo, traffic and shipment reports for non-hazardous cargo. (See 1504.05 for receipt/shipment of hazardous waste cargo & 800 series for personnel safety & handling hazardous waste.)	Destroy when 1 year old.
1105.05	Johnston Atoll Baggage Inspections and Clearances	Baggage Inspection Summary Reports.	Destroy when 2 years old.
1202.08	Motor Vehicle Operating and Maintenance Records	Vehicle deadline reports, vehicle appraisal and requirements reports, inspection and test schedules, and street sweeping schedules.	Destroy when 1 year old.
1202.08	Motor Vehicle Operation Records	Operator Certifications.	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1203.01a	Johnston Atoll Dining Facility Operations Plans	Policies and procedures for food service handlers and master menu development reports.	Destroy 2 years after supersession.
1203.01b	Johnston Atoll Dining Facility Operations, Administration	Internal administration, production reports, requests, delivery, issue and turn-in slips, and accounting status information.	Destroy after 1 fiscal year.
1203.02	Johnston Atoll Dining Facility Inspections	Internal and external inspection of the Dining Facility. Includes weekly sanitary inspection reports.	Destroy after 1 fiscal year.
1203.03	Johnston Atoll Weekly Menus	Published weekly menus.	Destroy when 1 year old.
1203.04	Johnston Atoll Food Sanitation Program	Copies of Food Handler Certifications maintained by the Dining Facility (Contractor medical examinations required for food handler certification shall be maintained in contractor medical records by the Clinic under 902.01).	Transfer original certifications to 804.05 upon transfer or separation of personnel. Destroy copies maintained elsewhere upon transfer or separation.
1204.01a	Johnston Atoll Laundry Services	Documents reflecting total receipts and workload and laundry operations and related financial reports (See 902.01 for Laundry personnel medical certificates and examinations.)	Destroy when 2 years old.
1401.14	Individual Contracts over \$25,000.00	DNA/FCDNA contracts operating independently of the BOS contract. Included are contracts, delivery orders, purchase orders or comparable instruments for amounts more than \$25,000.00.	Transfer to designated Records Official 2 years after final payment. Destroy 6 years and 3 months (or 7 years) after final payment, except contracts involved in appeals shall be destroyed 7 years after final board decision.
1402.01	Contracting Officer Designations	Documents reflecting designation and recession of contracting officers, contract technical managers or contract officer representatives and related procurement authority delegated. Includes ROIC as BOS COR delegated under Navy system and other DNA CORs.	Destroy 6 years after recession or termination.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1402.03	Contractor, General Information	DNA/FCDNA contracts operating independently of the BOS Contract. Includes financial data such as balance sheets, profit/loss statements, cash forecasts, current and past production reports, personnel data, operational control plans, and similar documents.	Transfer to designated Records Official 2 years after final payment. Destroy 6 years and 3 months (or 7 years) after final payment, except contracts involved with appeals shall be destroyed 7 years after final board decision.
1402.25	Contract Deliverables (Johnston Atoll)	Working copies of Base Operations Support Contract Deliverables maintained by FCDNA and Island staff. Excluded are contract procurement and financial records maintained by the ROIC for retirement to PACDIV under Navy system in accordance with FAR.	Destroy when 5 years old.
1406.06	Excess Property Reports	Excess Property Reports	Destroy when 1 year old.
1407.01	Major Items	Documents which possess continuing value for period of time that the item remains in the supply system. Included are activity journal sheets, identification cards, nomenclature, descriptions, stock numbering actions, catalog and supply data.	Destroy 1 year after obsolescence or removal of the supply item.
1407.02	Major Item Forecasting	Documents created in forecasting and computing gross quantitative requirements for individual major and selected items of material. Includes are material planning studies and other studies, analyses of replacement and consumption rates, readiness status.	Destroy 3 years after supersession of specific documents or 1 year after obsolescence, discontinuance, or removal of the item.
1408.01	Authorized Supply Codes	Documents related to assignment of authorized supply codes to activities authorized to maintain installation (contractor) property books. Included are registers and related information.	Destroy 1 year after cancellation of all supply codes listed on sheets or in bound registers.
1408.03	Property Loss, Theft, and Recovery Reports	Reporting loss, theft, and recovery of firearms, ammunition, and related items.	Destroy 1 year after recovery of items. Destroy after 5 years for items unrecovered.
1408.06	Property Book and Supporting Documents (Contractor Property Account)	Original Master property book listing and related receipt and turn-in of property for which contractor property book official is responsible.	Transfer to ROIC upon termination of contract with final close-out and accountability of property. Destroy 2 years after property accounts reflects a zero balance.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1408.07	Document Registers	Registers listing document number and type of supply action taken on documents that support entries to property book.	Destroy when 2 years old.
1408.12a	Government Furnished Materials and Equipment	Contractor custody receipts or hand receipts, original listing and final inventory.	Transfer to ROIC upon termination of contract upon termination of contract with final close-out report. Destroy upon turn-in or other satisfactory accounting for items involved.
1408.12b	Government Furnished Materials and Equipment	Record of perpetual inventory of materials and equipment. Includes equipment manuals, preventive maintenance plans and schedules, equipment inventory cards, record of maintenance, repair, overhaul, utilization and spare parts reports.	Destroy upon transfer or disposal of related equipment. Destroy plans when superseded or obsolete. Destroy inspection or status reports and schedules after 2 years. Maintain current plans, manuals and other reference material in JA Technical Pubs Library.
1408.14	Administrative and Management Financial Inventory Accounting Records	Documents relating to the administration and management of financial inventory accounting systems. Included are consolidated reports, supply management plans and reports, source material, posting media, and related documents.	Destroy after 3 fiscal years.
1408.15	Financial Inventory Accounting Records	Documents created and maintained by offices responsible for financial inventory accounting for equipment and supplies in their custody. Included are category journals & ledgers, inventory control, financial supply management reports & statements.	Destroy after 1 fiscal year.
1408.16a	Reports of Survey	Reports describing circumstances and recommended pecuniary liability.	Transfer to FCDNA after 5 years (SF135 required). Destroy 10 years after final action.
1408.16b	Reports of Survey	Reports describing circumstance and no recommended pecuniary liability.	Destroy when 3 years old.
1408.19	Loss, Destruction or Expenditure of Loan Account Materiel	Record reflecting loss, destruction or expenditure of loan account materiel.	Destroy 1 year after completion of final action.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1411.01	Petroleum Supply Reporting	Petroleum supply program reports reflecting requirements, stock status, conservation data, and similar information (Use 1503.06b for Petroleum Product Analysis Testing Reports, fuel consumption and sold fuel control for receipt and storage information).	Destroy when 5 years old.
1412.01	Port Extract Requisitions	Requisition, notification of availability, release, shipment of supplies, shipping orders, purchase orders, vendor's shipping documents, shipping ration requests, stock control reports for port harbor operations of non-hazardous cargo shipments.	Destroy when 3 years old. (See 1504.05 for Port Harbor services for hazardous cargo shipments and 600 series for safety related stevedoring (loading and unloading) training and certification records.)
1501.01	Installation Status Evaluation	Documents relating to selection of installations for activation, inactivation, designation as permanent, or other change in status of an installation. Includes studies evaluating suitability of location, infrastructure, etc. and selection approval.	Permanent. Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Offer to NARA in 5-year blocks when 20-25 years old. <i>Transfer</i>
1501.02	Johnston Atoll Master Plans	Installation Master Plans and revisions. Includes basic information maps; analysis of existing facilities; tabulation of existing/required facilities; preliminary land use; and future development site plans, analytical reports and background materials.	Permanent. Record copy shall be transferred to FCDNA RA upon publication or final revision from FCDNA Engineers for retirement to FRC. Offer to NARA when 30 years old. Maintain current Master Plan in JA Technical Publications Library. <i>TRANSFER</i>
1502.03a	Building and Grounds Maintenance	Annual Grounds Maintenance Plan, Facility Maintenance Plan, Long Range Base Painting Plan, Roof Coating Renewal Plan, and Metal Building Wash Down Plan.	Destroy 5 years after supersession. Maintain current plans in JA Technical Publications Library.
1502.03b	Building and Grounds Maintenance	Maintenance and Repair projects and related surveys, progress, inspection, & expenditure reports, work requests, and summary of completed work orders. (Use 1503.11 for Alteration projects and maintenance, repair, or removal of underground storage tanks.)	Destroy when 5 years old.
1502.04a	Entomology Services Plans	Pest Control Management Plan	Destroy when superseded. Maintain current plan in JA Technical Publications Library.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1502.04b	Entomology Services Reports	Quarterly Pest Control Reports (DD Form 1532) and Annual Pest Inspection Plan and Control Schedule.	Destroy when 5 years old.
1502.05	Sanitary Services	Information concerning disposal of non-hazardous waste. (Use 1504.05 for disposal of hazardous waste), Monthly Sewage Situation Reports, and Inspections.	Destroy when 5 years old.
1502.06	Custodial Services	Initial Custodial Service Work Schedule, with modification reports of schedule changes. (see 201.01a for Monthly Project Work Schedules.)	Destroy when 5 years old.
1502.08a	Energy Conservation Plans	Annual Energy Conservation Plans	Destroy when superseded. Maintain current plan in JA Technical Publications Library.
1502.08b	Energy Conservation Reports	Energy Violation Reports	Destroy when 2 years old.
1502.09	Space Management Control	Annual Contractor-controlled Facilities Plan and Annual Unaccompanied Personnel Housing Inventory and Utilization data.	Destroy when 5 years old.
1502.10	Johnston Atoll Billeting Services	Monthly Status Report for Visitor Support to JA, Check In-out processing sheets, Master Occupancy Report and related financial reports, and pre-occupancy inspections.	Destroy when 2 years old.
1503.03	Military Construction Projects	Planning, design, specification, and construction. Includes authorizations, justifications, tests, investigations, geological reports, cement & foundation reports, drawings, logbooks, construction field layout books, computation & cross-section reports.	Destroy installation copies of original 'as built' drawings for new or existing facilities upon discontinuance of installation. (Records are permanently retired to ERCA/NARA by military services (i.e. Navy or Army Corps of Engineers). Record copies of construction documentation is maintained by NAVY or Army IAW appropriate Schedules.)
1503.06a	Utilities Operations	Power Plant Daily Operating Logs and Sewer System Daily Logs.	Destroy when 1 year old.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1503.06b	Utilities Operations	Petroleum Product Analysis and Test Reports, Solid Fuel Control records (includes receipt, storage, and use of solid fuels) and utility meter readings.	Destroy when 2 years old.
1503.06c	Utilities Operations	Annual Operations and Maintenance Plans, equipment operating logs.	Destroy when 5 years old. Maintain current plans in JA Technical Publications Library.
1503.06d	Utilities Operations	Installation history of operation and maintenance of plants and systems, such as water, sewer, electric, gas heating, boiler, ice manufacturing and cold storage, refrigeration and air conditioning. Includes utility system maps, drawings, and surveys.	Destroy on discontinuance of installation.
1503.07	Facilities Engineering Project Estimates	Documents relating to the review and approval for maintenance, repair, or modification of buildings, grounds, improved areas, or other projects. Included are individual project estimates and requests, approvals/disapprovals, and related information.	Disapproved Projects: Destroy when 2 years old. See 1503.08 or 1503.11 for approved project estimates.
1503.08	Facilities Engineering Work Orders	Minor work orders.	Destroy 2 years after completion of work.
1503.11	Facilities Engineering Projects	Installation history of contractor-generated facility plans, modifications, upgrades, minor construction and alternation projects. Includes work requests, surveys, maps, site & facility drawings, photos, inspections, completion notices and warranties.	Destroy on discontinuance of installation. (See 1502.03 for Building maintenance and repair other than structural repairs which are included under 1503.11, 1503.03 for MILCON projects, and 1503.06 for maintenance and repair of utility systems.)
1503.12	Calibration Equipment	Information used to record repair, maintenance, or modification of non-radiation calibration and test equipment. (See 604.03 for radiation calibration and test equipment.)	Documents used to record repair, maintenance or modification of equipment: Destroy after 20 years. Evaluation studies: Destroy after 2 years or on disposal of related equipment.
1504.01a	Fire Prevention	Annual Fire Prevention Plans, Firefighting Operations Pre-Plan, Fire Safety Inspection Plan, Fire Protection Systems Inspection Plan, and Recall Plan.	Transfer record copy upon publication or revision of plans for 40 year retention. Maintain current copy in JA Technical Publications Library. <i>Retire record copy to FCDNA RA when published destroy when 10 years old.</i>

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RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

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SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1504.03	Environmental Pollution Abatement	Spill prevention control and countermeasure plans, ozone-depleting substance chemical reports, sanitary surveys, SPC, chemical and bacteriological sampling/analysis. (Use 1504.04a for coliform, water quality and violation reports; radionuclide analysis.)	Trf record copy of plans, sanitary surveys and chemical sampling/analysis to FCDNA RA after 5 years (10-year retention). Destroy bacteriological sampling/analysis reports and corrective actions when 5 years old. Maintain current plans in JA Tech Pubs Lib.
1504.04a	Installation Environmental Investigations and Reports	HW and HM Management Plans, permits, variances, assessments, impact statements, investigations, summary reports, inspections, surveys of on-shore and off-shore facilities, containment or release, sampling and analysis, remediation and restoration.	Permanent. Trf record copy to FCDNA RA upon publication, receipt or project completion for retirement to FRC. Trf to NARA when 30 years old. Destroy installation copies on discontinuance of installation. Maintain current plans in JA Tech Pubs Library.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1504.01b	Fire Prevention	Fire Permits: Permit for burning, open flame welding and cutting operations.	Destroy when superseded.
1504.01c	Fire Prevention	Fire Prevention Training: training manuals or procedures and individual certifications of training completed.	Destroy training materials when superseded. (See 804.05 for individual training certificates.)
1504.02a	Fire Reporting	Quarterly Fire Report Summary, Fire Message Reports, and DoD Fire Incident Reports.	Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Destroy after 25 years.
1504.02b	Fire Reporting	DoD Summary No Loss Fire Emergency Reports, Fire Extinguisher Inspection Reports, Daily Fire Hazard Inspection Reports and Inspection, Preventive Line Maintenance Record, Daily Apparatus Check Sheet (Engine), Daily Staffing Reports, and Annual Fire Bill.	Destroy when 1 year old.
1504.02c	Fire Reporting	Structural Fire Reports.	Destroy on discontinuance of facility.
1504.03	Environmental Pollution Abatement	Spill Prevention Control and Countermeasure Plan or Oil and Hazardous Substance Spill Contingency Plan and Oil Spill Equipment Annual Requirements Review.	Transfer to FCDNA RA upon publication or revision of final plans or reports for 10-year retention. Maintain current plan in JA Technical Publications Library.
1504.04a	Environmental Investigations and Reports	Hazardous waste management plans, permits, assessments, impact statements, investigations, summary reports, inspections, surveys (on-off-shore facilities or natural resources), containment/release, monitoring, sampling, analysis, remediation/restoration.	Permanent. Trf record copy of final documents to FCDNA RA upon publication or receipt for retirement to FRC. Offer to NARA after 30 years. Installation records: Destroy on discontinuance of installation. Maintain current plans in JA Technical Pub Library.
1504.04b	Environmental Investigations and Reports	Johnston Atoll Plutonium Clean-up Raw Data (TMA Emberline). Information is summarized in Quarterly TMA Summary Reports categorized under 1504.04a).	Transfer to FCDNA RA when volume exceeds current storage capacity. Maintain in Agency Records Center. Destroy 3 years after completion of clean-up project. <i>see below</i>
1504.04c	Environmental Investigations and Reports (Duplicate Audiovisual Records)	See 1104.09 for original or master copy of film, negatives and still photos of installation clean-up activities/projects. Records may supplement or replace hard copy records categorized under 1504.04a.	Maintain duplicate photographic media until no longer needed for reference.

(Retire to FRC Seattle when 1 year old. Destroy 50 years after completion of project. Include estimated date of project completion on SF 135 retiring records.)

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1504.05	Hazardous Material Management and Source Accounting	Information accumulated in controlling the receipt, use, transfer, storage (temporary), shipment, and disposal of hazardous materials and waste. Included are movements, instructions for movements, registers, issue receipts, and waste disposal reports.	Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Destroy after 50 years.
1505.01	Conservation of Natural Resources	Land and shore protection plans, surveys, and studies.	Permanent. Trf to FCDNA RA upon publication or receipt for retirement to FRC. Offer to NARA after 20 years. Installation records: Destroy on discontinuance of installation. Maintain current plans in JA Technical Pubs Library. <i>TRANSFER</i>