

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-374-81-26
DATE RECEIVED	2 OCT 1980
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-30-81 Date	<i>Pauline E. Korpany</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Defense Nuclear Agency

2. MAJOR SUBDIVISION
Personnel/Administration Directorate

3. MINOR SUBDIVISION
Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER
Pauline E. Korpany

5. TEL. EXT.
325-7058

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
SEP 24 1980	<i>Pauline E. Korpany</i>	Records Administrator		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
602 (606 & 607)	SAFETY PROGRAM AND ACCIDENT FILES. These files result from a program to prevent or reduce personnel injury, occupational diseases, and property damage from accidental causes. Additionally, they relate to DNA accidents and incidents, including motor vehicle and marine accidents; fires and explosions; building collapses; harmful chemical and biological exposures; occupational injuries, illnesses, and deaths; and other accidents arising from equipment and personnel failures. Such files are accumulated in the Safety Office at each level of command. Note: Sub-functional category 605 should be used for files relating to radiological protection programs and radiation related accidents.			
602.01 (606-01)	SAFETY SURVEY FILES. Documents relating to surveys made to evaluate the effectiveness of safety programs and safety standards and procedures. Included are survey reports, record of changes made as a result of the findings of the surveys, and similar documents.		GRS 10	18, Item
	All safety offices: Destroy when ³ years old or on discontinuance of facility, whichever is sooner			
	Offices surveyed: (see 101.04.)			
	Note: Use FN 605.04 for safety surveys pertaining to radiological protection.			
	Change made with DNA approval Jan 3/3/81			
	Closed out: 4-1-81: K.T.B.			
	Copy to Agency			

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602.02 (606-04)	<p><u>SAFETY HAZARD FILES.</u> Documents relating to technical review, advice, and guidance for identifying and eliminating or controlling safety hazards. Included are hazard reports and similar documents.</p> <p style="text-align: center;">Destroy when 5 years old.</p>		
602.03 (606-04)	<p><u>SAFETY AWARENESS FILES.</u> Documents related to developing or selecting materials, such as posters, placards, cartoons, literature, or other means of making personnel aware of safety hazards. Included are copies of posters, placards, and cartoons; newspaper items; photographs; letters; and similar documents.</p> <p style="text-align: center;">Destroy when 2 years old, on <u>discontinuance.</u></p>		
602.04 (606-05) <i>Note: This is not include standards developed as part of nuclear safety programs.</i>	<p><u>SAFETY STANDARD FILES.</u> Documents reflecting the development of safety standards and practices in: developmental and production operations; the safe location, design, layout, and construction of facilities where explosives are handled or operations are exposed to explosive standards; the safe handling, storage, and movement of explosives and other dangerous materials; and other areas requiring safety standards. Included are recommendations, coordination actions, studies, and similar documents.</p> <p>Office responsible for developing standard: <i>9. Approved standards when</i></p> <p style="text-align: center;">Destroy 10 years after superseded or obsolete. <i>b. other files! Destroy when 2 years old.</i></p>		
602.05 (606-08)	<p><u>AVIATION SAFETY COUNCIL FILES.</u> Documents relating to meetings of aviation safety councils. Included are minutes of meetings and related documents.</p> <p style="text-align: center;">Destroy when 2 years old or on discontinuance.</p>		<i>Withdrawn</i>
602.06 (607-01)	<p><u>ACCIDENT AND INCIDENT CASE FILES.</u> Documents relating to individual accidents and incidents, including the reports and investigations thereof, involving DNA and non-DNA motor vehicles; DNA marine equipment, fires, explosives, and damage to DNA property; harmful chemical and biological exposures; occupational injuries, illnesses, or death of military and civilian personnel; and similar documents.</p> <p>Office performing DNA-wide staff responsibility for safety function and reviewing offices at lower echelons: <i>Note! Use FN 605.039 or 605.036 for all radiation related accidents or incidents</i></p> <p style="text-align: center;">Destroy when 5 years old.</p>		

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602.07 (607-03)	<p>ACCIDENT EXPERIENCE FILES. Documents related to the statistical reporting of DNA accidents and summarizing and analyzing DNA accident experience and trends involving motor vehicles, fires, damage to property, and recordable accidents resulting from occupational injury and illness. Included are exposure reports, listings, and similar documents.</p> <p><u>NOTE:</u> This definition does not include documents relating to the investigation of specific accidents, accident claims files, for the control documents accumulated by data processing activities for the preparation of statistical reports, <i>nor records relating to nuclear incidents and accidents.</i></p> <p>Office performing DNA-wide staff responsibility: (AFRRI)</p> <p>PERMANENT. Cut off at close of CY, hold 2 years in GEA, retire to WNRC, offer to National Archives 20 years after cutoff.</p> <p><i>Destroy when 5 years old or no longer needed for current operations, whichever is later.</i></p>		