

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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. Korpanty

5. TEL. EXT.

325-7058

LEAVE BLANK

JOB NO.

NCL-374-81-26

DATE RECEIVED

2 OCT 1980

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Disposition Request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-30-81
Date

John D. May
Archivist of the United States

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
SEP 24 1980	<i>Pauline E. Korpanty</i>	Records Administrator
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
602	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.	
(606 & 607)		
602.01	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.	
(606-01)		
	All safety offices: Destroy when <u>3</u> 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.	
	Changes made with DNA approval 9/23/81	
	Closed Out: 4-1-81: K.T.B.	
	Copied to Agency	
		18, Item 10
		<i>8 Nov 80</i>

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
602.02 (606-04)	<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 style="text-align: center;">Destroy when 5 years old.</p>		
602.03 (606-04)	<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 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>	<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 style="text-align: center;"><i>a. Approved standards.</i> Office responsible for developing standard: Destroy 10 years after ^{when} superseded or obsolete.</p>		
602.05 (606-08)	<u>AVIATION SAFETY COUNCIL FILES.</u> Documents relating to meetings of aviation safety councils. Included are minutes of meetings and related documents.		<p style="text-align: center;"><i>b. Other files! Destroy when 2 years old.</i></p>
	<p style="text-align: center;">Destroy when 2 years old or on discontinuance.</p>		<p style="text-align: center;"><i>Withdrawn</i></p>
602.06 (607-01)	<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 style="text-align: center;">Destroy when 5 years old.</p> <p style="text-align: center;"><i>Note! Use EN 605.039 or 605.036 for all radiation related accidents or incidents</i></p>
	<p>Office performing DNA-wide staff responsibility for safety function and reviewing offices at lower echelons:</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
602.07 (607-03)	<p><u>ACCIDENT EXPERIENCE FILES.</u> 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, nor 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>		