

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

3/18/81 ✓

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

325-7060

LEAVE BLANK	
JOB NO	NCI-374-81-62
DATE RECEIVED	3-18-81
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	5-21-81 <i>PM W/ao</i> 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 4 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	
MAR 11 1981	<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.	10. ACTION TAKEN
605 (608)	RADIATION PROTECTION PROGRAM FILES. These files result from efforts to minimize the hazards to personnel and property resulting from the use of sources of radiation and to document the effectiveness of the efforts to that end. Such records accumulate primarily at the Armed Forces Radiobiology Research Institute.		
605.01 (608-01)	RADIOLOGICAL PROTECTION COMMITTEE FILES. Documents of DNA committees concerned with radiological protection including documents relating to the review, evaluation, and approval (or disapproval) of the use of sources of ionizing radiation; the procedures and conditions controlling such uses; and the qualifications of individual users. Included are minutes of meetings, recommendations pertaining to items considered by the committee, and related documents.  a. DNA office of record: PERMANENT. Cut off annually. Offer to National Archives in 5-year blocks when 25-30 years old.  b. Other offices: Destroy when no longer needed.		

*Closed Out: 5-27-81: K.P.J.  
Copy to NNM & NNB  
Copy to Agency: 5-27-81*

*17 items*

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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
(605 continued)			
605.02 (608-02)	<p><u>RADIOLOGICAL INSPECTION FILES.</u> Documents accumulated by inspected offices, relating to inspections conducted by NRC, the DNA IG, OSD, special and routine radiological protection surveys conducted by DNA to supplement surveys available at the local and regional level which evaluate and provide guidance on eliminating potential hazards in using sources of radiation. Included are notifications, inspection reports, staff assistance documents, and correspondence related to corrective actions taken, and similar documents.</p> <p style="text-align: center;">Destroy when no longer needed.</p>		
605.03 (608-04)	<p><u>RADIATION INCIDENT CASE FILES.</u> Documents related to investigating and reporting cases of overexposure of individuals and the environment to ionizing radiation or comparable incidents involving radioactive materials. Included are telegraphic reports of incidents, reports of overexposures, laboratory spills; reports of loss or theft of radioactive materials; reports of accelerator, X-ray, nuclear reactor, or comparable incidents; and similar documents.</p> <p>a. Major incidents (i.e., involving loss of life, attracting media or Congressional interest): <b>PERMANENT.</b> Cut off on completion of the investigation or operation. Offer to National Archives when 30 years old or consistent with national security, <i>whichever is later.</i></p> <p>b. All others: Cut off on completion of the investigation or operation. Destroy 30 years after cutoff.</p>		
605.04 (608-05)	<p><u>RADIOLOGICAL PROTECTION SURVEY FILES.</u> Documents accumulated by radiological protection officers from local surveys to assure that protective practices and procedures are being followed by individuals handling sources of ionizing radiation or radioactive materials. Included are local X-ray protection surveys; special work permits; radioisotope laboratory surveys; and similar documents.</p> <p style="text-align: center;">Cut off on completion of survey. Destroy in CFA 15 years after cutoff or when no longer needed for reference, whichever is later.</p>		

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605.05 (608-06)	<p><u>RADIOLOGICAL PROTECTION TRAINING FILES.</u> Documents related to preparing and presenting local training courses on methods of controlling, preventing, and dealing with exposure of people and the environment to ionizing radiation. Included are locally developed training materials and aids, notifications of training sessions, and similar documents.</p> <p>a. Training course material and aids: Destroy when superseded or obsolete.</p> <p>b. Other documents: Cut off annually. Destroy 2 years after cutoff.</p>		
605.06 (608-07)	<p><u>RADIOACTIVE MATERIAL LICENSING FILES.</u> 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.</p> <p>Destroy 2 years after cancellation or final expiration of the license and amendments thereto, or 2 years after disapproval of the application, <i>whichever is applicable.</i></p>		
605.07 (608-08)	<p><u>RADIOLOGICAL SOP FILES.</u> Documents maintained by radiological protection officers that prescribe procedures for procurement, use, disposal, and control of each source of radiation. Included are standing operating procedures and similar documents.</p> <p>Destroy when SOP is superseded or when no longer needed to protect rights of US Government, <i>whichever is later.</i></p>		
605.08 (608-09)	<p><u>INSTRUMENT AND SOURCE CALIBRATION FILES.</u> Documents related to calibrating sources of radiation and instruments used to measure radiation. Included are calibration logs, manufacturer's and locally developed calibration standards, and similar documents.</p> <p>a. Calibration Certificates: Destroy on supersession or disposal of the related sources of radiation.</p> <p>b. Logs and other papers: Destroy in CFA when 5 years old.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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<del>605.09 (608-10)</del>	<p><del>RADIATION ANALYSES FILES. Documents relating to detecting and recording levels of radiation or radioactivity in material samples, objects, and the environment where radioactive materials are used. Included are chemical and radiological analysis reports; process control analysis reports; leak test, wipe tests, air samples, biological samples, water samples, soil samples, vegetation samples; similar reports, logs, and similar documents.</del></p> <p><i>Disposition not approved.</i> <del>Retain until NRC authorizes disposal.</del></p>		
<del>605.10 (608-11)</del>	<p><del>RADIATION SOURCES ACCOUNTING FILES. Documents accumulated by radiological protection offices in controlling the receipt, transfer, use, storage, and disposal of radioactive materials and other radiation sources. Included are records of material movements, instructions concerning movements, registers, issue receipts, inventory and material accounting records, damaged shipment reports, waste disposal reports, and similar documents.</del></p> <p>a. Documents relating to sources: Destroy 2 years after final disposition of source. <i>Disposition not approved.</i> <del>Retain until NRC authorizes disposal.</del></p> <p>b. Documents relating to disposition of sources:</p> <p>c. Other documents: Destroy in CFA when 5 years old or 5 years after log or card is filled, <i>whichever is applicable.</i></p>		
605.11 (608-12)	<p>RADIATION FACILITY FILES. Plans and specifications of the location, design, layout, construction, or modification of facilities in which sources of radiation are received, stored, used, or produced. These files accumulate in offices of the radiological protection officers. Included are design analysis, drawings, sketches, calculations, studies, recommendations, coordination actions, and similar documents.</p> <p>Destroy when no longer required for current operations.</p>		