

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To: National Archives and Records Administration (NIR)  
Washington, DC 20408

Job Number  
N1-525-09-3

1. From: (Agency or establishment)  
National Reconnaissance Office

Date Received  
7/6/09

2. Major Subdivision

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

(b)(3)

3. Minor Subdivision

Date  
6/29/09

Archivist of the United States  
**WITHDRAWN**

4. Name of Person with whom to confer

5. Telephone (include area code)

(b)(3)

### 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 6 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       has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

(b)(3)

(b)(3)

(b)(3)

5/15/2009

7. Item Number

8. Description and Proposed Disposition

9. GRS or Superseded Job Citation

10. Action taken (NARA Use Only)

The items in this schedule apply to records regardless of medium. Information covered by permanent items may be converted to microform or to electronic format, including optical disk, without further NARA approval. Permanent microform records will be created and maintained in accordance with the standards for archival film contained in the Code of Federal Regulations. Permanent records maintained in an electronic format (whether imaged or other records material) will be created and maintained in accordance with the standards for electronic records contained in the Code of Federal Regulations and will be transferred to the National Archives in a format that meets the standards for archival records in effect at the time of transfer.

Unless otherwise specified, the transfer instructions for permanent series apply only to paper or hard copy files. When NRO establishes an electronic recordkeeping system, NARA and NRO will develop appropriate transfer instructions to cover the electronic records.

See attached for description of records that pertain to Environmental, Safety, Health, and Wellness.

**ENVIRONMENTAL, SAFETY, HEALTH, AND WELLNESS (ESHW) RECORDS**

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**Item Number:** 01

**Item Title:** Accident and Injuries

**Disposition:** **Temporary.** Destroy 6 years after close of investigation. Send the records to the Records Center after close of investigation. Hold in current file area until close of investigation before transferring to the Records Center.

**Authority:**

**Item Description:**

- Records relating to general liability and on-the-job accidents as required by OSHA regulations. Examples include:
    - Incident investigations
    - Process safety incident investigation records
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**Item Number:** 02

**Item Title:** Employee Hazardous Exposure

**Disposition:** **Temporary.** Destroy 30 years after approval of Office of General Counsel (OGC). Send the records to the Records Center upon approval of Office of General Counsel (OGC). Hold in current file area for 1 year after approval of OGC before transferring to the Records Center.

**Authority:**

**Item Description:**

- Records documenting employee and contractor exposure to hazardous or toxic substances. Examples include:
    - Employee records of exposure to ionizing radiation
    - Records relating to specific chemical exposure and associated monitoring and medical records
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**Item Number:** 03

**Item Title:** Environmental Testing and Monitoring

**Disposition:** **Permanent.** Hold in current file area for 1 year before transferring to the Records Center. Transfer to the National Archives when declassified, but not later than when 50 years old.

**Authority:**

**Item Description:**

- Records documenting the environmental monitoring, testing, and assessment of the agency property and the environment impact resulting from agency's actions (includes testing records for air, groundwater,

surface water, and soil quality, facility site assessments (does not include remediation records)). Examples include:

- Air quality monitoring
- Emission tests
- Facility assessments
- Groundwater testing
- Soil quality tests
- Solid waste monitoring
- Surface water training
- Water quality monitoring

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**Item Number:** 04

**Item Title:** Facilities and Equipment Inspections and Maintenance

**Disposition:** **Temporary.** Destroy 5 years after facility/equipment is disposed of or sold. Send these records to the Records Center after last entry of inspections and maintenance of facility/equipment. Hold in current file area for 1 year after facility/equipment is sold or disposed of before transferring to the Records Center.

**Authority:**

**Item Description:**

- Records documenting the certification, labeling, maintenance, and routine inspection of facilities and equipment (includes inspection reports and maintenance records). Example includes:
  - (RCRA) Facility operating record (for permitted facilities only)

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**Item Number:** 05

**Item Title:** Government Investigation, Hearing, and Audits – Environmental Audits and Inspections

**Disposition:** **Permanent.** Hold in current file area for 1 year before transferring to the Records Center. Transfer to the National Archives when declassified, but not later than when 50 years old.

**Authority:**

**Item Description:**

- Records relating to the audit and investigation of the agency by environmental agencies (such as EPA). Includes:
  - Routine audits as well as nonroutine formal investigations of the agency
  - Agency orders, hearing notices, reports of noncompliance, inspection reports and supporting records; **excludes** environmental litigation

**Item Number: 06****Item Title:** Hazardous Materials and Employee Warnings**Disposition: Temporary.** Destroy 30 years after chemical are no longer in use. Send records to the Records Center after chemicals are no longer in use. Keep communication and warnings records until no longer needed for business purposes and then destroy. Hold chemical records in current file area until no longer in use before transferring to the Records Center.**Authority:****Item Description:**

- Records documenting the use, manufacture, and disposal of hazardous materials, as well as communication to employees regarding utilized hazardous materials (includes communication and warnings to employees regarding hazardous materials used, created, and stored). Examples include:
    - Explosive permits (master sheets)
    - Material safety data sheets
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**Item Number: 07****Item Title:** Health and Safety Testing**Disposition: Temporary.** Destroy when 3 years old. Do not send these records to the Records Center. Hold in current file area until destroyed.**Authority:****Item Description:**

- Records related to tests to ensure the health and safety of employees (includes noise exposure and radiation monitoring as well as other tests of equipment and procedures). Examples include:
    - Emergency response testing
    - Equipment and processing testing
    - Protective equipment testing
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**Item Number: 08****Item Title:** Licenses, Permits, and Certification – Environmental Permits, Licenses, and Response Plans**Disposition: Temporary.** Keep for the life of the permit/license or as specified by regulatory requirements.**Authority:****Item Description:**

- Records related to environmental permits and licenses issued to the NRC (includes the permit/license application, all supporting documentation; and the granted certificate).
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**Item Number:** 09

**Item Title:** Licenses, Permits, and Certification – Certain Environmental Documents

**Disposition:** **Permanent.** Hold in current file area for 1 year before transferring to the Records Center. Transfer to the National Archives when declassified, but not later than when 50 years old.

**Authority:**

**Item Description:**

- Records related to specific environmental permits and licenses issued to the agency as well as closure and post-closure plans. Examples include:
    - (RCRA) Land ban certifications and supporting data
    - (RCRA) Written closure plan for <90-day storage units and self-certification
    - (RCRA) Written closure plan, approval, and certification
    - (RCRA) Written post-closure plan, approval, and certification
    - (UST) Closure plan and documents evidencing closure (including work plans and agency approval)
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**Item Number:** 10

**Item Title:** Licenses, Permits, and Certification – Certain Environmental Documents Application

**Disposition:** **Temporary.** Destroy 5 years after life of the site. Send the records to the Records Center after life of the site. Hold in current file area 1 year after life of the site before transferring to the Records Center.

**Authority:**

**Item Description:**

- Environmental application and permits (Parts A and B) issued to the NRO, as well as closure and post-closure plans. Examples include:
    - (RCRA) Part A permit application and permit
    - (RCRA) Part B permit application and permit
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**Item Number:** 11

**Item Title:** Site Remediation

**Disposition:** **Permanent.** Hold in current file area for 1 year before transferring to the Records Center. Transfer to the National Archives when declassified, but not later than when 50 years old.

**Authority:**

**Item Description:**

- Records documenting contamination of property, the clean-up efforts implemented, and any related investigation of such occurrences, includes

leaks, spills and site clean up activities; remediation of property owned and leased, as well as remediation of property not owned. Examples include:

- (CERCLA) EPA 104(e) requests and documentation
- (RCRA) Site investigations and cleanup documentation (risk assessments site investigations, remedial investigation/feasibility studies (RI/FS), work plans, etc.
- (TSCA) PCB Annual reports and cleanup data
- CERCLA settlement agreements (including de minimis agreements)
- CERCLA Site investigations and cleanup documentation (CMS, risk assessments, site investigations, etc.)
- Consent decrees, orders, settlement agreements and other agreements with the Government
- Agencies related to ESH matters
- Environmental testing records (site remediation)
- Incident investigations (site remediation)
- Incident reports (site remediation)
- Site assessment report
- Site assessments
- Site remediation records

**Item Number:** 12

**Item Title:** Transportation and Destruction of Hazardous Materials and Toxic Substances

**Disposition: Permanent.** Hold in current file area for 1 year before transferring to the Records Center. Transfer to the National Archives when declassified, but not later than when 50 years old.

**Authority:**

**Item Description:**

- Records documenting the transportation, treatment and disposal of hazardous materials (hazardous waste, flammables, corrosives, poisons, etc.) and toxic substances (includes EPA required import certificates).

Examples include:

- (RCRA) Manifest exception report
- (RCRA) Waste manifest for hazardous waste, PCBs, asbestos, waste petroleum products
- (TSCA) PCB certificates of destruction
- (WDSR) Contracts for treatment or disposal of waste material
- (WDSR) Tolling agreements (waste treatment, recycling)
- (WDSR) Traffic reports (haz, special or recyclable waste hauling)
- (WDSR) Transporter trip logs and bills of lading (haz, special or recyclable waste hauling)
- Disposable facilities list (approved facilities)

- Hazardous waste/materials testing
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**Item Number:** 13

**Item Title:** Contract and Agreements (Environmental Records)

**Disposition:** **Permanent.** Hold in current file area for 1 year before transferring to the Records Center. Transfer to the National Archives when declassified, but not later than when 50 years old.

**Authority:**

**Item Description:**

- Records related to environmental, safety, health liabilities tied to purchase, sale, lease, etc. of real estate. Also contractual indemnifications with environmentally related terms and conditions. Examples include:
    - Legal documents (purchase and sale agreements, manufacturing and service contracts, leases, licenses, etc.) addressing environmental, safety, and health liabilities
    - Insurance policies allocating ESH financial responsibilities
    - Property acquisition/divestiture due diligence files
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Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Reconnaissance Office ." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>