

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001	
1. FROM (Agency or establishment) U.S. Army	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command	
3. MINOR SUBDIVISION Records Management Program Division	
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-A 2-01-9</i>	
DATE RECEIVED <i>3-22-2000</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>4-3-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 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 22 Mar 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
20.	<p>The purpose of this request is to implement the Army recordkeeping redesigned process for records that currently have a NARA approved disposition authority of 6 years or less and are not considered rights and interests records. The disposition shown on the attached sheets is for such records in that series regardless of media on which produced. The current NARA authority for each item is shown; however, this action may cover only a portion of the records shown on the original authority.</p> <p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.</p> <p><i>cc: Agency, NR, NUSMW</i></p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

JOB NUMBER

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OF  
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>75 EXPLOSIVES Prescribing Directives AR 75-1--Malfunctions Involving Ammunition and Explosives (RCS CSGLD-1961(MIN) AR 75-15--Responsibilities and Procedures for Explosive Ordnance Disposal Description: These records concern responsibilities and procedures in connection with use, safety, and disposition of explosives, and explosive ordnance disposal (EOD) activities.</p> <p>----- FN: 75 Title: General explosives correspondence files Privacy Act: Not applicable Description: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility, program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions, routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, and other transactions of a general routine, and administrative nature, and other information relating to explosives which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See file number 25-30q.) Matters relating to explosives that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	<p>NN-167-31 and NN-165-192</p>	<p>WITHDRAWN RESUBMIT ON NI-AU-01-19</p>
2	<p>FN: 75-15a Title: Ordnance incident reports Privacy Act: Not applicable Description: Reports on incident notification, requests for assistance, action taken concerning explosive ordnance that constitutes a potential hazard to operations, installations, personnel, or materiel, and assistance provided to civil authorities on disposal of nonmilitary commercial-type explosives, chemicals, or other dangerous articles. Included are reconnaissance reports, explosive ordnance incident reports, supporting documents, and related information. Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	<p>NI-AU-98-11</p>	<p>WITHDRAWN</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3	<p>FN: 75-15b</p> <p>Title: EOD activity reports</p> <p>Privacy Act: Not applicable</p> <p>Description: Reports reflecting summaries of EOD activities and workload status used in planning, programing, and revising EOD activities. Included are activity reports and related information.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.</p>	NN-172-194	<p><i>WITHDRAWN</i></p>

385

**SAFETY**

**Prescribing Directives**

AR 385-10--Army Safety Program

AR 385-11--Ionizing Radiation Protection (Licensing, Control, Transportation, Disposal, and Radiation Safety)

AR 385-16--System Safety Engineering and Management

AR 385-40--Accident Reporting and Records

AR 385-55--Prevention of Motor Vehicle Accidents

AR 385-64--Ammunition and Explosives Safety Standards

AR 385-95--Army Aviation Accident Prevention

DA Pam 385-95--Aircraft Accident Investigation and Reporting

**Description:** These records concern administration of the Army safety program, which is directed toward accident prevention Army-wide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, ensuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accident prevention. Records on nuclear accidents and incidents, and some other elements on safety, are placed in respective subject series.

**FN:** 385

**Title:** General safety correspondence files

**Authority:** NN-167-31 and NN-165-192

**Privacy Act:** Not applicable

**Description:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to safety which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See file no. 25-30q.) Matters relating to safety that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

4  
WITHDRAWN  
RESUBMIT ON  
NI-AU-  
01-19

**FN:** 385-10a

**Title:** Safety liaison files

**Authority:** NN-166-204

**Privacy Act:** Not applicable

**Description:** Information reflecting coordination and exchange of information with private and public safety agencies and representation of the Army on safety councils and committees. Included are replies to inquiries, requests for information, and similar information. Excluded is information which is an integral part of the safety standard files described elsewhere.

**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

**FN:** 385-10b

**Title:** Safety hazards

**Authority:** NC1-AU-77-40

**Privacy Act:** Not applicable

**Description:** Information on technical review and advice on safety hazards and identifying, eliminating, or controlling safety hazards. Included are hazard reports and similar information.

5.

6. **Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. WITHDRAWN

FN: 385-10c  
**Title:** Safety awareness files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information on developing or selecting safety materials to make personnel aware of safety hazards. Included are posters, placards, cartoons, newspaper items, photographs, letters, and similar material.

7. **Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

FN: 385-10g  
**Title:** Target practice safety files  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information indicating time of live ammunition firing, the target practice area, type of weapons used, organization doing the firing, and firing safety measures taken.

8. **Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. **K6. EVENT IS COMPLETION OF FIRING EXERCISE.** The event occurs AND THEN UNRI

FN: 385-10i  
**Title:** Safety surveys  
**Authority:** NN-166-204  
**Privacy Act:** Not applicable  
**Description:** Information 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 survey findings, and similar information.

9. **Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. WITHDRAWN

FN: 385-11a  
**Title:** Radiation protection surveys  
**Authority:** II-NN-3552  
**Privacy Act:** Not applicable  
**Description:** Information accumulated by radiation protection officers from local surveys to assure that protective practices and procedures are being followed by persons handling ionizing radiation sources or radioactive materials. Included are local xray protection surveys, radiation work permits, fume hood surveys, air filter surveys, radioisotope laboratory surveys, laser and microwave surveys, and similar information. Note: Maintain in accordance with Title 10, Code of Federal Regulations, Part 20 or license conditions.

10. **Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. WITHDRAWN;  
SEE JOB.  
NI-AU-00-3  
FOR MARKS  
FN: 11-9j

FN: 385-11b2  
**Title:** Radiation protection training  
**Authority:** II-NN-3552  
**Privacy Act:** Not applicable  
**Description:** Information about preparing and presenting training courses on methods of controlling, preventing, and dealing with exposure of people and the environment to radiation. Included are locally developed training materials and aids, notifications of training sessions, attendance records, test results, training background of radiation protection personnel or users, and similar information.

11. **Disposition:** Information other than course materials and aids: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. WITHDRAWN;  
SEE JOB  
NI-AU-01-25  
FOR MARKS  
FN: 11-9e2.

FN: 385-11d1

Title: Radiation analyses

Authority: N1-AU-96-1

Privacy Act: Not applicable

Description: Information on detecting and recording levels of radiation or radioactivity in material samples or objects, and the environment where radioactive materials are used. Included are chemical and radiation analysis reports; process control analysis reports; leak and wipe tests; air, biological, water, soil, and vegetation samples; and similar reports, logs, or information.

Disposition: Laboratory performing analyses: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN;  
SEE JOB  
N1-AU-01-25  
FOR MARKS  
FN: 11-9F

12.

FN: 385-11e2

Title: Radiation sources accounting files

Authority: NC1-AU-80-17

Privacy Act: Not applicable

Description: Information accumulated by radiation protection officers 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 information.

Disposition: Documents relating to sealed sources and transportation records: Code KE6. Event is final disposition or transportation. Keep in CFA until event occurs and the until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

WITHDRAWN  
SEE JOB  
N1-AU-01-25  
FOR MARKS  
FN: 11-9G

13.

FN: 385-11g

Title: Dosimetry badge controls

Authority: NN-166-204

Privacy Act: A0040-14DASG

Description: Information on issue and control of dosimeters. Included are requests for issue and turn-in of dosimeters, information used to record issues and turn-ins, and similar information.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN  
SEE JOB  
N1-AU-01-13  
FOR MARKS  
FN: 11-9b

14.

FN: 385-11i

Title: Radiation inspections

Authority: N1-AU-96-1

Privacy Act: Not applicable

Description: Information that supplements surveys available at the local and regional level. It evaluates and provides guidance on eliminating potential hazards in using radiation sources. This information relates to inspections conducted by Nuclear Regulatory Commission (NRC) and higher headquarters; special and routine radiation protection surveys; and microwave, laser, and high intensity light source surveys conducted by the U.S. Army Center for Health Promotion and Preventive Medicine (CHPPM). Included are notifications, inspection reports, staff assistance information, correspondence on corrective actions taken, and similar information.

Note: For local radiation survey files, use 385-11a. Reports and information maintained by the CHPPM will be identified as preventive medicine surveys.

Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.

WITHDRAWN  
SEE JOB  
N1-AU-01-25  
FOR MARKS  
FN: 11-9h

15.

FN: 385-11m

Title: Radioactive material licensing

Authority: II-NN-3552

Privacy Act: Not applicable

Description: Information relating to obtaining HQDA authorization and NRC license to procure and use ionizing radiation sources. Included are license applications, coordinating actions, DA authorizations, licenses, permits, amendments thereto, and similar information.

16.

~~**Disposition:** Code KE6. Event is cancellation or final expiration of the license and amendments, or disapproval of the application. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

WITHDRAWN  
SEE JOB  
N1-AU-01-25  
FOR MARKS  
FN: 11-9K

~~**FN:** 385-16b~~

~~**Title:** System development management and engineering safety files~~

~~**Authority:** NC1-AU-78-77~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Information providing system safety input to management and engineering information for use during initial conception, development, and acquisition of materiel. Included are system safety input to required operating capabilities (ROC), letter requirement, and MOA, system safety input to solicitation documents, including responses to data calls, Federal Acquisition Regulation (FAR) and DOD FAR supplement clause requirements, and preparation of statement of work requirements, risk assessments for critical milestone reviews, system safety input to equipment performance report, value engineering proposal, value engineering change proposal, specification change notice, and similar information usually associated with major system acquisitions.~~

17.

~~**Disposition:** Code KE6. Event is when the development effort culminates in a type classification or reclassification action, or on cancellation of the development effort. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.~~

~~**FN:** 385-16c~~

~~**Title:** System safety historical files~~

~~**Authority:** N1-AU-90-6~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Information accumulated by offices responsible for collecting historical safety problem area information to determine safety problems of a commonly repeatable nature. Included are "lessons learned" from a particular system or several different systems, special projects, studies, or analyses of accident data, information on malfunctions and incidents, and similar information.~~

WITHDRAWN

18.

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~

~~**FN:** 385-95b~~

~~**Title:** Aviation safety council files~~

~~**Authority:** NN-168-144~~

~~**Privacy Act:** Not applicable~~

~~**Description:** Information relating to meetings of aviation safety councils. Included are minutes of meetings and similar information.~~

WITHDRAWN

19.

~~**Disposition:** Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.~~