

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 <i>Ad</i> 78 44
DATE RECEIVED	6 FEB 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>3-12-84</i> Date	<i>[Signature]</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2 MAJOR SUBDIVISION
Office of The Adjutant General

3 MINOR SUBDIVISION
Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
Ethel Littles

5 TEL EXT
693-1937

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 5 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 <i>Feb 78</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE Chief, Records Management Division
	GUY B. OLDAKER	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>AR 340-18-6, Maintenance and Disposition of General Personnel Management and Safety Functional Files</p> <p>Files descriptions and dispositions contained in the attached 4 pages pertain to radiation protection files accumulated in and administered by the Department of the Army.</p> <p>Request approval of permanent retention.</p> <p align="center"><i>Mass Data Change Worksheet Not Needed</i></p>		

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION <i>Item 1</i></p>	<p>608-01 Radiological protection committee files. 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 similar or related documents.</p> <p><i>a</i> Office of the secretary or chairman of the OTSG radioisotope committee, whichever is designated as office of record Permanent</p> <p><i>b</i> Offices of secretaries or chairmen of other radioisotope and radiological protection committees whichever is designated office of record Destroy after 30 years Retain <u>3 years</u> in CFV</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of The Surgeon General</p>
<p>3. CURRENT VOLUME.</p>	<p>3 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 40-13</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20-25 years after creation. <i>in 5 year blocks</i></p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 2</i></p>	<p>608-02 Radiological inspection files Documents relating to inspections conducted by ERDA, higher headquarters, special and routine radiological protection surveys, microwave, laser, and high intensity light source surveys conducted by US Army Environmental Hygiene Agency 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 or related documents <i>Note</i> For local radiation survey files use 608-05 Reports and documents maintained by US Army Environmental Hygiene Agency will be filed under file no 923-01</p> <p><i>a</i> Office performing Army-wide staff responsibility permanent <i>Disposition not approved</i> <i>b</i> Offices of the radiological protection officers destroy after 5 years or on completion of the next comparable inspection, survey or special study, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of The Surgeon General US Army Material Development & Readiness Command</p>
<p>3. CURRENT VOLUME.</p>	<p>8 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>4 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 40-13</p>
<p>8. RECORDS, WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION <i>Item 3</i></p>	<p>608-03 Radiological reporting files. Documents related to reporting information on the use of ionizing radiation for actual and experimental diagnostic and therapeutic services, for research, development, and industrial purposes, or for other applications. <u>Included are activity status, or operating reports, and similar or related documents.</u></p> <p>a. Officers performing Army-wide staff responsibility and requiring the report; b. Permanent <i>Disposition Not approved</i> Offices of radiological protection officers <u>Destroy after 5 years.</u> c. Other officers <u>Destroy after 2 years</u></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>, OFFICE OF THE SURGEON GENERAL US Army Material Development & Readiness Command</p>
<p>3. CURRENT VOLUME.</p>	<p>2 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical (By State)</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 40-13</p>
<p>8. RECORDS, WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-<u>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 4</i></p>	<p>608-04 Radiation incident case files. 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 or related documents</p> <p><i>Disposition not approved</i></p> <p>a. OTSG Records Cutoff on completion of the investigation or operation b. Offices of radiological protection officers Destroy after 30 years c. Other offices Destroy after 3 years</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of The Surgeon General</p>
<p>3. CURRENT VOLUME.</p>	<p>4 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or archival value</p>
<p>REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 40-13</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	