

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-AU-78 77

DATE RECEIVED

APR 14 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-26-78 *James B. Oldaker*
Date 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
THE ADJUTANT GENERAL CENTER

3. MINOR SUBDIVISION
RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
ETHEL K. 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 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 7 Apr 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James B. Oldaker</i>	E. TITLE Chief, Records Management Division
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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
1	<p>SYSTEM SAFETY FILES (FN 615-01) AR 340-18-6. Documents relating to the system safety criteria used in the development, testing, production, use and disposal of materiel. This includes technical safety engineering criteria for inclusion in system specifications; the Preliminary Hazard Analysis (PHA), Subsystem Hazard Analysis (SSHA), System Hazard Analysis (SHA), and Operational and Support (O&S) Hazard Analysis; Surface Danger Zone data; safety subtest plans, reports, and results; the System Safety Program Plan (SSPP); and other specialized or technical system safety analyses or related documents.</p> <p>Disposition: ^aOffice performing or procuring the analyses: Destroy 10 years after the system is type classified obsolete in accordance with provisions of AR 71-6.</p> <p>Other offices: ^bDestroy after 2 years.</p>	Samples Submitted	
2	<p>SYSTEM DEVELOPMENT MANAGEMENT AND ENGINEERING FILES. (FN 615-02) Management and engineering documents requiring system safety input during</p>		

115-107

Sent to agency. NAIM & NEW - 5/31/78
5 items

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With inclusive dates or retention periods)

initial conception, development, and acquisition of materiel. This includes system safety input to Required Operating Capabilities (ROC). Letter Requirement (LR), Letter of Agreement (LOA); system safety input to solicitation documents, including responses to Data Calls, Armed Services Procurement Regulation (ASPR) clause requirements, and preparation of Statement of Work requirements; risk assessments for critical milestone reviews; and system safety input to Equipment Performance Report (EPR), Value Engineering Proposal (VEP), Value Engineering Change Proposal (VECP), Specification Change Notice (SCN); and other similar documents usually associated with major system acquisitions.

Disposition: Destroy 1 year after the development effort culminates in a type classification/reclassification action, or upon cancellation of the development effort.

- 3 SYSTEM SAFETY HISTORICAL FILES. (FN 615-03) System safety documents relating to historical safety problem areas. These include system safety "lessons learned" from a particular system or several different systems. This may include either commercial or military documents related to system safety problem areas. It may include special projects, studies, or analyses of accident data, malfunctions, incidents, etc., to determine safety problems of a commonly repeatable nature.

Disposition: Destroy after 5 years.

- 4 TYPE CLASSIFIED ITEM FILES. (FN 615-04) Safety significant documents relating to systems that have been type classified and fielded. This will include documents and associated correspondence on safety related Equipment Improvement Recommendations (EIR). Equipment Change Proposal (ECP), Request for Waiver (RFW), Request for Deviation (RFD), Depot Maintenance Work Request (DMWR), and other related documents. System safety rationale for modification of fielded items to minimize

