

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

1/2/80 ✓  
 LEAVE BLANK

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 Littles

5. TEL EXT  
 693-1938

JOB NO  
 NCI-AU-80-17

DATE RECEIVED  
 1-2-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-30-81 *D. M. W.*  
 Date 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 2 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
13 Dec 79	<i>Guy B. Oldaker</i> GUY B. OLDAKER	CHIEF, RECORDS MANAGEMENT DIVISION

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	RADIATION ANALYSES FILES (FN 608-10) AR 340-18-6. 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 radiation 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 or related documents.  Disposition: a. Laboratory performing analysis: Destroy after 10 years. Retain 3 years in CFA.  b. Offices of radiation protection officers: Destroy after 5 years, except, records of surveys to evaluate release of radioactive effluents to the atmosphere at activities operating under Nuclear Regulatory Commission License: <del>Permanent.</del> <b>Destroy after 75 years.</b>		
2	RADIATION SOURCES ACCOUNTING FILES. (FN 608-11) Documents accumulated by radiation protection offices in controlling		7 items

*Changes made with Army approval  
 Closed Out: 4-17-81: (T.T. 1)  
 Copy to Agency & NNM  
 3/4/81*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
3	<p>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 or related documents.</p> <p>Disposition: a. Documents relating to sealed sources: Destroy 2 years after final disposition of the sealed source.</p> <p>b. Records of radioactive waste disposal: <del>Permanent</del> <b>Destroy after 75 years.</b></p> <p>c. Other documents: Destroy in CFA 5 years or 5 years after log or card is full.</p> <p>Title 10 Code of Federal Regulations Part 20.401(c)(2) requires that records of the results of surveys used to evaluate the release of radioactive effluents to the environment be maintained until the Nuclear Regulatory Commission authorizes their disposal.</p> <p>DIAGNOSTIC MEDICAL AND DENTAL X-RAY SYSTEM AND SPECIFIC COMPONENT FILES (FN 608-13). Documents related to certified diagnostic x-ray systems and specific components assembled/installed/reinstalled. Included are Form FD 2579, Report of Assembly of a Diagnostic X-Ray System; acceptance inspection report; compliance testing report; periodic verification/certification/calibration records, records of periodic maintenance services (DA Form 2407, Maintenance Request), manufacturer compliance/maintenance/calibration schedule, extract or copy of the radiation protection survey pertaining to the individual x-ray system, and similar or related documents.</p> <p>Disposition: Office performing maintenance/verification/certification and calibration: Retain in CFA for life of the x-ray system. Destroy in CFA 5 years after transfer of the x-ray system to *DPDO for scrap. All documents relating to the x-ray system will accompany equipment upon transfer.</p> <p>To be consistent with the current requirements of 21 CFR, Subchapter J, and TB MED 62 as they pertain to diagnostic medical and dental x-ray systems.</p> <p>*(Defense Property Disposal Office)</p>		