

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*40 items*

*430*

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

LEAVE BLANK	
DATE RECEIVED <i>APR 1976</i>	JOB NO <b>NC1-430-76-9</b>
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 "with drawn" in column 10	
5. TEL EXT <b>353-4152</b>	<i>JUN 8 1976</i> <i>James P. O'Neill</i> (Date) <i>acting</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

**U.S. Energy Research and Development Administration**

2. MAJOR SUBDIVISION

**ERDA Offices and Cost-Type Contractors**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**Robert K. Carpenter**

5. TEL EXT

**353-4152**

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 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*4/6/76*  
*[Signature]*  
**Loren L. Rademacher**  
(Signature of Agency Representative)

**Chief, Records Management Branch, OC**  
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Records relating to the calibration and inspection of instruments, used in the detection and recording of radiation, against sources of known radioactive emission or dose rate.</p> <p>a. History file of procedures indicating criteria for selection and methods used, and schedules giving frequency of calibration and maintenance of radiation detection instruments and equipment.</p> <p style="text-align: center;"><i>Destroy when 75 years old</i></p> <p>b. Reports of instrument and equipment distribution, decontamination, performance, inventories, statistical data, physical status, operating condition, and any related data.</p> <p style="text-align: center;">Until no longer needed for reference or 1 year, whichever is earlier.</p>		
2.	<p>Medical or health research project case files reflecting the history of the research project from initiation to completion, including research, development, design, and test results. Included are records such as: project proposal; review memoranda and comments; project authorizations and directives; copies of unpublished manuscripts, journal articles, and conference papers; progress reports; correspondence influencing the direction of the project; and lists of publications and films resulting from the</p>		

*Copy to Agency 6-9-76* *Copy to ALL FARC'S 6-10-76*  
*5-14-76 Corrections agreed to by Robert Carpenter (RFB)*

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	<p>project. Also included are the records of any subsequent studies resulting from the research.</p> <p><i>Permanent.</i>  <i>offer to National Archives 25 years after project completion</i></p> <p>3. Environmental contamination measurement records indicating presence and amount of radioactive materials in samples of air, water, earth, biological (animal and vegetation) and special materials from on-site and off-site locations</p> <p>a. Procedures which detail the methods used and frequency of analysis on environmental samples. Includes records or correspondence which give the philosophy and scope of sampling, provide interpretations of results, and detail the plans for sampling and analysis of environmental samples.</p> <p><i>(1) General procedures Permanent, offer to National Archives in 25 years.</i>      <i>(2) Specific procedures</i></p> <p>Until analytical results are verified, accepted, and summarized, or 5 years whichever is earlier.</p> <p>b. Analytical summaries of results of analyses including results on standards or other calibrations used to establish the validity of analytical results.</p> <p>Until analytical results are verified, accepted, and summarized, or 5 years whichever is earlier.</p> <p>c. Logbooks containing pertinent sampling or analytical calculations, observations, interpretations of results, etc.</p> <p>Until analytical results are verified, accepted, and summarized, or 5 years whichever is earlier.</p> <p>d. Worksheets, recorder charts, laboratory analysis requests, radioautograph film, dosimeter data and other interim records or devices used in determining the basic data from which results in Item b., above, are obtained.</p> <p>Until analytical results are verified, accepted, and</p>		

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4.	<p style="text-align: center;">summarized, or 5 years whichever is earlier.</p> <p>e. Notebooks of laboratory technicians and field inspectors concerned with earth sciences.</p> <p style="text-align: center;">Until analytical results are verified, accepted, and summarized, or 5 years whichever is earlier.</p> <p>f. Data gathered to measure residual contamination of soil and ground water with long-lived radioactive or toxic substances at or near ERDA sites.</p> <p style="text-align: center;"><del>Permanent. These records may never be offered to the National Archives.</del></p> <p><i>Offer to the National Archives when no longer needed by ERDA</i></p> <p>g. Environmental monitoring reports and topical reports defining the extent and levels of contamination in soil or real estate.</p> <p style="text-align: center;"><del>Permanent. These records may never be offered to the National Archives.</del></p> <p><i>Offer to the National Archives when no longer needed by ERDA.</i></p> <p>Radiation records providing an accurate, quantitative description of the exposure of personnel to external radiation and internally deposited radionuclides, including development of appropriate regulations and procedures used as a basis for the radiation-contamination control program.</p> <p>a. Records indicating radiation exposure dose to the individual due to alpha, beta, gamma, neutron, etc., radiation as determined by personnel radiation monitors or by estimates based on other radiation dose instruments.</p> <p>(1) Results of equipment calibration establishing the authenticity of the above dose results.</p> <p style="text-align: center;"><i>Destroy when 75 years old.</i></p> <p>(2) Automatic data processing system programs, codes, instruction tapes, discs, etc., if used for retrieval of Item a., above.</p>		

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	<p style="text-align: center;"><i>Destroy when 75 years. old.</i></p> <p>(3) Worksheets, requests for analysis, chart records recording information which must be interpreted or further modified before use, automatic data processing system input records, other information used in interim calculations or to verify that recorded data is correct (checksheets, etc.), and statistical summaries duplicating the above exposure data.</p> <p style="text-align: center;">Until exposure record above has been verified and approved, or one year, whichever is earlier.</p> <p>b. Files containing the radiation exposure histories of individual employees and visitors. Each file providing a record of exposure of an individual including both negative and positive results, to internal or external radiation and shall include:</p> <p>(1) Records of skin and nasal contamination incidents, including decontamination details.</p> <p style="text-align: center;"><i>Destroy when 75 years. old.</i></p> <p>(2) Incidents involving contaminated injuries along with decontamination and treatment of such injuries, including tourniquet time records, if used. (See also annex C-8, item 3) or (See also annex B-11, item 3).</p> <p style="text-align: center;"><i>Destroy when 75 years. old.</i></p> <p>(3) Results of direct measurement of radiation from the chest, specific organs, or whole body.</p> <p style="text-align: center;"><i>Destroy when 75 years. old.</i></p> <p>(4) Investigations of the following types:</p> <ul style="list-style-type: none"> <li>- Assimilations of radioactive materials in excess of standards and control guides.</li> <li>- Missing or unusual personnel radiation exposure data.</li> </ul>		

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	<p>- Radiation exposures exceeding quarterly or yearly exposure guides and standards.</p> <p><i>Destroy when 75 years. old.</i></p> <p>(5) Records of bioassay data.</p> <p>(a) Positive laboratory results on bioassay samples (urine, feces, blood, etc.) used to determine internal assimilation of a radionuclide by an individual.</p> <p><i>Destroy when 75 years. old.</i></p> <p>(b) Laboratory results indicating no assimilation of radioactive materials.</p> <p><i>Destroy when 75 years. old.</i></p> <p>(c) Bioassay schedules, worksheets, automatic data system input records.</p> <p style="text-align: center;">Until purpose is served or 1 year, whichever is earlier.</p> <p>c. Technical standards, operating guides, laboratory, operating and radiation-contamination control procedures describing the technical and administrative basis for the radiation-contamination protection program.</p> <p>(1) Historical file of standards, guides and procedures, including revisions, and background records defining philosophy in development, methods of evaluation, and mode and scope of radiation-contamination protection efforts.</p> <p><i>75 years. permanent Offer to the National Archives in 25 years</i></p> <p>(2) Detail plans for specific jobs performed within the scope of the above procedures and similar records relating to routine daily operations.</p> <p style="text-align: center;">Until purpose is served or 1 year, whichever is earlier.</p>		

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	<p>d. Logbooks (chronological history) which provide a concise summary of shift and daily activities including unusual incidents, radiation and contamination problems, release of radionuclides to work areas or public zones, interpretation of unusual chart recordings and similar items.</p> <p style="text-align: center;"><i>Destroy when 75 years. old.</i></p> <p>e. Routine radiation and contamination surveys and air sample logs, including resulting laboratory analyses and equipment calibrations, indicating no unusual health or safety problems.</p> <p style="text-align: center;"><i>Destroy when 75 years. old.</i></p> <p>f. Recorder chart records of radiation and contamination detected by air activity monitors (gaseous and particulate) and ionization chambers.</p> <p style="text-align: center;">Until purpose is served or 3 months, whichever is earlier.</p> <p>g. Reports and engineering studies on unusual radiation or contamination problems.</p> <p style="text-align: center;"><i>Destroy when 100 years. old.</i></p> <p>h. Records covering radioactive shipments by commercial carrier or over privately-owned property.</p> <p style="text-align: center;">5 years.</p> <p>5. Records prepared in the normal course of business establishing exposure of personnel to hazardous concentrations of toxic chemicals and other materials, but excluding radionuclides.</p> <p>a. Standards, operating guides and procedures including revisions and background records which establish operating practices.</p> <p style="text-align: center;"><i>75 years. Permanent, offer to the National Archives in 75 years.</i></p> <p>b. Operating plans for specific jobs within the scope of the above established operating practices.</p>		

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	<p>Until purpose is served or 1 year, whichever is earlier.</p> <p>c. Records and investigations establishing the extent of employee exposure to toxic chemicals and materials. These records should be filed in the Health Physics personnel folder (item 4b, above), wherever possible.</p> <p><i>Destroy when 75 years. old.</i></p> <p>d. Industrial Hygiene logsheets recording surveys for industrial hazards other than radiation and contamination.</p> <p>(1) Surveys indicating no industrial hazard.</p> <p><i>Destroy when 75 years. old.</i></p> <p>(2) Surveys indicating a potential industrial hazard.</p> <p>Until related facility is dismantled.</p>		
6.	<p>Radioactive waste disposal or unplanned deposition records:</p> <p>a. Regulations governing radioactive waste shipments and burials, including ERDA Manual Appendix 0529 and 0511, Federal Regulations and guidelines and other pertinent standards, guides and procedures.</p> <p>Permanent. <del>These records may never be offered to the National Archives.</del></p> <p><i>Offer to the National Archives when no longer needed by ERDA.</i></p> <p>b. Records which indicate type of waste, (solid, liquid, or gaseous) degree of radioactivity; and for solid waste: date of burial, volume buried, activity level, and storage location.</p> <p>Permanent. <del>These records may never be offered to the National Archives.</del></p> <p><i>Offer to the National Archives when no longer needed by ERDA.</i></p> <p>c. Miscellaneous worksheets, checklists or other data sheets from which pertinent data has been transcribed</p>		

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	<p>to Item b., above.</p> <p>Until purpose is served or 1 year, whichever is earlier.</p> <p>d. Records of unplanned deposition (spills or leaks) of radioactivity.</p> <p>Permanent. <del>These records may never be offered to the National Archives.</del></p> <p><i>Offer to the National Archives when no longer needed by ERDA.</i></p> <p>e. Records of radioactive gaseous wastes discharged to atmosphere and radioactive liquid wastes discharged to surface ground or water.</p> <p>Permanent. <del>These records may never be offered to the National Archives.</del></p> <p><i>Offer to the National Archives when no longer needed by ERDA.</i></p> <p>f. Miscellaneous waste disposal records including transfers from operating building or between tanks, boiloff rates and intank solidification information providing pertinent data has been transcribed to records which are retained.</p> <p>1 year.</p>		
7.	<p>Radiation detection charts used with alarm systems to record radiation in excess of established guides in production plant areas, provided unusual radiation data are posted to other records which are retained.</p> <p>1 year.</p>		