

Request for Records Disposition Authority

Records Schedule Number **DAA-0434-2015-0006**
 Schedule Status **Approved**

Agency or Establishment **National Nuclear Security Administration**
 Record Group / Scheduling Group **General Records of the Department of Energy**
 Records Schedule applies to **Major Subdivision**
 Major Subdivision **Naval Nuclear Propulsion Program (NNPP)**
 Schedule Subject **Mission-related Records**
 Internal agency concurrences will be provided **Yes**

Background Information **Records listed in the Mission schedule document and support the mission for which the NNPP was created, which is to provide militarily effective nuclear propulsion plants to the United States Navy; ensure their safe, reliable, and long-lived operation; and responsibly decommission the plants and dispose of the spent fuel. Mission-related records document the design, manufacture, use, servicing, quality assurance, and final disposition of NNPP products. The records consist of, but are not limited to, correspondence, raw data, checklists, work documents, maps and drawings, audio and video recordings, test analyses, formal reports, and technical manuals.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
30	3	27	0

GAO Approval

Outline of Records Schedule Items for DAA-0434-2015-0006

Sequence Number	
1	Engineering or Technical Policies and Procedures Disposition Authority Number: DAA-0434-2015-0006-0001
2	Staging Packages Disposition Authority Number: DAA-0434-2015-0006-0002
3	Deficiency / Discrepancy Reports (Invalid) Disposition Authority Number: DAA-0434-2015-0006-0003
4	Power Plant Checks Disposition Authority Number: DAA-0434-2015-0006-0004
5	Power Plant Data Disposition Authority Number: DAA-0434-2015-0006-0005
6	Deficiency / Discrepancy Reports (Accept As Is) Disposition Authority Number: DAA-0434-2015-0006-0006
7	Dry Storage Process Disposition Authority Number: DAA-0434-2015-0006-0007
8	Examinations (Exams) for Non-Fuel Items Disposition Authority Number: DAA-0434-2015-0006-0008
9	Prerequisites for Work Performance Disposition Authority Number: DAA-0434-2015-0006-0009
10	Power Plant Monitoring Disposition Authority Number: DAA-0434-2015-0006-0010
11	Project Support Disposition Authority Number: DAA-0434-2015-0006-0011
12	Test Laboratory Operations Disposition Authority Number: DAA-0434-2015-0006-0012
13	Examinations (Exams) on Hardware Disposition Authority Number: DAA-0434-2015-0006-0013
14	Patents and Inventions Disposition Authority Number: DAA-0434-2015-0006-0014
15	Design Project Administration Disposition Authority Number: DAA-0434-2015-0006-0015
16	Spent Fuel Shipment Logistics Disposition Authority Number: DAA-0434-2015-0006-0016
17	Water Pit and Hot Cell Preparation Disposition Authority Number: DAA-0434-2015-0006-0017
18	Acceptable Knowledge for Waste Operations

	Disposition Authority Number: DAA-0434-2015-0006-0018
19	Control Requirements for Specialized Work Areas Disposition Authority Number: DAA-0434-2015-0006-0019
20	Design, Manufacture, Use, Servicing, and Quality Assurance Disposition Authority Number: DAA-0434-2015-0006-0020
21	Equipment History (Mission-Related) Disposition Authority Number: DAA-0434-2015-0006-0021
22	Fleet Support Disposition Authority Number: DAA-0434-2015-0006-0022
23	Reactor Inactivation and Refueling Disposition Authority Number: DAA-0434-2015-0006-0023
24	Reactor Operation Disposition Authority Number: DAA-0434-2015-0006-0024
25	Terminated Design Projects Disposition Authority Number: DAA-0434-2015-0006-0025
26	Cross-Project Research and Development Disposition Authority Number: DAA-0434-2015-0006-0026
27	Spent Fuel Disposition Authority Number: DAA-0434-2015-0006-0027
28	Nationally Significant Events Disposition Authority Number: DAA-0434-2015-0006-0028
29	Nationally Significant Research, Development, and Technology Disposition Authority Number: DAA-0434-2015-0006-0029
30	Program Planning, Execution, and Organization Disposition Authority Number: DAA-0434-2015-0006-0030

Records Schedule Items

Sequence Number					
1	<p>Engineering or Technical Policies and Procedures</p> <p>Disposition Authority Number DAA-0434-2015-0006-0001</p> <p>Support policies relating to the Naval Nuclear Propulsion Program mission. These are records from technical groups versus the Administrative Policies and Procedures found in DAA-0434-2015-0007. Examples include laboratory manuals and standards, laboratory logbooks describing analyses of daily activities of the laboratory, sample receiving logs, and analysis requests.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">1-01-01</td> <td></td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff: When superseded or obsolete.</p> <p>Retention Period Destroy immediately after superseded or obsolete.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	1-01-01	
Manual Citation	Manual Title				
1-01-01					
2	<p>Staging Packages</p> <p>Disposition Authority Number DAA-0434-2015-0006-0002</p> <p>Lists of materials (e.g., consumables, calibrated tools, and spent fuel canister) that are required for loading spent fuel canisters.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>				

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
1-01-02	

Disposition Instruction

Cutoff Instruction Cutoff: When superseded or obsolete.
Retention Period Destroy immediately after superseded or obsolete.

Additional Information

GAO Approval Not Required

Deficiency / Discrepancy Reports (Invalid)

Disposition Authority Number DAA-0434-2015-0006-0003

Reports of deviations from established policy or required standards. These reports pertain to deficiencies which were reviewed and determined to be invalid.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-02-01	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.
Retention Period Destroy 1 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Power Plant Checks

Disposition Authority Number DAA-0434-2015-0006-0004

Checklists of sequential steps taken during the changing of plant conditions.

Final Disposition Temporary

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Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1-02-02	

GRS or Superseded Authority Citation **N1-434-91-8 / 3/2/d**

Disposition Instruction

Cutoff Instruction **Cutoff: End of fiscal or calendar year.**

Retention Period **Destroy 1 year(s) after end of fiscal or calendar year.**

Additional Information

GAO Approval **Not Required**

Power Plant Data

Disposition Authority Number **DAA-0434-2015-0006-0005**

Tapes, recorder charts, and other source records generated to document conditions in the power plant.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1-03-01	

GRS or Superseded Authority Citation **N1-434-91-8 / 3/2/C**

Disposition Instruction

Cutoff Instruction **Cutoff: End of fiscal or calendar year.**

Retention Period **Destroy 3 year(s) after end of fiscal or calendar year.**

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Additional Information

GAO Approval Not Required

Deficiency / Discrepancy Reports (Accept As Is)

Disposition Authority Number DAA-0434-2015-0006-0006

Reports of deviations from established policy or required standards which were resolved "accept as is" (deficiency or discrepancy is acknowledged and addressed) or refer to another work document for resolution.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-04-01	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

Retention Period Destroy 10 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Dry Storage Process

Disposition Authority Number DAA-0434-2015-0006-0007

Work documents that support normal operations during the dry storage process and do not modify the state of the equipment.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title

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1-04-02	
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Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.
Retention Period Destroy 10 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Examinations (Exams) for Non-Fuel Items

Disposition Authority Number DAA-0434-2015-0006-0008

Work documents that support examination programs, including nondestructive and destructive exams on non-fuel items.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-04-03	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.
Retention Period Destroy 10 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Prerequisites for Work Performance

Disposition Authority Number DAA-0434-2015-0006-0009

Work documents that include justification, staffing, initiation, or execution of future work, consisting of lists and checklists.

Final Disposition Temporary

Item Status Active

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Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1-04-04	

Disposition Instruction

Cutoff Instruction **Cutoff: End of fiscal or calendar year.**

Retention Period **Destroy 10 year(s) after end of fiscal or calendar year.**

Additional Information

GAO Approval **Not Required**

Power Plant Monitoring

Disposition Authority Number **DAA-0434-2015-0006-0010**

Logs and reports used to monitor reactor equipment conditions and procedures. Includes control room, shift supervisor, and Engineering Officer of the Watch (EOOW) logs.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1-04-05	

GRS or Superseded Authority Citation **N1-434-91-8 / 3/2/B**
N1-434-91-8 / 3/2/E

Disposition Instruction

Cutoff Instruction **Cutoff: End of fiscal or calendar year.**

Retention Period **Destroy 10 year(s) after end of fiscal or calendar year.**

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Additional Information

GAO Approval Not Required

Project Support

Disposition Authority Number DAA-0434-2015-0006-0011

Documentation of research and experiments that are related to mission-specific projects but are not part of a case or project file. These records generally document activities that are routine; do not lead to a follow-up action; or are so preliminary in nature they have no value in maintaining the project results. Includes data summary transmittals; preliminary sketches, drawings, specifications, and photographs; and raw data logs.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-04-06	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

Retention Period Destroy 10 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

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Test Laboratory Operations

Disposition Authority Number DAA-0434-2015-0006-0012

Work documents, routers, job folders, and projections of planned work for the administration and operation of test laboratories.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
1-04-07	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.
Retention Period Destroy 10 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Examinations (Exams) on Hardware

Disposition Authority Number DAA-0434-2015-0006-0013

Work documents for exams on hardware that interfaces with fuel (e.g., control rods, module housing) which is retained after the work/exam has been completed and the data (if any) has been transmitted to the sponsor.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-05-01	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.
Retention Period Destroy 30 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Patents and Inventions

Disposition Authority Number DAA-0434-2015-0006-0014

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Invention disclosures and supporting documentation that could result in establishing patents. Records include invention dockets and applications for patents.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-05-02	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

Retention Period Destroy 30 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Design Project Administration

Disposition Authority Number DAA-0434-2015-0006-0015

Support and document the administration of a project, but do not have ongoing value in maintaining the project results. Includes integrated project schedules and interim progress reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-06-01	

Disposition Instruction

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Cutoff Instruction Cutoff: Project completion.
Retention Period Destroy 1 year(s) after project completion.

Additional Information

GAO Approval Not Required

Spent Fuel Shipment Logistics

Disposition Authority Number DAA-0434-2015-0006-0016

Pertains to logistics of planning and coordinating spent fuel shipments, including interactions with municipal government agencies.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-06-02	

Disposition Instruction

Cutoff Instruction Cutoff: Shipment of the same spent fuel container type.

Retention Period Destroy 1 year(s) after shipment of the same spent fuel container type.

Additional Information

GAO Approval Not Required

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Water Pit and Hot Cell Preparation

Disposition Authority Number DAA-0434-2015-0006-0017

Documentation required to ensure readiness of some operations in the water pits or hot cells.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in No

electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
1-06-03	

Disposition Instruction

Cutoff Instruction Cutoff: Water pit or hot cell is disestablished.

Retention Period Destroy 1 year(s) after water pit or hot cell is disestablished.

Additional Information

GAO Approval Not Required

Acceptable Knowledge for Waste Operations

Disposition Authority Number DAA-0434-2015-0006-0018

Any documentation that describes or verifies waste stream-specific history, mission, operations, and information, which is used to define the generating process, waste matrix, waste quantities, and contaminants (radiological and chemical) in connection with Transuranic (TRU) waste.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-07-01	

Disposition Instruction

Cutoff Instruction Cutoff: Waste shipment is complete.

Retention Period Destroy 5 year(s) after waste shipment is complete.

Additional Information

GAO Approval Not Required

Control Requirements for Specialized Work Areas

Disposition Authority Number DAA-0434-2015-0006-0019

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Documents that provide direction for performing work in specialized work areas, including hot cells and water pits.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-07-02	

Disposition Instruction

Cutoff Instruction Cutoff: When superseded or obsolete.

Retention Period Destroy 5 year(s) after superseded or obsolete.

Additional Information

GAO Approval Not Required

Design, Manufacture, Use, Servicing, and Quality Assurance

Disposition Authority Number DAA-0434-2015-0006-0020

Records that show the capability for safe operation and are significant for developing, maintaining, reworking, repairing, replacing, or modifying equipment, components, or systems that are the products of the program. Records include project plans, descriptions, cost estimates and actual data, performance schedules, drawings, specifications, procedures, manufacturing traveler/route sheets, correspondence and approvals, results of testing and inspections, material certifications, delivery documents, problem or nonconformity reports, and technical manuals on system operations used for training.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-07-03	

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GRS or Superseded Authority Citation N1-434-91-8 / 3/1/B

Disposition Instruction

Cutoff Instruction Cutoff: Dismantlement or disposal of product, or the discontinuance of the use of its design.

Retention Period Destroy 5 year(s) after dismantlement or disposal of product, or the discontinuance of the use of its design.

Additional Information

GAO Approval Not Required

Equipment History (Mission-Related)

Disposition Authority Number DAA-0434-2015-0006-0021

Equipment history binders, procedures, specifications, and work documents for mission-related equipment that provide history of equipment, including receipt, design, use, inspection, repair, alterations, and disposition.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-07-04	

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Disposition Instruction

Cutoff Instruction Cutoff: Dismantlement or disposal of equipment.

Retention Period Destroy 5 year(s) after dismantlement or disposal of equipment.

Additional Information

GAO Approval Not Required

Fleet Support

Disposition Authority Number DAA-0434-2015-0006-0022

Pertains to technical and other support provided to the fleet. Records include support and logistics data input and output, requests for diagram changes and

concurrences, test data, naval messages and responses, test analyses, and trouble records.

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-07-05	

Disposition Instruction

Cutoff Instruction Cutoff: Dismantlement or disposal of applicable component, equipment, or process.
Retention Period Destroy 5 year(s) after dismantlement or disposal of applicable component, equipment, or process.

Additional Information

GAO Approval Not Required

Reactor Inactivation and Refueling

Disposition Authority Number DAA-0434-2015-0006-0023

Procedures and instructions used to inactivate and/or refuel reactors.

Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-07-06	

Disposition Instruction

Cutoff Instruction Cutoff: Reactor is dismantled.
Retention Period Destroy 5 year(s) after reactor is dismantled.

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Additional Information

GAO Approval Not Required

Reactor Operation

Disposition Authority Number DAA-0434-2015-0006-0024

Reports and logs showing operating conditions of reactors.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-07-07	

GRS or Superseded Authority Citation N1-434-91-8 / 3/2/A

Disposition Instruction

Cutoff Instruction Cutoff: Core from the last ship or prototype using the core design is removed.

Retention Period Destroy 5 year(s) after core from the last ship or prototype using the core design is removed.

Additional Information

GAO Approval Not Required

25

Terminated Design Projects

Disposition Authority Number DAA-0434-2015-0006-0025

Advanced planning, preliminary design, engineering/design studies, and other data documenting terminated design projects (projects not authorized for design or fabrication or terminated prior to completion).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

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Manual Citation	Manual Title
1-08-01	

Disposition Instruction

Cutoff Instruction Cutoff: Project termination.
Retention Period Destroy 10 year(s) after project termination.

Additional Information

GAO Approval Not Required

Cross-Project Research and Development

Disposition Authority Number DAA-0434-2015-0006-0026

Records of research, development, design, and testing which are applicable across many projects and programs and have continuing value for future research, development, design, and testing. Examples include noise analyses, technical reports, reactor safety design files, and thermal hydraulic analyses.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-09-01	

GRS or Superseded Authority Citation N1-434-99-3 / 2/B/1

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.
Retention Period Destroy when no longer needed for business purposes, but no sooner than 80 years after cutoff. Review after 80 years, and every 5 years thereafter, for ongoing legal and technical relevance.

Additional Information

GAO Approval Not Required

27

Spent Fuel

Disposition Authority Number **DAA-0434-2015-0006-0027**

Records that support the handling of spent naval fuel, including receipt inspections for Spent Fuel Container (SFC) items; radiation surveys of SFCs; and accountability records, work documents, and policies and manuals/procedures pertaining to all aspects of spent naval fuel.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1-09-02	

GRS or Superseded Authority Citation **N1-434-01-03 / 3**

Disposition Instruction

Cutoff Instruction **Cutoff: When shipped to final repository.**

Retention Period **Destroy when no longer needed for business purposes but no sooner than 80 years after cutoff. Review after 80 years, and every 5 years thereafter, for ongoing legal and technical relevance.**

Additional Information

GAO Approval **Not Required**

Nationally Significant Events

Disposition Authority Number **DAA-0434-2015-0006-0028**

Records relating to events and occurrences which have national or international significance relating to the operation of the NNPP. Qualifying events have garnered national or international attention including NNPP support during the Fukushima Reactor event in Japan.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **No**

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electronic format(s) other than e-mail and word processing?

Manual Citation	Manual Title
1-10-01	

Disposition Instruction

Cutoff Instruction Cutoff: When no longer needed for business purposes.

Transfer to the National Archives for Accessioning Transfer to the National Archives 80 year(s) after no longer needed for business purposes.

Additional Information

First year of records accumulation 1947

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	150 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

29

Nationally Significant Research, Development, and Technology

Disposition Authority Number DAA-0434-2015-0006-0029

Records of research and development or technology that have exceptional value due to the uniqueness of research or because they show first-of-a-kind design or development. May also include records relating to unique structures built to accomplish the program's mission. Examples include Naval Reactors Design Notes.

Final Disposition Permanent

Item Status **Active**
 Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Manual Citation	Manual Title
1-10-02	

Disposition Instruction

Cutoff Instruction **Cutoff: When no longer needed for business purposes.**
 Transfer to the National Archives for Accessioning **Transfer to the National Archives 80 year(s) after no longer needed for business purposes**

Additional Information

First year of records accumulation **1947**
 What will be the date span of the initial transfer of records to the National Archives? **Unknown**
Unknown
 How frequently will your agency transfer these records to the National Archives? **Unknown**
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	50 Cubic feet	10 Cubic feet
Microform		
Hardcopy or Analog Special Media		

30

Program Planning, Execution, and Organization
 Disposition Authority Number **DAA-0434-2015-0006-0030**

High-level plans, policies, and other records that are evidence of strategic decisions made concerning the direction of the program's mission and function and the evolution of its organizational structure.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
1-10-03	

Disposition Instruction

Cutoff Instruction Cutoff: When no longer needed for business purposes.

Transfer to the National Archives for Accessioning Transfer to the National Archives 80 year(s) after no longer needed for business purposes.

Additional Information

First year of records accumulation 1947

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	50 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/23/2015	Certify	Maria Levesque	Director of Records Management Services	Office of the Chief Information Officer - Records Management Program Office
02/18/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/25/2016	Submit For Certification	Juliet Dimond	Records Officer	NNSA - NA30
03/02/2016	Certify	Maria Levesque	Director of Records Management Services	Office of the Chief Information Officer - Records Management Program Office
08/25/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/29/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/29/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist