

Request for Records Disposition Authority

Records Schedule Number DAA-0434-2015-0007

Schedule Status Modified Approved Version

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 Records of Infrastructure Maintenance, Support, and Security

Internal agency concurrences will be provided Yes

Background Information Records listed in the Infrastructure Maintenance, Support, and Security schedule document activities needed to maintain and support the infrastructure that allows the accomplishment of the program’s mission. These activities include general administration, information technology, materials management, equipment maintenance and use, facilities construction and maintenance, records management, and security (including information assurance). Infrastructure records consist of correspondence, diagrams, drawings, floor plans, logs, inventories, reports, service requests, equipment and systems specifications, and inspection records and certifications.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0434-2015-0007

Sequence Number	
1	Facilities Planning Disposition Authority Number: DAA-0434-2015-0007-0003
2	Load Tests on Weight Handling Equipment Disposition Authority Number: DAA-0434-2015-0007-0005
3	Receipt Inspections of General Use Items and Consumables Disposition Authority Number: DAA-0434-2015-0007-0009
4	Access and Security Alarm System Maintenance and Testing Disposition Authority Number: DAA-0434-2015-0007-0010
5	Fire Protection System Inspection and Testing—every three years or less Disposition Authority Number: DAA-0434-2015-0007-0013
6	Physical Inventory and Control Disposition Authority Number: DAA-0434-2015-0007-0017
7	Receipt Inspections for Chemicals, Parts, and Tooling Disposition Authority Number: DAA-0434-2015-0007-0020
8	Audits, Assessments, Evaluations, Investigations, and Surveillances Disposition Authority Number: DAA-0434-2015-0007-0022
9	Equipment Utilization Projections Disposition Authority Number: DAA-0434-2015-0007-0023
10	Fire Station Operations Disposition Authority Number: DAA-0434-2015-0007-0024
11	General Operational Correspondence Disposition Authority Number: DAA-0434-2015-0007-0025
12	Manual / Procedure Approval Disposition Authority Number: DAA-0434-2015-0007-0026
13	Physical Security and Access Disposition Authority Number: DAA-0434-2015-0007-0027
14	Public Utterance Disposition Authority Number: DAA-0434-2015-0007-0028
15	Access Control and Security Alarm Systems Disposition Authority Number: DAA-0434-2015-0007-0031
16	Calibration Certification of Tools and Equipment Disposition Authority Number: DAA-0434-2015-0007-0033
17	Communications Security (COMSEC) Accountability Disposition Authority Number: DAA-0434-2015-0007-0034
18	Inspection, Preventive Maintenance, and Minor Repairs

19	Disposition Authority Number: DAA-0434-2015-0007-0036 Load-Bearing Equipment Certifications and Tests Disposition Authority Number: DAA-0434-2015-0007-0037
20	Receipt Inspections of Controlled Material Disposition Authority Number: DAA-0434-2015-0007-0039
21	Computer Applications Development, Implementation, and Management Disposition Authority Number: DAA-0434-2015-0007-0040
22	Fire Protection System Inspection and Testing — periodicity of greater than every t hree years Disposition Authority Number: DAA-0434-2015-0007-0042
23	Project Management Disposition Authority Number: DAA-0434-2015-0007-0049
24	Top Secret Document Control Disposition Authority Number: DAA-0434-2015-0007-0051
25	Automobile and Property Insurance Disposition Authority Number: DAA-0434-2015-0007-0052
26	Physical Security and Safeguards Plans and Policies Disposition Authority Number: DAA-0434-2015-0007-0057
27	Non-Radiological Incidents and Unplanned Events Disposition Authority Number: DAA-0434-2015-0007-0058
28	Security Assessment and Inspection Disposition Authority Number: DAA-0434-2015-0007-0059
29	Legal Files - Significant and Public Interest Disposition Authority Number: DAA-0434-2015-0007-0061
30	Site History Disposition Authority Number: DAA-0434-2015-0007-0062

Records Schedule Items

Sequence Number					
1	<p>Facilities Planning</p> <p>Disposition Authority Number DAA-0434-2015-0007-0003</p> <p>Various plans projecting maintenance, repairs, construction remediation, and demolition projects by site. Includes the 30-year facility plan, which is the foundation for the annual and 10-year facilities plans.</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="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>2-01-03</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	2-01-03	
Manual Citation	Manual Title				
2-01-03					
2	<p>Load Tests on Weight Handling Equipment</p> <p>Disposition Authority Number DAA-0434-2015-0007-0005</p> <p>Work documents for tests performed on weight handling equipment per lifting standards. Tests may be performed on eyebolts, grapplers, hoist rings, hooks, load cells, shackles, slings, spreader bars, and turnbuckles.</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>				

3

Manual Citation	Manual Title
2-01-05	

Disposition Instruction

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

Additional Information

GAO Approval Not Required

Receipt Inspections of General Use Items and Consumables

Disposition Authority Number DAA-0434-2015-0007-0009

Inspections performed on shipments of general use items or consumables as they are received. Examples of items inspected include booties, gloves, blotter paper, gas bottles of supplied air, and yellow and green poly.

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
2-02-04	

GRS or Superseded Authority Citation N1-434-91-8 / 2/1/A/4

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

4

Access and Security Alarm System Maintenance and Testing

Disposition Authority Number DAA-0434-2015-0007-0010

Records that show alarm activity, including maintenance and testing, for all components of the access and security control system.

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
2-03-01	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.
Retention Period Destroy 3 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Fire Protection System Inspection and Testing—every three years or less

Disposition Authority Number DAA-0434-2015-0007-0013

Reports of inspections and tests performed on fire protection systems every three years or less, including monthly, semi-annual, and annual inspections and tests to verify satisfactory performance. Retention period is consistent with applicable fire codes.

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
2-03-04	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.
Retention Period Destroy 3 year(s) after end of fiscal or calendar year.

5

6

Additional Information

GAO Approval Not Required

Physical Inventory and Control

Disposition Authority Number DAA-0434-2015-0007-0017

Annual inventories and other records compiled to document and control equipment, supplies, excess personal property, and other items maintained in the warehouse, stockrooms, and other storage areas. Includes inventory of firearms and ammunition maintained by the security organization.

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
2-03-08	

GRS or Superseded Authority Citation DAA-GRS-2016-0011-0001
DAA-GRS-2016-0011-0004

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

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

Additional Information

GAO Approval Not Required

7

Receipt Inspections for Chemicals, Parts, and Tooling

Disposition Authority Number DAA-0434-2015-0007-0020

Inspections of certain types of materials performed for quality assurance purposes when materials are received.

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
2-03-11	

GRS or Superseded Authority Citation N1-434-91-8 / 2/1/A/3

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

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

Additional Information

GAO Approval Not Required

Audits, Assessments, Evaluations, Investigations, and Surveillances

Disposition Authority Number DAA-0434-2015-0007-0022

Audits, assessments, evaluations, investigations, and surveillances (including critiques) that show level of adherence to established policies and procedures, including records of corrective actions, and investigations of any kind that do not involve personal injury or environmental impact. Records may include audits of classified documents, compensation, Equal Employment Opportunity Commission (EEOC), patent, and telephone use; computer security incident responses; motor vehicle accident reports; property damage reports; records concerning security infractions (i.e., not involving law enforcement); and supplier quality rating forms and performance histories. Investigations of significant problems and unexpected occurrences that directly relate to the safety or controlled performance of mission-related work (e.g., construction, operation, testing, maintenance, repair, or inactivation of nuclear propulsion plants) or that occur in the following functional areas: nuclear criticality safety; environmental, safety and health; safeguards and security; and fire protection/facility damage are covered elsewhere in the schedule.

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
2-04-01	

8

9

GRS or Superseded Authority Citation

DAA-GRS-2013-0006-0002
DAA-GRS-2016-0011-0017
DAA-GRS-2017-0006-0013

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

Equipment Utilization Projections

Disposition Authority Number

DAA-0434-2015-0007-0023

Reports and other summary records that support and document the issuance and use of equipment, providing basic data on anticipated equipment needs by project, showing classification of equipment, and listing scheduled and actual hours of operation.

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
2-04-02	

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

Fire Station Operations

Disposition Authority Number

DAA-0434-2015-0007-0024

Logs and reports documenting the operations of site fire stations.

10

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
2-04-03	

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

General Operational Correspondence

Disposition Authority Number DAA-0434-2015-0007-0025

Correspondence files documenting the execution of the established mission for which an office has primary responsibility, provided the correspondence is not specifically covered by another records schedule item and is not part of a case file.

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
2-04-04	

Disposition Instruction

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

11

12

Additional Information

GAO Approval Not Required

Manual / Procedure Approval

Disposition Authority Number DAA-0434-2015-0007-0026

Management review conducted to determine the potential impact of revisions to manuals, procedures, and instructions.

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
2-04-05	

GRS or Superseded Authority Citation DAA-GRS-2013-0002-0007
DAA-GRS-2013-0002-0008

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

13

Physical Security and Access

Disposition Authority Number DAA-0434-2015-0007-0027

Authorizations and control documents for the administration of personnel and incoming visitor security and access to an area, building, facility, or site, excluding records maintained in individual personnel files. Also includes documentation of visits to other sites (outgoing visitor control). Records include badging records, briefing and debriefing statements, cleared visitor registers, contractor escort sheets, criticality gate registers, employee visit requests and approvals, foreign national visit reports, uncleared visit requests, and vehicle entrance logs.

Final Disposition Temporary

Item Status Active

14

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
2-04-06	

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**

Public Utterance

Disposition Authority Number **DAA-0434-2015-0007-0028**

Pertains to the review and approval process for disseminating program information to a defined audience or to the general public. Includes routine press releases and requests from employees (with responses) to publish or speak at professional conferences.

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
2-04-07	

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

15

GAO Approval Not Required

Access Control and Security Alarm Systems

Disposition Authority Number DAA-0434-2015-0007-0031

Access control and security alarm system files, including systems drawings, configuration and operations files, and manufacturer's documentation.

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
2-05-01	

Disposition Instruction

Cutoff Instruction Cutoff: System is upgraded or replaced.

Retention Period Destroy 1 year(s) after system is upgraded or replaced.

Additional Information

GAO Approval Not Required

16

Calibration Certification of Tools and Equipment

Disposition Authority Number DAA-0434-2015-0007-0033

Calibration and maintenance records for Measurement and Test Equipment (M&TE), including analyzers, dimensional items, calipers, gauges, load cells, pressure gauges, meters, torque items, calibrators (electrical, pressure, temperature), transducers, velometers, weights, scales, shunts, surface plates, and totalizers.

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

17

2-05-03	
---------	--

Disposition Instruction

Cutoff Instruction Cutoff: Item is permanently removed from service.
Retention Period Destroy 1 year(s) after item is permanently removed from service.

Additional Information

GAO Approval Not Required

Communications Security (COMSEC) Accountability

Disposition Authority Number DAA-0434-2015-0007-0034

COMSEC accountability records, including records relating to the transfer, inventory, receipt, and destruction of COMSEC material.

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
-----------------	--------------

2-05-04	
---------	--

Disposition Instruction

Cutoff Instruction Cutoff: COMSEC file is closed.
Retention Period Destroy 1 year(s) after COMSEC file is closed.

Additional Information

GAO Approval Not Required

Inspection, Preventive Maintenance, and Minor Repairs

Disposition Authority Number DAA-0434-2015-0007-0036

Documents routine inspection and preventive maintenance (PM) performed on equipment and systems that are not an integral feature of the facilities infrastructure. Also includes all requests for repairs so minor they are completed immediately and do not result in the creation of additional records.

Final Disposition Temporary

18

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
2-05-08	

GRS or Superseded Authority Citation **DAA-GRS-2016-0011-0011**

Disposition Instruction

Cutoff Instruction **Cutoff: Inspection, PM, or repair is completed or canceled.**
 Retention Period **Destroy 1 year(s) after inspection, PM, or repair is completed or canceled.**

Additional Information

GAO Approval **Not Required**

Load-Bearing Equipment Certifications and Tests

Disposition Authority Number **DAA-0434-2015-0007-0037**

Certification records for lifting equipment, such as cranes and forklifts, per lifting standards. Records include annual test results and analyses, approval requests, deficiency notification forms, and requests for clarification deviation or revision.

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
2-05-09	

Disposition Instruction

Cutoff Instruction **Cutoff: New certification is issued.**
 Retention Period **Destroy 1 year(s) after new certification is issued.**

19

20

Additional Information

GAO Approval Not Required

Receipt Inspections of Controlled Material

Disposition Authority Number DAA-0434-2015-0007-0039

Records of inspections performed on controlled material as they are received to ensure specified requirements are met. Records include Controlled Material Specification (CMS) and Controlled Material Traceability (CMT).

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
2-05-11	

Disposition Instruction

Cutoff Instruction Cutoff: Area where materials resided is decommissioned.

Retention Period Destroy 1 year(s) after area where materials resided is decommissioned.

Additional Information

GAO Approval Not Required

21

Computer Applications Development, Implementation, and Management

Disposition Authority Number DAA-0434-2015-0007-0040

Records pertaining to the design, testing, use, and ongoing maintenance of applications developed or significantly modified in-house and to the licensing and management of purchased software. Examples include application source codes, design reviews, and specifications, license distribution records, system security plans, user guides, and version histories.

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
2-06-01	

GRS or Superseded Authority Citation
DAA-GRS-2013-0005-0008
DAA-GRS-2013-0005-0005
DAA-GRS-2013-0005-0010
DAA-GRS-2013-0005-0003
DAA-GRS-2013-0006-0001

Disposition Instruction

Cutoff Instruction **Cutoff: Application is removed from service and is no longer needed to access records.**

Retention Period **Destroy 5 year(s) after application is removed from service and is no longer needed to access records.**

Additional Information

GAO Approval **Not Required**

Fire Protection System Inspection and Testing — periodicity of greater than every three years

Disposition Authority Number **DAA-0434-2015-0007-0042**

Include 5, 10, 12, and 50-year inspections and tests mandated for fire protection systems to verify satisfactory performance. Retention period is consistent with applicable fire protection codes.

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
2-06-05	

Disposition Instruction

Cutoff Instruction **Cutoff: New inspection or test is conducted.**

22

23

Retention Period Destroy 5 year(s) after new inspection or test is conducted.

Additional Information

GAO Approval Not Required

Project Management

Disposition Authority Number DAA-0434-2015-0007-0049

Files compiled for implemented or terminated projects, excluding mission-related and construction projects. Records include workflows, risk analyses, performance indicators, project charters / scope documents, project schedules, self-assessment process documentation, task lists generated from project plan, and key milestones. Project management records for mission-related or construction projects are covered elsewhere in the schedule.

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
2-06-14	

Disposition Instruction

Cutoff Instruction Cutoff: Project is complete or terminated.

Retention Period Destroy 5 year(s) after project is complete or terminated.

Additional Information

GAO Approval Not Required

Top Secret Document Control

Disposition Authority Number DAA-0434-2015-0007-0051

Forms, ledgers, or registers used to show identity, internal routing, and final disposition of top secret documents.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

24

25

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
2-06-16	

Disposition Instruction

Cutoff Instruction **Cutoff: Document is transferred, destroyed, or downgraded.**

Retention Period **Destroy 5 year(s) after document is transferred, destroyed, or downgraded.**

Additional Information

GAO Approval **Not Required**

Automobile and Property Insurance

Disposition Authority Number **DAA-0434-2015-0007-0052**

Insurance policies and background information, including proposals and actuarial studies to support choice of coverage and carrier.

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
2-07-01	

Disposition Instruction

Cutoff Instruction **Cutoff: Last case against the policy is closed.**

Retention Period **Destroy 10 year(s) after last case against the policy is closed.**

Additional Information

GAO Approval **Not Required**

Physical Security and Safeguards Plans and Policies

26

Disposition Authority Number **DAA-0434-2015-0007-0057**

Safeguard and security protection agreements, plans, procedures, and policies for a facility.

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
2-07-07	

Disposition Instruction

Cutoff Instruction **Cutoff: Facility is no longer a safety/security interest.**

Retention Period **Destroy 10 year(s) after facility is no longer a safety/security interest.**

Additional Information

GAO Approval **Not Required**

Non-Radiological Incidents and Unplanned Events

Disposition Authority Number **DAA-0434-2015-0007-0058**

Records of significant problems and unexpected occurrences that directly relate to the safety or controlled performance of NNPP work in areas that include safeguards/security, facilities construction and maintenance, and fire protection/facility damage, excluding records relating to radiological incidents.

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
2-08-01	

27

28

Disposition Instruction

Cutoff Instruction Cutoff: Case is closed.
Retention Period Destroy 80 year(s) after case is closed.

Additional Information

GAO Approval Not Required

Security Assessment and Inspection

Disposition Authority Number DAA-0434-2015-0007-0059

Assessments, inspections, and surveys conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to protect information and facilities against sabotage and unauthorized entry.

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
2-08-02	

GRS or Superseded Authority Citation DAA-GRS-2017-0006-0010
DAA-GRS-2017-0006-0011

Disposition Instruction

Cutoff Instruction Cutoff: Closure of facility.
Retention Period Destroy 80 year(s) after Cutoff: Closure of facility.

Additional Information

GAO Approval Not Required

29

Legal Files - Significant and Public Interest

Disposition Authority Number DAA-0434-2015-0007-0061

Legal files reflecting General Counsel actions in protecting program interests in cases that had a significant effect on program policy, attracted intense public interest, or were reviewed by the Supreme Court.

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
2-09-02	

Disposition Instruction

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

Site History

Disposition Authority Number **DAA-0434-2015-0007-0062**

Maps, diagrams, photographs, plans, and other records that could be used to trace the original design, construction, and ongoing development of a site's built environment.

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
2-09-03	

Disposition Instruction

Retention Period **Destroy when no longer needed**

Additional Information

GAO Approval **Not Required**

30

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
06/13/2020	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/06/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/06/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/06/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist