

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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"> <thead> <tr> <th data-bbox="345 940 938 972">Manual Citation</th> <th data-bbox="938 940 1526 972">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="345 972 938 1045">2-01-03</td> <td data-bbox="938 972 1526 1045"></td> </tr> </tbody> </table>	Manual Citation	Manual Title	2-01-03	
Manual Citation	Manual Title				
2-01-03					
	<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>				
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>				

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

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.

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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.**

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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**

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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	

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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.

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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.**

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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

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	

GRS or Superseded Authority Citation **N1-434-98-21 / 21**

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.**

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Additional Information

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**

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Manual Citation	Manual Title
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	

GRS or Superseded Authority Citation N1-434-98-21 / 42/1/C

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

18

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**

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	

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Disposition Instruction

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

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	

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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

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

22

2-06-05	
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Disposition Instruction

Cutoff Instruction Cutoff: New inspection or test is conducted.
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

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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**

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.**

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26	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				
	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			
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>2-07-07</td> <td></td> </tr> </tbody> </table>		Manual Citation	Manual Title	2-07-07	
Manual Citation	Manual Title				
2-07-07					
27	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	No				

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

Manual Citation	Manual Title
2-08-01	

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**

Legal Files - Significant and Public Interest

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29

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**

30

Additional Information

GAO Approval

Not Required

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

DAA-0434-2015-0007 Records of Infrastructure Maintenance, Support and Security

Original Schedule Item Number	Original Schedule Item Title	Revised Schedule Item Number and Title	Original Schedule Retention (years)	GRS Retention (years)	GRS item	GRS #	Item	Reviewer	Original GRS Team Comments	Current Status	GRS Team response to current status, February 2019
0001	Administrative Policies and Procedures	Item 1 Administrative Policies and Procedures	Sup	Sup	N1-GRS-91-5 / 1/A	16	14a	Galen	Okay. Will be superseded by 5.7 in December.	Supersedes DAA-GRS-2017-0008-0001	Item nearly duplicates DAA-GRS-2017-0008-0003 but does not match DAA-GRS-2017-0008-0001. We do not think DOE item adequately covers the scope of GRS 5.7, item 010 (DAA-GRS-2017-0008-0001). Remove DAA-GRS-2017-0008-0001 from list of superseded items.
0001	Administrative Policies and Procedures	Item 1 Administrative Policies and Procedures	Sup	3 or Sup	N1-GRS-98-2 / 6	1	36a	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 2.7 in December.	GRS citation removed	
0001	Administrative Policies and Procedures	Item 1 Administrative Policies and Procedures	Sup	Sup	NC1-GRS-81-5 / 3/C	16	1a	Galen	Okay. Will be superseded by 5.7 in December.	Supersedes DAA-GRS-2017-0008-0003	Inasmuch as the GRS and DOE items are nearly identical and have the same retention period, a separate DOE item is unnecessary. DOE should use the GRS authority.
0003	Facilities Planning	Item 2 Facilities Planning	Sup	Sup	DAA-GRS-2016-0011-0005	5.4	050	Galen	Does not match. GRS is for construction records; DOE is for maintenance, repair, remediation, and demolition. In other words, for buildings already in place.	GRS citation removed	
0003	Facilities Planning	Item 2 Facilities Planning	Sup	Sup	DAA-GRS-2016-0011-0006	5.4	051	Galen	Does not match. GRS is for construction records; DOE is for maintenance, repair, remediation, and demolition. In other words, for buildings already in place.	GRS citation removed	
0003	Facilities Planning	Item 2 Facilities Planning	Sup	5	DAA-GRS-2016-0011-0007	5.4	060	Galen	GRS item looks backward at work already done; DOE item looks forward to work not yet accomplished. Do not match.	GRS citation removed	
0003	Facilities Planning	Item 2 Facilities Planning	Sup	3	DAA-GRS-2016-0011-0008	5.4	070	Galen	GRS item looks backward at work already done; DOE item looks forward to work not yet accomplished. Do not match.	GRS citation removed	
0003	Facilities Planning	Item 2 Facilities Planning	Sup	90 d	DAA-GRS-2016-0011-0009	5.4	071	Galen	GRS item is for actual repair work; DOE item is for major program planning. Not the same thing.	GRS citation removed	
0006	Tracking Systems	Item removed from schedule	Sup	NLN	DAA-GRS-2013-0002-0016	4.1	010	Laura	Okay. Item is within the bounds of the GRS.	Item removed from schedule	
0006	Tracking Systems	Item removed from schedule	Sup	Sup	DAA-GRS-2016-0011-0006	5.4	051	Galen	Total mismatch of records.	Item removed from schedule	
0008	Mailroom Operations	Item removed from schedule	1	1	DAA-GRS-2016-0012-0002	5.5	020	Galen	Okay	Item removed from schedule	
0010	Access and Security Alarm System Maintenance and Testing	Item 5 Access and Security Alarm Systems Maintenance	3	2	GRS 18, dated 1960, item 21/A	18	20a	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	GRS citation removed	
0011	Administrative Files	Item removed from schedule	3	6	DAA-GRS-2013-0002-0007	4.1	020	Laura	GRS item has a minimum retention of 6 years to support FOIA response. We do not recommend deviating from the 6 year retention, but would approve a deviation request for this item.	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	NLN	DAA-GRS-2013-0002-0016	4.1	010	Laura	Okay. Item is within the bounds of the GRS.	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	3	DAA-GRS-2016-0004-0001	5.3	010	Galen	GRS description and DOE description do not match.	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	3	DAA-GRS-2016-0005-0002	6.4	010	Laura	Okay. Item is within the bounds of the GRS.	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	3	DAA-GRS-2016-0011-0001	5.4	010	Galen	Okay	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	3	DAA-GRS-2016-0011-0004	5.4	040	Galen	GRS description and DOE description do not match.	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	3	DAA-GRS-2016-0012-0001	5.5	010	Galen	Okay	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	1	DAA-GRS-2016-0012-0002	5.5	020	Galen	Okay	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	3	DAA-GRS-2016-0013-0001	1.1	001	Galen	Okay	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	3	DAA-GRS-2016-0013-0003	4.2	001	Galen	Okay	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	2	GRS 18, dated 1960, item 9	18	8	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	2	GRS 5, dated 1952, item 1	5	1	Galen	Okay. Will be superseded by 1.3 in December.	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	2	GRS 5, dated 1952, item 3	5	1	Galen	Okay. Will be superseded by 1.3 in December.	Item removed from schedule	

0011	Administrative Files	Item removed from schedule	3	3	N1-GRS-81-10 / 1	1	3	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.8 in July.	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	2	N1-GRS-87-19 / 5/A	23	5a	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.1 in July.	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	2	N1-GRS-92-4 / 24	2	24	Galen	Okay. Will be superseded DAA-GRS-2015-0015-0006 when GRS Transmittal 28 is published this summer.	Item removed from schedule	
0011	Administrative Files	Item removed from schedule	3	2	N1-GRS-98-2 / 43	23	1	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.1 in July.	Item removed from schedule	
0012	Controlled Documents	Item removed from schedule	3	2	DAA-GRS-2016-0002-0002	4.2	030	Galen	Okay	Item removed from schedule	
0014	Information Technology Operations and Maintenance	Item removed from schedule	3	3	DAA-GRS-2013-0005-0004	3.1	020	Laura	Okay. Item is within the bounds of the GRS.	Item removed from schedule	
0014	Information Technology Operations and Maintenance	Item removed from schedule	3	1	N1-GRS-03-1 / 10/B	24	10b	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.8 in July.	Item removed from schedule	
0015	Investigations#Minor	Item removed from schedule	3	2	GRS 18, dated 1960, item 12	18	11	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	Item removed from schedule	
0016	Motor Vehicle Use	Item removed from schedule	3	3	DAA-GRS-2016-0011-0001	5.4	010	Galen	Okay	Item removed from schedule	
0016	Motor Vehicle Use	Item removed from schedule	3	3	DAA-GRS-2016-0011-0011	5.4	090	Galen	Okay	Item removed from schedule	
0017	Physical Inventory and Control	Item 7 Physical Inventory and Control	3	3	DAA-GRS-2016-0011-0001	5.4	010	Galen	Okay	No change	
0017	Physical Inventory and Control	Item 7 Physical Inventory and Control	3	3	DAA-GRS-2016-0011-0004	5.4	040	Galen	Okay	No change	
0018	Printing/Duplicating # Government Printing Office	Item removed from schedule	3	3	DAA-GRS-2016-0012-0001	5.5	010	Galen	Okay	Item removed from schedule	
0018	Printing/Duplicating # Government Printing Office	Item removed from schedule	3	1	DAA-GRS-2016-0012-0002	5.5	020	Galen	No. See GRS 13/5a (below).	Item removed from schedule	
0018	Printing/Duplicating # Government Printing Office	Item removed from schedule	3	3	GRS 13, dated 1952, item 6a	13	5a	Galen	Okay. Will be superseded by 5.7 in December.	Item removed from schedule	
0019	Protective Force Staffing	Item removed from schedule	3	3	GRS 18, dated 1960, item 14a	18	13a	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	Item removed from schedule	
0019	Protective Force Staffing	Item removed from schedule	3	2	GRS 18, dated 1960, item 14b	18	13b	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	Item removed from schedule	
0021	Telecommunication Equipment Maintenance and Use	Item removed from schedule	3	3	DAA-GRS-2016-0012-0001	5.5	010	Galen	Okay	Item removed from schedule	
0021	Telecommunication Equipment Maintenance and Use	Item removed from schedule	3	1	DAA-GRS-2016-0012-0002	5.5	020	Galen	Not a good match; DAA-GRS-2016-0012-0001 is pretty much a one-to-one match with DOE item 0021.	Item removed from schedule	
0022	Audits, Assessments, Evaluations	Item 9 Audits Assessments Evaluations	10	3	DAA-GRS-2013-0006-0002	3.2	020	Laura	Okay. Item is within the bounds of the GRS.	No change	
0022	Audits, Assessments, Evaluations	Item 9 Audits Assessments Evaluations	10	3	DAA-GRS-2016-0011-0017	5.4	140	Galen	Okay	No change	
0022	Audits, Assessments, Evaluations	Item 9 Audits Assessments Evaluations	10	1	DAA-GRS-2016-0012-0002	5.5	020	Galen	Not the same records at all.	GRS citation removed	
0022	Audits, Assessments, Evaluations	Item 9 Audits Assessments Evaluations	10	2	GRS 18, dated 1960, item 12	18	11	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	No change	The schedule correctly cites the item for Accident and Incident Records. If you also plan to supersede GRS 18, dated 1960, item 12 please add DAA-GRS-2017-0006-0005. Since this is for Property Passes, I don't think that's the case.
0022	Audits, Assessments, Evaluations	Item 9 Audits Assessments Evaluations	10	3	GRS 18, dated 1960, item 16a	18	15a	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	GRS citation removed	
0026	Manual/Procedure Approval	Item 13 Manual/Procedure Approval	10	6	DAA-GRS-2013-0002-0007	4.1	020	Laura	Okay. Item is within the bounds of the GRS.	No change	
0026	Manual/Procedure Approval	Item 13 Manual/Procedure Approval	10	3	DAA-GRS-2013-0002-0008	4.1	030	Laura	Okay. Item is within the bounds of the GRS.	No change	
0027	Physical Security and Access	Item 14 Physical Security and Access	10	6	DAA-GRS-2013-0003-0001	1.1	010	Galen	Makes no sense. Records are not the same thing at all.	GRS citation removed	
0029	Records Management Administration	Item removed from schedule	10	6	DAA-GRS-2013-0002-0007	4.1	020	Laura	Okay. Item is within the bounds of the GRS.	Item removed from schedule	
0029	Records Management Administration	Item removed from schedule	10	3	DAA-GRS-2013-0002-0008	4.1	030	Laura	Okay. Item is within the bounds of the GRS.	Item removed from schedule	
0032	Building Planning, Design, and Construction	Item removed from schedule	1	Sup	DAA-GRS-2016-0011-0006	5.4	051	Galen	Okay. This item should also supersede DAA-GRS-2016-0011-0005.	Item removed from schedule	

0036	Inspection, Preventive Maintenance, and Minor Repairs	Item 19 Inspection, Preventive Maintenance, and Minor Repairs	1	3	DAA-GRS-2016-0011-0011	5.4	090	Galen	Okay	No change	
0038	Property Passes	Item removed from schedule	1	3 mos	GRS 18, dated 1960, item 13	18	12	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	Item removed from schedule	
0040	Computer Applications Development, Implementation, and Management	Item 22 Computer Applications Development, Implementation, and Management	5	5	DAA-GRS-2013-0005-0003	3.1	051	Laura	Okay. Item is within the bounds of the GRS.	No change	
0040	Computer Applications Development, Implementation, and Management	Item 22 Computer Applications Development, Implementation, and Management	5	5	DAA-GRS-2013-0005-0005	3.1	030	Laura	Okay. Item is within the bounds of the GRS.	No change	
0040	Computer Applications Development, Implementation, and Management	Item 22 Computer Applications Development, Implementation, and Management	5	See Comm	DAA-GRS-2013-0005-0008	3.1	012	Laura	Okay. Item is within the bounds of the GRS. Just note that the GRS retention is 'Delete with master related file.'	No change	Okay.
0040	Computer Applications Development, Implementation, and Management	Item 22 Computer Applications Development, Implementation, and Management	5	5	DAA-GRS-2013-0005-0010	3.1	040	Laura	Okay. Item is within the bounds of the GRS.	No change	
0040	Computer Applications Development, Implementation, and Management	Item 22 Computer Applications Development, Implementation, and Management	5	1	DAA-GRS-2013-0006-0001	3.2	010	Laura	Okay. Item is within the bounds of the GRS.	No change	
0043	Forms and Reports	Item removed from schedule	5	3	DAA-GRS-2013-0002-0009	4.1	040	Laura	Okay. Item is within the bounds of the GRS.	Item removed from schedule	
0043	Forms and Reports	Item removed from schedule	5	2	NCI-GRS-80-7 item 1	16	6	Galen	Okay. Will be superseded by 5.7 in December.	Item removed from schedule	
0045	Information Requests - Not Denied	Item removed from schedule	5	6 or 3	DAA-GRS-2016-0002-0001	4.2	020	Galen	GRS is 6 years. GRS Team does not support supersession.	Item removed from schedule	
0047	Key Accountability	Item removed from schedule	5	3y or 6m	GRS 18, dated 1960, item 17	18	16a & b	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	Item removed from schedule	
0048	Motor Vehicle Leasing and Disposition	Item removed from schedule	5	3	DAA-GRS-2016-0011-0004	5.4	040	Galen	Does not match. DOE is for leased vehicles; GRS is for excessed vehicles (i.e. those owned, not leased).	Item removed from schedule	
0050	Records Inventory and Scheduling	Item removed from schedule	5	6	DAA-GRS-2013-0002-0007	4.1	020	Laura	GRS item has a minimum retention of 6 years to support FOIA response. We do not recommend deviating from the 6 year retention, but would approve a deviation request for this item.	Item removed from schedule	
0053	Inactive Records Storage	Item removed from schedule	10	6	DAA-GRS-2013-0002-0007	4.1	020	Laura	Okay. Item is within the bounds of the GRS.	Item removed from schedule	
0054	Information Requests - Denied	Item removed from schedule	10	6 or 3	DAA-GRS-2016-0002-0001	4.2	020	Galen	Okay	Item removed from schedule	
0059	Security Assessment and Inspection	Item 29 Security Assessment and Inspection	80	3	GRS 18, dated 1960, item 10	18	9	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	Supersedes DAA-GRS-2017-0006-0010	Okay.
0059	Security Assessment and Inspection	Item 29 Security Assessment and Inspection	80	4	GRS 18, dated 1960, item 11	18	10	Laura	Okay. Item is within the bounds of the GRS. This item will be superseded by GRS 5.6 in July.	Supersedes DAA-GRS-2017-0006-0011	Okay.

NNPP Sequence Number	NNPP Item Name	NNPP Description	NNPP Retention	NEW GRS Number	NEW GRS Item	NEW GRS Disposition Authority Number	NEW GRS Name	NEW GRS Retention	ADDITIONAL INSTRUCTIONS / NOTES
0001	Administrative Policies and Procedures	Policies and procedures for administering various programs, including business operations, facility processes, financial systems, human resources, and procurement. Retention of revisions is required when there is a continuing need to verify circumstances under which a certain action, decision, or process was undertaken.	Destroy when superseded or obsolete	N/A	N/A	N/A	N/A	N/A	0001 does not align with a GRS Disposition Authority.
0002	Commitment Reporting and Tracking	Tracks internal and external work commitments, including outstanding commitments reported to the Director of Naval Reactors.	Destroy when superseded or obsolete	5.7	010	DAA-GRS-2017-0008-0001	Internal administrative accountability and operational management control records.	Destroy 1 year after submission or when superseded, as appropriate, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0002. NNPP will use DAA-GRS-2017-0008-0001 (GRS 5.7, item 010).
0003	Facilities Planning	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.	Destroy when superseded or obsolete	N/A	N/A	N/A	N/A	N/A	0003 does not align with a GRS Authority.
0004	Information Technology Asset Inventory	Inventories and associated diagrams of information technology assets, including computer hardware, instrumentation and Control panels, and hardware associated with Interactive Display Equipment (IDE).	Destroy when superseded or obsolete	3.1	020	DAA-GRS-2013-0005-0004	Information technology and maintenance records.	Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0004. NNPP will use DAA-GRS-2013-0005-0004 (GRS 3.1, item 020).
0005	Load Tests on Weight Handling Equipment	Work documents for tests performed on weight handling equipment per lifting standards. Tests may be performed on eyebolts, grapples, hoist rings, hooks, load cells, shackles, slings, spreader bars, and turnbuckles.	Destroy when superseded or obsolete	N/A	N/A	N/A	N/A	N/A	0005 does not align with a GRS Disposition Authority.
0006	Mailroom Operations	Records pertaining to mailroom operations, including delivery and return receipts for registered, certified, express, classified, and special delivery mail; incoming or outgoing mail pouch logs; and mailroom reports and data related to the volume of work performed.	Destroy when 1 year old	5.5	020	DAA-GRS-2016-0012-0002	Mail, printing, and telecommunication services control records.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0006. NNPP will use DAA-GRS-2016-0012-0001 (GRS 5.5, item 010) and DAA-GRS-2016-0012-0002 (GRS 5.5, item 020).
				5.5	010	DAA-GRS-2016-0012-0001	Mail, printing, and telecommunication services administrative and operational records.	Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use.	

NNPP Sequence Number	NNPP Item Name	NNPP Description	NNPP Retention	NEW GRS Number	NEW GRS Item	NEW GRS Disposition Authority Number	NEW GRS Name	NEW GRS Retention	ADDITIONAL INSTRUCTIONS / NOTES
0007	Receipt Inspections of General Use Items and Consumables	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.	Destroy when 1 year old	N/A	N/A	N/A	N/A	N/A	0007 does not align with a GRS Disposition Authority.
0008	Access and Security Alarm System Maintenance and Testing	Records that show alarm activity, including maintenance and testing, for all components of the access and security control system.	Destroy when 3 years old	N/A	N/A	N/A		N/A	0008 does not align with a GRS Disposition Authority.
0009	Controlled Documents	Certificates, forms, ledgers or registers used to track the identity, internal routing, and final disposition of controlled documents, excluding top secret documents, which are covered elsewhere in the schedule.	Destroy when 3 years old	4.2	030	DAA-GRS-2016-0002-0002	Information access and protection operational records. Information access and protection tracking and control records.	Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0009. NNPP will use DAA-GRS-2016-0002-0002 (GRS 4.2, item 030).
0010	Fire Protection System Inspection and Testing- every three years or less	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.	Destroy when 3 years old	N/A	N/A	N/A	N/A	N/A	0010 does not align with a GRS Disposition Authority.
0011	Information Technology Operations and Maintenance	Documents preventive and corrective maintenance on a computer network. Includes trouble tickets, logs, and follow-up records documenting services provided to customers by the Help Desk.	Destroy when 3 years old	3.1	020	DAA-GRS-2013-0005-0004	Information technology operations and maintenance records.	Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0011. NNPP will use DAA-GRS-2013-0005-0004 (GRS 3.1, item 020) and DAA-GRS-2017-0001-0001 (GRS 5.8, item 010).
				5.8	010	DAA-GRS-2017-0001-0001	Technical and administrative help desk operational records.	Destroy 1 year after resolved, or when longer needed for business use, whichever is appropriate.	
0012	Investigations # Minor	Files compiled during investigations of events or occurrences where a formal report is filed with another organization. Includes records relating to the misuse and abuse of property, equipment, vehicles, or systems.	Destroy when 3 years old	5.6	100	DAA-GRS-2017-0006-0013	Accident and incident records.	Destroy 3 years after final investigation or reporting action or when 3 years old, whichever is later, but longer retention is authorized for business use.	REMOVE DAA-0434-2015-0007-0012. NNPP will use DAA-GRS-2017-0006-0013 (GRS 5.6, item 100).

NNPP Sequence Number	NNPP Item Name	NNPP Description	NNPP Retention	NEW GRS Number	NEW GRS Item	NEW GRS Disposition Authority Number	NEW GRS Name	NEW GRS Retention	ADDITIONAL INSTRUCTIONS / NOTES
0013	Motor Vehicle Use	Pertains to the routine operation, servicing, and use of motor vehicles.	Destroy when 3 years old	5.4	090	DAA-GRS-2016-0011-0011	Land vehicle and water vessel inspection, maintenance, and service records.	Destroy when 3 years old, but longer retention is authorized if required for business use. Transfer of extant record to new owner at sale or donation is authorized.	REMOVE DAA-0434-2015-0007-0013. NNPP will use DAA-GRS-2016-0011-0011 (GRS 5.4, item 090).
0014	Physical Inventory and Control	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.	Destroy when 3 years old	N/A	N/A	N/A	N/A	N/A	0014 does not align with a GRS Authority.
0015	Printing / Duplicating # Government Printing Office (GPO)	Records dealing with the GPO, including the annual contract and Joint Committee on Printing reports.	Destroy when 3 years old	5.7	050	DAA-GRS-2017-0008-0005	Mandatory reports to external Federal entities regarding administrative matters.	Destroy 6 years after report submission or oversight entity notice of approval, as appropriate, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0015. NNPP will use DAA-GRS-2017-0008-0005 (GRS 5.7, item 060).
0016	Protective Force Staffing	Records of guard or protective force assignments and strength. Also includes the security plan of the day and shift reports.	Destroy when 3 years old	5.6	010	DAA-GRS-2017-0006-0001	Security administrative records.	Destroy when 3 years old, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0016. NNPP will use DAA-GRS-2017-0006-0001 (GRS 5.6, item 010).
0017	Receipt Inspections for Chemicals, Parts, and Tooling	Inspections of certain types of materials performed for quality assurance purposes when materials are received.	Destroy when 3 years old	N/A	N/A	N/A	N/A	N/A	0017 does not align with a GRS Authority. It supersedes N1-434-91-8 / 2/1/A/3 as it has a longer retention period due to business needs.
0018	Telecommunication Equipment Maintenance and Use	Support and management files documenting assignment, repairs, servicing, and maintenance of telecommunication equipment, including portable electronic devices (e.g., laptops, PDAs, and cameras) issued to personnel.	Destroy when 3 years old	5.5	010	DAA-GRS-2016-0012-0001	Mail, printing, and telecommunication services administrative and operational records.	Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0018. NNPP will use DAA-GRS-2016-0012-0001 (GRS 5.5, 010).

NNPP Sequence Number	NNPP Item Name	NNPP Description	NNPP Retention	NEW GRS Number	NEW GRS Item	NEW GRS Disposition Authority Number	NEW GRS Name	NEW GRS Retention	ADDITIONAL INSTRUCTIONS / NOTES
0019	Audits, Assessments, Evaluations, Investigations, and Surveillances	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	Destroy when 10 years old	N/A	N/A	N/A	N/A	N/A	NNPP combined many audit, assessment, evaluation, investigation, and surveillance ARS and GRS retention schedules into one NNPP retention schedule for ease of use. NNPP prefers to use DAA-0434-2015-0007-0019.
0020	Equipment Utilization Projections	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.	Destroy when 10 years old	N/A	N/A	N/A	N/A	N/A	0020 does not align with a GRS Authority.
0021	Fire Station Operations	Logs and reports documenting the operations of site fire stations.	Destroy when 10 years old	N/A	N/A	N/A	N/A	N/A	0021 does not align with a GRS Authority.
0022	General Operational Correspondence	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.	Destroy when 10 years old	N/A	N/A	N/A	N/A	N/A	0022 does not align with a GRS Authority.
0023	Manual / Procedure Approval	Management review conducted to determine the potential impact of revisions to manuals, procedures, and instructions.	Destroy when 10 years old	N/A	N/A	N/A	N/A	N/A	0023 does not align with a GRS Authority.

NNPP Sequence Number	NNPP Item Name	NNPP Description	NNPP Retention	NEW GRS Number	NEW GRS Item	NEW GRS Disposition Authority Number	NEW GRS Name	NEW GRS Retention	ADDITIONAL INSTRUCTIONS / NOTES
0024	Physical Security and Access	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.	Destroy when 10 years old	N/A	N/A	N/A	N/A	N/A	NNPP combined many physical and security access ARS retention schedules into one NNPP retention schedule for ease of use. NNPP prefers to use DAA-0434-2015-0007-0024.
0025	Public Utterance	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.	Destroy when 10 years old	N/A	N/A	N/A	N/A	N/A	0025 does not align with a GRS Authority.
0026	Records Management Administration	Relates to the planning and administration of the Records Management Program.	Destroy when 10 years old	N/A	N/A	N/A	N/A	N/A	REMOVE DAA-0434-2015-0007-0026. NNPP will use DAA-GRS-2013-0002-0006 (GRS 4.1, item 020).
0027	Tagged Property Inventory	Records of tagged property, which includes sensitive items subject to continuing control, equipment costing more than \$5,000, and accountable Navy equipment per the NNPP Property Control Manual. All such property is marked with a serialized Government property tag number and subject to inventory at a prescribed frequency.	Destroy when 10 years old	5.4	010	DAA-GRS-2016-0011-0001	Facility, space, vehicle, equipment, stock, and supply administrative and operational records.	Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0027. NNPP will use DAA-GRS-2016-0011-0001 (GRS 5.4, item 010).
0028	Access Control and Security Alarm Systems	Access control and security alarm system files, including systems drawings, configuration and operations files, and manufacturer's documentation.	Destroy 1 year after system is upgraded or replaced.	N/A	N/A	N/A	N/A	N/A	0028 does not align with a GRS Authority.

NNPP Sequence Number	NNPP Item Name	NNPP Description	NNPP Retention	NEW GRS Number	NEW GRS Item	NEW GRS Disposition Authority Number	NEW GRS Name	NEW GRS Retention	ADDITIONAL INSTRUCTIONS / NOTES
0029	Building Planning, Design, and Construction	Records relating to the design and construction of buildings, facilities, or systems that are an integral part of buildings or facilities, including heating, electrical, and plumbing systems. These records are essential for maintaining, modifying, and dismantling a building or facility, and include preliminary and final design studies, calculations, analyses, and engineering data documenting decisions made during design and construction. Examples include as-built drawings, building / facility design turnover packages, closeout reports, cost estimates, final inspections, inquiries or instructions to vendors (IVs), project proposals and schedules, and submittal logs.	Destroy 1 year after dismantlement of the building/facility or system.	5.4	051	DAA-GRS-2016-0011-0006	Facility design, engineering, and construction records. Final and as-built drawings, plans, and designs; and all other records.	Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.	REMOVE DAA-0434-2015-0007-0029. NNPP will use DAA-GRS-2016-0011-0006 (GRS 5.4, 051).
0030	Calibration Certification of Tools and Equipment	Calibration and maintenance records for Measurement and Test Equipment (MTE), 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.	Destroy 1 year after item is permanently removed from service	N/A	N/A	N/A	N/A	N/A	The retention period for calibration records that NNPP originally sent to NARA does not meet the business needs of the NNPP responsibilities. NNPP wants to take this opportunity to revise the <i>NNPP Retention</i> to: Destroy when 5 years old. In cases where calibration periodicity is greater than 5 years, destroy after the next calibration cycle. 0030 does not align with a GRS Authority.
0031	Communications Security (COMSEC) Accountability	COMSEC accountability records, including records relating to the transfer, inventory, receipt, and destruction of COMSEC material.	Destroy 1 year after COMSEC file is closed.	N/A	N/A	N/A	N/A	N/A	0031 does not align with a GRS Authority.
0032	Construction project Administration	Records that guide and document the administration of a construction project, but do not have ongoing value in maintaining projects results. Examples include interim progress reports, preliminary drawings and specifications, and project committee minutes.	Destroy 1 year after completion of construction project.	5.4	050	DAA-GRS-2016-0011-0005	Facility design, engineering, and construction records. Draft, preliminary, intermediate, working, and contract negotiation drawings.	Destroy when superseded, or when project terminates, as appropriate.	REMOVE DAA-0434-2015-0007-0029. NNPP will use DAA-GRS-2016-0011-0005 (GRS 5.4, 050).

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0033	Inspection, Preventive Maintenance, and Minor Repairs	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.	Destroy 1 year after inspection, PM, or repair is completed or canceled.	N/A	N/A	N/A	N/A	N/A	0033 does not align with a GRS Authority.
0034	Load-Bearing Equipment Certifications and Tests	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.	Destroy 1 year after new certification is issued.	N/A	N/A	N/A	N/A	N/A	0034 does not align with a GRS Authority.
0035	Property Passes	Authorize the removal and use of property or materials.	Destroy 1 year after expiration or revocation of pass.	5.6	040	DAA-GRS-2017-0006-0005	Property pass records.	Destroy 3 months after expiration or revocation, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0035. NNPP will use DAA-GRS-2017-0006-0005 (GRS 5.6, item 040).
0036	Receipt Inspections of Controlled Material	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).	Destroy 1 year after area where materials resided is decommissioned.	N/A	N/A	N/A	N/A	N/A	0036 does not align with a GRS Authority.
0037	Computer Applications Development, Implementations, and Management	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, specifications, license distribution records, user guides, and version histories.	Destroy 5 years after application is removed from service and is no longer needed to access records.	N/A	N/A	N/A	N/A	N/A	NNPP combined many GRS technology management retention schedules into one NNPP retention schedule for ease of use. NNPP prefers to use DAA-0434-2015-0007-0037.
0038	Demolition Projects	Records that document the design of a demolition project, excluding records relating to remediation efforts required for demolition.	Destroy 5 years after Demolition is complete.	5.4	060	DAA-GRS-2016-0011-0007	Facility design, engineering, and construction operations records.	Destroy 5 years after project completion or termination, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0038. NNPP will use DAA-GRS-2016-0011-0007 (GRS 5.4, item 060)
0039	Fire Protection System Inspection and Testing-periodicity of greater than every three years	Include five-, ten-, 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.	Destroy 5 years after new inspection or test is conducted.	N/A	N/A	N/A	N/A	N/A	0039 does not align with a GRS Authority.

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0040	Forms and Reports	Control files for forms and/or reports created by an office, with related instructions; documentation showing inception, scope, format, and purpose; preparation instructions; review requirements; and authorizing directives.	Destroy 5 years superseded or obsolete.	5.1	010	DAA-GRS-2016-0016-0001	Administrative records maintained in any agency office.	Destroy when business use ceases.	REMOVE DAA-0434-2015-0007-0040. NNPP will use DAA-GRS-2016-0016-0001 (GRS 5.1, item 010).
0041	Future Studies	Records evaluating information technology initiatives or products for potential application within the program.	Destroy 5 years after study is obsolete.	3.1	010	DAA-GRS-2013-0005-0006	Information technology development project records. Infrastructure project records.	Destroy 5 years after project is terminated, but longer retention is authorized if required for business use.	REMOVE DAA -0434-2015-0007-0041. NNPP will use DAA-GRS-2013-0005-0006 (GRS 3.1, item 010).
0042	Inspection, Maintenance, and Repairs (Facility Operating Equipment)	Records, including work documents, concerning the inspection, maintenance, servicing, and repair of major equipment used to operate facilities, including boilers, unfired pressure vessels, electronic motors, test operations equipment, and various types of systems (e.g., alarm, electrical, fire suppression, steam condensate, water).	Destroy 5 years after work or inspection is complete.	5.4	070	DAA-GRS-2016-0011-0008	Facility, space, and equipment inspection, maintenance, and service records. Records documenting facility structure and long-term maintenance.	Destroy when 3 years old, but longer retention is authorized if required for business use.	REMOVE DAA -0434-2015-0007-0042. NNPP will use DAA-GRS-2016-0011-0008 (GRS 5.4, item 070).
0043	Key Accountability	Records for tracking the distribution of keys to employees, including signature receipt cards.	Destroy 5 years after employee leaves employment.	5.6	020	DAA-GRS-2017-0006-0002	Key and card access accountability records. Areas requiring highest level security awareness.	Destroy 3 years after return of key, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0043. NNPP will use DAA-GRS-2017-0006-0002 (GRS 5.6, item 020).
0044	Motor Vehicle Leasing and Disposition	Documents the acquisition and disposition of motor vehicles through exchange or transfer.	Destroy 5 years after vehicle leaves custody.	5.4	040	DAA-GRS-2016-0011-0004	Excess personal property, equipment, and vehicle records.	Destroy when 3 years old, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0044. NNPP will use DAA-GRS-2016-0011-0004 (GRS 5.4, item 040).
0045	Project Management	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.	Destroy 5 years after project is complete or terminated.	N/A	N/A	N/A	N/A	N/A	0045 does not align with a GRS Authority.
0046	Records Inventory and Scheduling	Documentation of records and their approved retention schedules.	Destroy 5 years after superseded or obsolete.	4.1	020	DAA-GRS-2013-0002-0006	Records management program records.	Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	REMOVE DAA-0434-2015-0007-0046. NNPP will use DAA-GRS-2013-0002-0006 (GRS 4.1, item 020).
0047	Top Secret Document Control	Forms, ledgers, or registers used to show identify, internal routing, and final disposition of top secret documents.	Destroy 5 years after document is transferred, destroyed, or downgraded.	N/A	N/A	N/A	N/A	N/A	0047 does not align with a GRS Authority.
0048	Automobile and Property Insurance	Insurance policies and background information, including proposals and actuarial studies to support choice of coverage and carrier.	Destroy 10 years after last case against the policy is closed.	N/A	N/A	N/A	N/A	N/A	0048 does not align with a GRS Authority.

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0049	Inactive Records Storage	Documentation for records that are sent to an inactive storage facility. Examples include inventory lists of boxes, box content sheets, SF 135s (Records Transmittals and Receipts), and SF 258s (Agreements to Transfer Records to the National Archives).	Destroy 10 years after related records are destroyed or transferred to the National Archives.	4.1	020	DAA-GRS-2013-0002-0006	Records management program records.	Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.	REMOVE DAA-0434-2015-0007-0049. NNPP will use DAA-GRS-2013-0002-0006 (GRS 4.1, item 020).
0050	Information Requests#Denied	Files created in response to requests for access to records or information under the Freedom of Information Act (FOIA) or Privacy Act, where access is denied.	Destroy 10 years after final determination is made or time for filing an appeal has lapsed.	4.2	020	DAA-GRS-2016-0002-0001	Access and disclosure request files.	Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.	REMOVE DAA-0434-2015-0007-0050. NNPP will use DAA-GRS-2016-0002-0001 (GRS 4.2, item 020).
0051	Legal Files#General	General Counsel files relating to the protection of program interests, including arbitration and EEOC cases, legal service agreements with outside counsel and bills/payments associated with an individual case or claim. Legal files for cases involving personal injuries or environmental impact resulting from hazardous materials or radiation are covered elsewhere in the schedule.	Destroy 10 years after inquiry or case is closed.	N/A	N/A	N/A	N/A	N/A	REMOVE DAA-0434-2015-0007-0051. NNPP will use ARS 14/52/e (NC1-430-78-1).
0052	Minor and Terminated Construction Projects	Records relating to minor or terminated construction projects. Minor projects involve the planning and installation of elements that are not integral to a building structure (e.g., flagpoles, window shades). Terminated design projects are those projects that are not authorized for design or construction or terminated prior to completion of these activities.	Destroy 10 years after project is completed or terminated.	5.4	051	DAA-GRS-2016-0011-0006	Facility design, engineering, and construction records. Final and as-built drawings, plans, and designs; and all other records.	Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.	REMOVE DAA-0434-2015-0007-0052. NNPP will use DAA-GRS-2016-0011-0006 (GRS 5.4, item 051).
0053	Physical Security and Safeguards Plans and Policies	Safeguard and security protection agreements, plans, procedures, and policies for a facility.	Destroy 10 years after facility is no longer a safety/security interest.	N/A	N/A	N/A	N/A	N/A	0053 does not align with a GRS Authority.
0054	Non-Radiological Incidents and Unplanned Events	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.	Destroy 80 years after case is closed.	N/A	N/A	N/A	N/A	N/A	0054 does not align with a GRS Authority.
0055	Security Assessment and Inspection	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.	Destroy 80 years after closure of facility.	N/A	N/A	N/A	N/A	N/A	0055 does not align with a GRS Authority.

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0056	Legal Files # Significant and Public Interest	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.	Permanent. Offer to the National Archives when inactive, but no sooner than 80 years after no longer needed for business purposes.	N/A	N/A	N/A	N/A	N/A	0056 does not align with a GRS Authority.
0057	Site History	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.	Permanent. Offer to the National Archives when inactive, but no sooner than 80 years after no longer needed for business purposes.	N/A	N/A	N/A	N/A	N/A	0057 does not align with a GRS Authority.