

Request for Records Disposition Authority

Records Schedule Number DAA-0434-2015-0009

Schedule Status Approved

Agency or Establishment National Nuclear Security Administration

Record Group / Scheduling Group General Records of the Department of Energy

Records Schedule applies to Major Subdivision

Major Subdivision Naval Nuclear Propulsion Program (NNPP)

Schedule Subject Records Relating to Environmental Safety and Health

Internal agency concurrences will be provided No

Background Information Environmental Safety and Health records in this schedule pertain to the methods, plans, and procedures used to protect humans and the environment from the effects of materials associated with constructing, servicing, and decommissioning nuclear propulsion plants. It pertains to records generated by environmental monitoring, radiological controls, radiological health, nuclear accountability, and waste management. Records include, but are not limited to, checklists, logbooks, plans, procedures, surveys documents, and various types of inventories. Records in this schedule are important because they serve as evidence in litigation involving human health and environmental impact; demonstrate Program compliance with state, local, and federal requirements; and provide essential information for protecting the health of employees and the communities where NNPP sites are located.

Of particular importance are records that fall under the oversight of radiological controls, a function regulated by federal requirements and international standards. Retention periods for many of these records have been extended beyond retentions already approved in existing general records schedules because the records have unanticipated legal and other business value to the NNPP.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
74	8	66	0

GAO Approval

Outline of Records Schedule Items for DAA-0434-2015-0009

Sequence Number	
1	Monitoring Equipment Checks Disposition Authority Number: DAA-0434-2015-0009-0001
2	Nuclear Materials Inventories and Transactions Disposition Authority Number: DAA-0434-2015-0009-0002
3	Personnel Authorized to Receive Radiation Exposure Disposition Authority Number: DAA-0434-2015-0009-0003
4	Personnel Protective Equipment (PPE) Disposition Authority Number: DAA-0434-2015-0009-0004
5	Radiological Controls Knowledge Retention Examinations Disposition Authority Number: DAA-0434-2015-0009-0005
6	Safety Checks Disposition Authority Number: DAA-0434-2015-0009-0006
7	Calibration of Radiation Survey Instruments Disposition Authority Number: DAA-0434-2015-0009-0007
8	Dosimetry Processing Disposition Authority Number: DAA-0434-2015-0009-0008
9	Hazardous Materials Documentation and Control Disposition Authority Number: DAA-0434-2015-0009-0009
10	Leak Tests Disposition Authority Number: DAA-0434-2015-0009-0010
11	Lockout Tagout (LOTO) Program Disposition Authority Number: DAA-0434-2015-0009-0011
12	Man-Rem Goals Disposition Authority Number: DAA-0434-2015-0009-0012
13	Nuclear Materials Reports Disposition Authority Number: DAA-0434-2015-0009-0013
14	Pocket Dosimeter Readings Disposition Authority Number: DAA-0434-2015-0009-0014
15	Potentially Uncontrolled Radioactive Materials or Radioactivity Disposition Authority Number: DAA-0434-2015-0009-0015
16	Radioactive Material (RAM) Inactive Logs Disposition Authority Number: DAA-0434-2015-0009-0016
17	Radiographic Equipment Inspection and Maintenance Disposition Authority Number: DAA-0434-2015-0009-0017

18	Radiological Alarm Systems, Interlocks, and Equipment Control and Indication Testing Disposition Authority Number: DAA-0434-2015-0009-0018
19	Radiological Controls Certification Examinations Disposition Authority Number: DAA-0434-2015-0009-0019
20	Radiological Controls Program Auditing Disposition Authority Number: DAA-0434-2015-0009-0020
21	Radiological Controls Program Auditor Training Disposition Authority Number: DAA-0434-2015-0009-0021
22	Radiological Work Controls Disposition Authority Number: DAA-0434-2015-0009-0022
23	Visitor Training Disposition Authority Number: DAA-0434-2015-0009-0023
24	Work Permits Disposition Authority Number: DAA-0434-2015-0009-0024
25	Drinking and Waste Water Disposition Authority Number: DAA-0434-2015-0009-0025
26	Pollutant and Waste Stream Identification Disposition Authority Number: DAA-0434-2015-0009-0026
27	Energy Conservation Disposition Authority Number: DAA-0434-2015-0009-0027
28	Environmental Monitoring Equipment Checks Disposition Authority Number: DAA-0434-2015-0009-0028
29	Environmental Monitoring Program Disposition Authority Number: DAA-0434-2015-0009-0029
30	Exposure to Hazardous and Toxic Substances Disposition Authority Number: DAA-0434-2015-0009-0030
31	Safety Work Permits Disposition Authority Number: DAA-0434-2015-0009-0031
32	Space Assignment Plans for Hazardous / Radiological Buildings Disposition Authority Number: DAA-0434-2015-0009-0032
33	Waste Management Program Disposition Authority Number: DAA-0434-2015-0009-0033
34	Emergency Response Acknowledgement Disposition Authority Number: DAA-0434-2015-0009-0034
35	Facilities Upgraded for Controlled Use Disposition Authority Number: DAA-0434-2015-0009-0035
36	Radiographic Exposure Device Certifications

	Disposition Authority Number: DAA-0434-2015-0009-0036
37	Emergency Drills and Exercises Disposition Authority Number: DAA-0434-2015-0009-0037
38	Emergency Planning Disposition Authority Number: DAA-0434-2015-0009-0038
39	Environmental Permits Disposition Authority Number: DAA-0434-2015-0009-0039
40	Hazardous Waste Shipments Disposition Authority Number: DAA-0434-2015-0009-0040
41	Nuclear Material Accountability Disposition Authority Number: DAA-0434-2015-0009-0041
42	Prohibited / Limited Materials Disposition Authority Number: DAA-0434-2015-0009-0042
43	Radioactive Material (RAM) Shipments Receipts Disposition Authority Number: DAA-0434-2015-0009-0043
44	Spill Prevention Control and Countermeasures Disposition Authority Number: DAA-0434-2015-0009-0044
45	Waste Containers Disposition Authority Number: DAA-0434-2015-0009-0045
46	Dismantlement and Remediation Disposition Authority Number: DAA-0434-2015-0009-0046
47	Environmental Monitoring Policy and Procedures Disposition Authority Number: DAA-0434-2015-0009-0047
48	Hazardous Material Spills and Spill Response Disposition Authority Number: DAA-0434-2015-0009-0048
49	Industrial Hygiene Surveys (indicating potential hazard) Disposition Authority Number: DAA-0434-2015-0009-0049
50	Job Hazard Analyses (JHA) Disposition Authority Number: DAA-0434-2015-0009-0050
51	Legal Files: Environmental, Health, and Safety Disposition Authority Number: DAA-0434-2015-0009-0051
52	Material Safety Data Sheets (MSDS) Disposition Authority Number: DAA-0434-2015-0009-0052
53	Safety Analysis Compliance Disposition Authority Number: DAA-0434-2015-0009-0053
54	Waste Analysis and Characterization Disposition Authority Number: DAA-0434-2015-0009-0054
55	Waste Compliance

	Disposition Authority Number: DAA-0434-2015-0009-0055
56	Wells Disposition Authority Number: DAA-0434-2015-0009-0056
57	Bulk Waste Released from Radiological Controls Disposition Authority Number: DAA-0434-2015-0009-0057
58	Calibration Standards Disposition Authority Number: DAA-0434-2015-0009-0058
59	Certification Examination Results Disposition Authority Number: DAA-0434-2015-0009-0059
60	Dose Investigation Disposition Authority Number: DAA-0434-2015-0009-0060
61	Potentially Disqualifying Medical Conditions Disposition Authority Number: DAA-0434-2015-0009-0061
62	Radiation Exposure Histories Disposition Authority Number: DAA-0434-2015-0009-0062
63	Radioactive Source Accountability Disposition Authority Number: DAA-0434-2015-0009-0063
64	Radiological Controls Program Environmental Monitoring and Survey Records Disposition Authority Number: DAA-0434-2015-0009-0064
65	Radiological Controls Program Reports Disposition Authority Number: DAA-0434-2015-0009-0065
66	Utilization Logs Disposition Authority Number: DAA-0434-2015-0009-0066
67	Archaeological Records Disposition Authority Number: DAA-0434-2015-0009-0067
68	Environmental Monitoring Reports relating to Ground Contamination Disposition Authority Number: DAA-0434-2015-0009-0068
69	Hazardous and Radiological Protection Policies, Procedures, and Standards Disposition Authority Number: DAA-0434-2015-0009-0069
70	National Environmental Policy Act (NEPA) Disposition Authority Number: DAA-0434-2015-0009-0070
71	Radioactive Material (RAM) and Waste Shipments Disposition Authority Number: DAA-0434-2015-0009-0071
72	Radiological Controls Training Standards Disposition Authority Number: DAA-0434-2015-0009-0072
73	Radiological Incidents Disposition Authority Number: DAA-0434-2015-0009-0073
74	Site Closure

Disposition Authority Number: DAA-0434-2015-0009-0074

Records Schedule Items

Sequence Number					
1	<p>Monitoring Equipment Checks</p> <p>Disposition Authority Number DAA-0434-2015-0009-0001</p> <p>Includes records of battery checks for portable monitoring equipment and response checks on survey instruments performed against known sources, per NNPP radiological controls technical manuals.</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>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>4-01-02</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	4-01-02	
Manual Citation	Manual Title				
4-01-02					
2	<p>Nuclear Materials Inventories and Transactions</p> <p>Disposition Authority Number DAA-0434-2015-0009-0002</p> <p>Inventories and transaction reports for nuclear materials, including Composition of Ending Inventory, monthly materials balance reports, and transaction journals and reports.</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>				

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Manual Citation	Manual Title
4-02-01	

Disposition Instruction

Cutoff Instruction

Cutoff: End of fiscal or calendar year.

Retention Period

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

Additional Information

GAO Approval

Not Required

Personnel Authorized to Receive Radiation Exposure

Disposition Authority Number

DAA-0434-2015-0009-0003

Title of the annual review of the number of personnel authorized to enter radiological areas to ensure the overall number is minimized, per NNPP radiological controls technical manuals.

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
4-02-02	

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

Personnel Protective Equipment (PPE)

Disposition Authority Number

DAA-0434-2015-0009-0004

Documents PPE issued to employees, including safety glasses and shoes.

Final Disposition

Temporary

Item Status

Active

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Is this item media neutral? Yes

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

Manual Citation	Manual Title
4-02-03	

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

Radiological Controls Knowledge Retention Examinations

Disposition Authority Number DAA-0434-2015-0009-0005

Periodic exams given to randomly selected personnel to monitor the effectiveness of continuing education programs mandated in NNPP radiological controls technical manuals.

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
4-02-04	

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

Safety Checks

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

Evidence of routine monitoring activities and follow-up actions undertaken to ensure a safe work environment. Records include aerial work platform inspections, fire alarm tests, fire extinguisher inspections, intercom/radio communications tests, safety observer information, and safety meeting minutes.

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
4-02-05	

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**

Calibration of Radiation Survey Instruments

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

Results of calibrations of external monitoring equipment and instruments performed per NNPP radiological controls technical manuals. This item does not apply to calibration records for in vivo monitoring equipment and instruments, which is 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
4-03-01	

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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

Dosimetry Processing

Disposition Authority Number

DAA-0434-2015-0009-0008

Routine forms compiled to document the assignment of dosimeters and calculation of initial doses according to procedures in NNPP radiological controls and radiation health protection manuals.

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
4-03-02	

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

Hazardous Materials Documentation and Control

Disposition Authority Number

DAA-0434-2015-0009-0009

Records relating to the inventory, inspection, and control of hazardous materials. Records include hazardous chemical inventory reports, ditch and lagoon system inspections, ozone depleting substance evaluations, storage area inspection logs and inventories, painting approval requests, toxic chemical release inventory reports, and certifications of waste items retained separately from shipment records.

Final Disposition

Temporary

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Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
4-03-03	

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

Leak Tests

Disposition Authority Number DAA-0434-2015-0009-0010

Raw results of smear/swipe tests to detect leakage from sealed sources where
results are transferred to a survey document, as mandated by NNPP radiological
controls technical manuals.

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
4-03-04	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

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

Additional Information

GAO Approval Not Required

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Lockout Tagout (LOTO) Program

Disposition Authority Number **DAA-0434-2015-0009-0011**

Semiannual reports evaluating the administration of the LOTO program.

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
4-03-05	

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**

12

Man-Rem Goals

Disposition Authority Number **DAA-0434-2015-0009-0012**

Reports of annual man-Rem goals for all radioactive work planned for the calendar year and submitted to Naval Reactors, per NNPP radiological controls technical manuals. "Man-" is similar to "man-hours" and Rem is a unit for measuring radiation exposure, so man-Rem is the estimated total exposure for a project.

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
4-03-06	

Disposition Instruction

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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
Nuclear Materials Reports
Disposition Authority Number DAA-0434-2015-0009-0013
Inventory and inspection reports for nuclear materials, including biennial inventories, annual balance reports, and usage plans.
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
4-03-07	

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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
Pocket Dosimeter Readings
Disposition Authority Number DAA-0434-2015-0009-0014
Monitoring results from secondary dosimeters worn for densitometry and radiography operations, where readings are used to verify primary dosimetry results that are entered into individual exposure histories, as required by NNPP radiological controls manuals.
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?

Manual Citation	Manual Title
4-03-08	

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

Potentially Uncontrolled Radioactive Materials or Radioactivity

Disposition Authority Number

DAA-0434-2015-0009-0015

Records of areas and materials searched, where results are carried over to a radiological survey. Investigations of instances with positive results are documented in incident reports, which 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
4-03-09	

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

Radioactive Material (RAM) Inactive Logs

Disposition Authority Number

DAA-0434-2015-0009-0016

Log sheets removed from the active inventory because the material is no longer held by the organization maintaining the log, accountability for the material is transferred to a new sheet, or the material is released from accountability.

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
4-03-10	

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

Radiographic Equipment Inspection and Maintenance

Disposition Authority Number DAA-0434-2015-0009-0017

Records pertaining to the inspection and maintenance of radiographic equipment, as mandated by NNPP radiological controls technical manuals, including radiographic exposure devices, source changers, associated equipment, transport and storage containers, and survey instruments.

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
4-03-11	

Disposition Instruction

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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
Radiological Alarm Systems, Interlocks, and Equipment Control and Indication Testing
Disposition Authority Number DAA-0434-2015-0009-0018
Results of tests of alarm systems and equipment as mandated by NNPP radiological controls technical manuals. Includes signatures that verify internal interlock tests were performed annually or prior to maintenance or repair.
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
4-03-12	

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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
Radiological Controls Certification Examinations
Disposition Authority Number DAA-0434-2015-0009-0019
Exams required for certification in the Radiological Controls (RadCon) Program, pursuant to training standards mandated by NNPP radiological controls manuals. Includes written examinations and answer keys, practical ability scenarios and attribute lists, approved drill scenarios and attribute lists, and oral board scenarios.
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
4-03-13	

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

Radiological Controls Program Auditing

Disposition Authority Number DAA-0434-2015-0009-0020

Records of periodic internal audits, surveillances, evaluations, and assessments of various aspects of the Radiological Controls Program, performed pursuant to NNPP radiological controls technical manuals.

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
4-03-14	

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

Radiological Controls Program Auditor Training

Disposition Authority Number DAA-0434-2015-0009-0021

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Records used to verify personnel who conduct RadCon Program evaluations, surveillances, and audits are knowledgeable in the areas under review, per NNPP radiological controls technical manuals.

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
4-03-15	

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

Radiological Work Controls

Disposition Authority Number DAA-0434-2015-0009-0022

Technical work documents indicating controls and precautions needed to conduct radiological work.

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
4-03-16	

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

Visitor Training

Disposition Authority Number DAA-0434-2015-0009-0023

Records verifying visitors who require access to radiation areas, high radiation areas, Controlled Surface Contamination Areas (CSCAs) or Radiological Containment Areas (RCAs) were trained appropriately for the radiological conditions expected and the duties of the worker, per NNPP radiological controls technical manuals.

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
4-03-17	

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

Work Permits

Disposition Authority Number DAA-0434-2015-0009-0024

Authorize work in special areas, requiring defined safety measures and/or requiring specialized skills, including confined space permits and hot work permits. Work permits involving potential exposure to hazardous or radiological materials 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 No

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

Manual Citation	Manual Title
4-03-18	

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

Drinking and Waste Water

Disposition Authority Number

DAA-0434-2015-0009-0025

Data, analyses, and reports concerning the routine monitoring of drinking water from systems operated at site facilities, including bacteriological analysis reports, chemical analysis reports, coliform results, and sewage data reports.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Manual Citation	Manual Title
4-04-01	

Disposition Instruction

Cutoff Instruction

Cutoff: End of fiscal or calendar year.

Retention Period

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

Additional Information

GAO Approval

Not Required

Pollutant and Waste Stream Identification

Disposition Authority Number

DAA-0434-2015-0009-0026

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Documentation of routine analyses of production and types of pollutants, waste, and waste by-products.

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
4-04-03	

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

Energy Conservation

Disposition Authority Number DAA-0434-2015-0009-0027

Plans that outline how a site will be managed to reduce its energy demands, including site sustainability plans.

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
4-05-01	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

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Retention Period Destroy 20 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Environmental Monitoring Equipment Checks

Disposition Authority Number DAA-0434-2015-0009-0028

Records of checks and tests of environmental monitoring equipment to verify equipment is performing to set standards. May include criticality monitoring system checks, detector daily source check data and control charts, and testing of High-Efficiency Particulate Air (HEPA) filters.

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
4-06-01	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

Retention Period Destroy 80 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

29

Environmental Monitoring Program

Disposition Authority Number DAA-0434-2015-0009-0029

Records include periodic reports to state, local, and Federal agencies; sampling data, analysis, and results; and field screening measurements and logbooks. Radiological surveys mandated by NNPP radiation controls and health manuals are covered elsewhere in this 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
4-06-02	

Disposition Instruction

Cutoff Instruction

Cutoff: End of fiscal or calendar year.

Retention Period

Destroy 80 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval

Not Required

Exposure to Hazardous and Toxic Substances

Disposition Authority Number

DAA-0434-2015-0009-0030

Records relating to routine readings of personnel and visitor exposure or potential exposure to hazardous and toxic substances. This excludes reports mandated by NNPP radiological controls and radiation health manuals which are covered elsewhere in this 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
04-06-03	

Disposition Instruction

Cutoff Instruction

Cutoff: End of fiscal or calendar year.

Retention Period

Destroy 80 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval

Not Required

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31

Safety Work Permits

Disposition Authority Number DAA-0434-2015-0009-0031

Authorizations for work involving hazardous materials, including asbestos and beryllium.

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
4-06-04	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

Retention Period Destroy 80 year(s) after end of fiscal or calendar
year.

Additional Information

GAO Approval Not Required

32

Space Assignment Plans for Hazardous / Radiological Buildings

Disposition Authority Number DAA-0434-2015-0009-0032

**Records that document how space will be allocated, occupied, and used in
buildings where hazardous or radiological materials will be stored.**

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
4-06-05	

Disposition Instruction

33

Cutoff Instruction Cutoff: End of fiscal or calendar year.
Retention Period Destroy 80 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Waste Management Program

Disposition Authority Number DAA-0434-2015-0009-0033

Reports issued to management and/or state, local, or Federal agencies summarizing waste management activities and verifying compliance with requirements.

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
4-06-06	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.
Retention Period Destroy 80 year(s) after end of fiscal or calendar year.

Additional Information

GAO Approval Not Required

Emergency Response Acknowledgement

Disposition Authority Number DAA-0434-2015-0009-0034

Statements signed by persons or designees assigned to emergency response positions, certifying the individuals have read and understand the procedures of the assigned position or satisfactorily performed the practical abilities associated with the position, per NNPP radiological controls technical manuals.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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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
4-07-01	

Disposition Instruction

Cutoff Instruction **Cutoff: Employee leaves the organization.**
Retention Period **Destroy 1 year(s) after employee leaves the organization.**

Additional Information

GAO Approval **Not Required**

Facilities Upgraded for Controlled Use

Disposition Authority Number **DAA-0434-2015-0009-0035**

Document the radiological status of an area upgraded for controlled use, including sealed locations and equipment requiring evaluation, per NNPP radiological controls technical manuals.

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
4-07-02	

Disposition Instruction

Cutoff Instruction **Cutoff: Facility is released for unrestricted use.**
Retention Period **Destroy 1 year(s) after facility is released for unrestricted use.**

Additional Information

GAO Approval **Not Required**

Radiographic Exposure Device Certifications

36

Disposition Authority Number DAA-0434-2015-0009-0036

Verify each radiographic exposure device and associated equipment meet criteria specified in ANSI N432-1980, "Radiological Safety for the Design and Construction of Apparatus for Gamma Radiography," per NNPP radiological controls technical manuals.

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
4-07-03	

Disposition Instruction

Cutoff Instruction Cutoff: Equipment is permanently removed from service.

Retention Period Destroy 1 year(s) after equipment is permanently removed from service.

Additional Information

GAO Approval Not Required

Emergency Drills and Exercises

Disposition Authority Number DAA-0434-2015-0009-0037

Plans and evaluation of drills and exercises conducted for emergency response.

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
4-08-01	

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Disposition Instruction

Cutoff Instruction

Cutoff: Drill or exercise is complete.

Retention Period

Destroy 5 year(s) after drill or exercise is complete.

Additional Information

GAO Approval

Not Required

Emergency Planning

Disposition Authority Number

DAA-0434-2015-0009-0038

Plans, policies, procedures, and background documentation that are used to analyze potential threats, prevent and prepare for an emergency situation, and determine an appropriate response. May include emergency phone lists; vendor lists; delegations of authority of emergency response functions; threat files; and alarm testing, business continuity, communications, and disaster recovery plans.

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
4-08-02	

39

Disposition Instruction

Cutoff Instruction

Cutoff: When superseded or obsolete.

Retention Period

Destroy 5 year(s) after superseded or obsolete.

Additional Information

GAO Approval

Not Required

Environmental Permits

Disposition Authority Number

DAA-0434-2015-0009-0039

Permits authorizing access or granting permission to perform environmental work at an NNPP site, including air emissions, boat operation, and RCRA. May include required documents that precede the granting of the license or warrant, as well as reports required under the permits.

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
4-08-03	

Disposition Instruction

Cutoff Instruction Cutoff: Expiration of permit.

Retention Period Destroy 5 year(s) after expiration of permit.

Additional Information

GAO Approval Not Required

Hazardous Waste Shipments

Disposition Authority Number DAA-0434-2015-0009-0040

Activity estimates, container inventories, manifests, and other documentation of
shipments of hazardous waste for disposal.

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
4-08-05	

Disposition Instruction

Cutoff Instruction Cutoff: Waste is shipped.

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

Additional Information

GAO Approval Not Required

Nuclear Material Accountability

40

41

Disposition Authority Number DAA-0434-2015-0009-0041

Records that demonstrate accountability for nuclear material from receipt through disposal.

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
4-08-06	

Disposition Instruction

Cutoff Instruction Cutoff: Fuel/material is shipped to a final repository.

Retention Period Destroy 5 year(s) after fuel/material is shipped to a
final repository.

Additional Information

GAO Approval Not Required

Prohibited / Limited Materials

Disposition Authority Number DAA-0434-2015-0009-0042

Lists of materials that are prohibited (e.g. cannot come in contact with nuclear fuel and irradiated components) or can only be used under limited circumstances in the NNPP program, including compounds or alloys containing mercury, compounds containing halogens, or materials containing polytetrafluorethylene.

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
4-08-07	

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Disposition Instruction

Cutoff Instruction

Cutoff: When superseded or obsolete.

Retention Period

Destroy 5 year(s) after records are superseded or obsolete.

Additional Information

GAO Approval

Not Required

Radioactive Material (RAM) Shipments Receipts

Disposition Authority Number

DAA-0434-2015-0009-0043

Signed receipts from organizations receiving radioactive materials, retained per NNPP radiological controls technical manuals.

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
4-08-08	

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Disposition Instruction

Cutoff Instruction

Cutoff: Shipment is complete.

Retention Period

Destroy 5 year(s) after shipment is complete.

Additional Information

GAO Approval

Not Required

Spill Prevention Control and Countermeasures

Disposition Authority Number

DAA-0434-2015-0009-0044

Plans prepared in anticipation of potential spills or releases of hazardous substances. Plans for radioactive materials 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

No

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

Manual Citation	Manual Title
4-08-09	

Disposition Instruction

Cutoff Instruction

Cutoff: When superseded or obsolete.

Retention Period

Destroy 5 year(s) after records are superseded or obsolete.

Additional Information

GAO Approval

Not Required

Waste Containers

Disposition Authority Number

DAA-0434-2015-0009-0045

Documentation for containers built to required specifications for shipment of hazardous materials.

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
4-08-10	

Disposition Instruction

Cutoff Instruction

Cutoff: Disposal of all containers of a certain type.

Retention Period

Destroy 5 year(s) after disposal of all containers of a certain type.

Additional Information

GAO Approval

Not Required

Dismantlement and Remediation

Disposition Authority Number

DAA-0434-2015-0009-0046

Records concerning the abatement, decontamination, decommissioning, dismantlement, or remediation of buildings, facilities, sites, or specialized equipment, including projects conducted under the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) and Resource Conservation and Recovery Act (RCRA). Notification must be sent to the EPA prior to the destruction of records pertaining to the administration of CERCLA projects.

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
4-09-01	

Disposition Instruction

Cutoff Instruction Cutoff: Remediation is complete.

Retention Period Destroy 80 year(s) after remediation is complete.

Additional Information

GAO Approval Not Required

Environmental Monitoring Policy and Procedures

Disposition Authority Number DAA-0434-2015-0009-0047

Policies, manuals, and plans that define and regulate adherence to environmental requirements, including procedures and manuals for the operation of environmental monitoring equipment. Records created for operations regulated by the Radiological Controls Program 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
4-09-02	

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Disposition Instruction

Cutoff Instruction

Cutoff: When superseded or obsolete.

Retention Period

Destroy 80 year(s) after superseded or obsolete.

Additional Information

GAO Approval

Not Required

Hazardous Material Spills and Spill Response

Disposition Authority Number

DAA-0434-2015-0009-0048

Response plans for releases of chemical or other hazardous substances and records relating to the remediation or cleanup of spills.

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
4-09-03	

Disposition Instruction

Cutoff Instruction

Cutoff: Cleanup is complete.

Retention Period

Destroy 80 year(s) after cleanup is complete.

Additional Information

GAO Approval

Not Required

Industrial Hygiene Surveys (indicating potential hazard)

Disposition Authority Number

DAA-0434-2015-0009-0049

Surveys that detect a potential industrial hazard, including asbestos, beryllium, heat stress, noise, and lead. Surveys for radiation and contamination 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

No

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

Manual Citation	Manual Title
4-09-04	

Disposition Instruction

Cutoff Instruction

Cutoff: Facility dismantlement.

Retention Period

Destroy 80 year(s) after facility dismantlement.

Additional Information

GAO Approval

Not Required

Job Hazard Analyses (JHA)

Disposition Authority Number

DAA-0434-2015-0009-0050

Analyses conducted to determine and document the tasks, hazards, and safety procedures associated with the performance of work within specific job categories or work activities.

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
4-09-05	

Disposition Instruction

Cutoff Instruction

Cutoff: When superseded or obsolete.

Retention Period

Destroy 80 year(s) after superseded or obsolete.

Additional Information

GAO Approval

Not Required

Legal Files: Environmental, Health, and Safety

Disposition Authority Number

DAA-0434-2015-0009-0051

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Litigation files documenting actions taken by General Counsel to protect program interests in cases involving personal injuries or environmental impact resulting from hazardous materials or radiation.

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
4-09-06	

Disposition Instruction

Cutoff Instruction Cutoff: Case is closed.

Retention Period Destroy 80 year(s) after case is closed.

Additional Information

GAO Approval Not Required

Material Safety Data Sheets (MSDS)

Disposition Authority Number DAA-0434-2015-0009-0052

Master copies of MSDS. The MSDS is a listing of products and chemicals currently or previously used at an NNPP site, including manufacturer, hazardous ingredients, physical and chemical characteristics, health hazards, and handling and storage information.

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
4-09-07	

Disposition Instruction

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Cutoff Instruction Cutoff: Material is no longer used.
Retention Period Destroy 80 year(s) after material is no longer used.
Additional Information
GAO Approval Not Required
Safety Analysis Compliance
Disposition Authority Number DAA-0434-2015-0009-0053
Safety Analysis Reports licenses, amendments, and certificates of compliance.
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
4-09-08	

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Disposition Instruction
Cutoff Instruction Cutoff: When superseded or obsolete.
Retention Period Destroy 80 year(s) after superseded or obsolete.
Additional Information
GAO Approval Not Required
Waste Analysis and Characterization
Disposition Authority Number DAA-0434-2015-0009-0054
Analyses and categorizations of waste, including Hazardous Evaluation Forms (HEFs).
Final Disposition Temporary
Item Status Active
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title

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4-09-09	
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Disposition Instruction

Cutoff Instruction Cutoff: Waste is no longer produced.
Retention Period Destroy 80 year(s) after waste is no longer produced.

Additional Information

GAO Approval Not Required

Waste Compliance

Disposition Authority Number DAA-0434-2015-0009-0055

Records needed for proving compliance with waste management requirements, other than CERCLA funded cooperative agreements. Records include landfill inspections, dangerous waste reports, and decay heat reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
4-09-10	

Disposition Instruction

Cutoff Instruction Cutoff: Final closure of facility. (Facility may be defined as a tank, a building, a waste site, or an entire site.)
Retention Period Destroy 80 year(s) after final closure of facility. (Facility may be defined as a tank, a building, a waste site, or an entire site.)

Additional Information

GAO Approval Not Required

Wells

Disposition Authority Number DAA-0434-2015-0009-0056

Records for the construction, environmental monitoring efforts, history, maintenance, and abandonment of wells. Records include deep well videos; drilling

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logs, plans, and reports; nature and composition of injected fluids; pump system documentation; and well abandonment plans, notifications, and reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
4-09-11	

Disposition Instruction

Cutoff Instruction Cutoff: Final closure of facility or site where well is located.

Retention Period Destroy 80 year(s) after final closure of facility or site where well is located.

Additional Information

GAO Approval Not Required

Bulk Waste Released from Radiological Controls

Disposition Authority Number DAA-0434-2015-0009-0057

Relates to the categorization and disposition of materials containing radioactivity under the limits defined in NNPP radiological controls manuals. Records indicate total weight and radioactivity of the waste, which may include plastic wrapping materials, lagging, anticontamination clothing, contents of vacuum cleaners used in radiologically controlled areas with no regulated constituents, and paint chips with no regulated constituents.

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
4-10-01	

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Disposition Instruction

Cutoff Instruction

Cutoff: End of fiscal or calendar year.

Retention Period

Destroy when no longer needed for business purposes, but no sooner than 80 years after cutoff.

Additional Information

GAO Approval

Not Required

Calibration Standards

Disposition Authority Number

DAA-0434-2015-0009-0058

Quality assurance procedures to ensure and document instruments are calibrated according to standards traceable to National Institute of Standards and Technology Traceability for Calibration Standards.

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
4-10-02	

Disposition Instruction

Cutoff Instruction

Cutoff: When superseded or obsolete.

Retention Period

Destroy when no longer needed for business purposes, but no sooner than 80 years after cutoff.

Additional Information

GAO Approval

Not Required

Certification Examination Results

Disposition Authority Number

DAA-0434-2015-0009-0059

Includes examination results and dates verifying testing to radiological controls training standards allowing employees and visitors to perform work under the cognizance of the Radiological Controls Program, as defined in NNPP radiological control technical manuals.

Final Disposition

Temporary

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Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
4-10-03	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

Retention Period Destroy when no longer needed for business
purposes, but no sooner than 80 years after cutoff.

Additional Information

GAO Approval Not Required

Dose Investigation

Disposition Authority Number DAA-0434-2015-0009-0060

Prepared in response to any instance in which a dosimeter reading is suspect.

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
4-10-04	

Disposition Instruction

Cutoff Instruction Cutoff: Investigation is complete.

Retention Period Destroy when no longer needed for business
purposes, but no sooner than 80 years after cutoff.

Additional Information

GAO Approval Not Required

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Potentially Disqualifying Medical Conditions

Disposition Authority Number DAA-0434-2015-0009-0061

Statements required for signature by personnel with expected exposure below the threshold defined in NNPP radiological controls technical manuals, documenting knowledge of any potentially disqualifying medical conditions. Statements are maintained separately from radiation exposure 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
4-10-05	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year

Retention Period Destroy when no longer needed for business
purposes, but no sooner than 80 years after cutoff.

Additional Information

GAO Approval Not Required

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Radiation Exposure Histories

Disposition Authority Number DAA-0434-2015-0009-0062

Created according to procedures outlined in NNPP radiological controls and radiation health technical manuals to serve as evidence that occupational exposure limits were or were not exceeded by individuals. These histories have medical, epidemiological, and legal significance, because they record the amounts of exposure as well as dates and locations where exposures were received. This item also applies to the calibration records for in vivo monitoring equipment and instruments that are used to compile the exposure 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 No

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

Manual Citation	Manual Title
4-10-06	

Disposition Instruction

Cutoff Instruction

Cutoff: Employee separation.

Retention Period

Destroy when no longer needed for business purposes, but no sooner than 80 years after cutoff.

Additional Information

GAO Approval

Not Required

Radioactive Source Accountability

Disposition Authority Number

DAA-0434-2015-0009-0063

Inventories of sealed radioactive sources generated semi-annually per NNPP procedures. Also covers certificates of conformance for stored sources.

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
4-10-07	

Disposition Instruction

Cutoff Instruction

Cutoff: End of fiscal or calendar year.

Retention Period

Destroy when no longer needed for business purposes, but no sooner than 80 years after cutoff.

Additional Information

GAO Approval

Not Required

Radiological Controls Program Environmental Monitoring and Survey Records

Disposition Authority Number

DAA-0434-2015-0009-0064

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Environmental monitoring and survey records created in compliance with the Radiological Controls Programs, per NNPP radiological controls technical manuals. Records include air particle surveys for monitoring airborne radioactivity, pre-construction and post-construction radiological surveys, and soil and vegetation surveys.

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
4-10-08	

Disposition Instruction

Cutoff Instruction Cutoff: End of fiscal or calendar year.

Retention Period Destroy when no longer needed for business purposes, but no sooner than 80 years after cutoff.

Additional Information

GAO Approval Not Required

Radiological Controls Program Reports

Disposition Authority Number DAA-0434-2015-0009-0065

Formal reports issued to Naval Reactors (NR) Headquarters summarizing the operations of the Radiological Controls Program, as mandated by NNPP radiological controls technical manuals. Records include annual reports of Personnel Exposure to Ionizing Radiation, Quarterly Radiation Exposure reports, summaries of annual exposure, and Release Survey reports.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title

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4-10-09	
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Disposition Instruction

Cutoff Instruction

Cutoff: End of fiscal or calendar year.

Retention Period

Destroy when no longer needed for business purposes, but no sooner than 80 years after cutoff.

Additional Information

GAO Approval

Not Required

Utilization Logs

Disposition Authority Number

DAA-0434-2015-0009-0066

Including utilization logs for gamma densitometers, high dose rate RADIAC calibration sources, and radiography sources, containing the level of information mandated by NNPP radiological controls technical manuals.

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
4-10-10	

Disposition Instruction

Cutoff Instruction

Cutoff: End of fiscal or calendar year.

Retention Period

Destroy when no longer needed for business purposes, but no sooner than 80 years after cutoff.

Additional Information

GAO Approval

Not Required

Archaeological Records

Disposition Authority Number

DAA-0434-2015-0009-0067

Records resulting from activities conducted on lands owned in fee by Native Americans or held in trust by the United States for Native Americans.

Final Disposition

Permanent

67

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
4-11-01	

Disposition Instruction

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

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

Additional Information

First year of records accumulation 1966

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

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	10 Cubic feet	.25 Cubic feet
Microform		
Hardcopy or Analog Special Media		

Environmental Monitoring Reports relating to Ground Contamination

Disposition Authority Number DAA-0434-2015-0009-0068

Environmental program reports that summarize data from radiological and non-radiological environmental surveillance activities to document compliance with

applicable environmental laws and regulations and define the extent and levels of contamination in soil or real estate.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
4-11-02	

Disposition Instruction

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

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

Additional Information

First year of records accumulation 1980

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

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	80 Cubic feet	2 Cubic feet
Microform		
Hardcopy or Analog Special Media		

Disposition Authority Number **DAA-0434-2015-0009-0069**

Technical standards, operating guides, and control procedures relating to the technical and administrative basis for programs intended to protect and document the exposure of personnel to hazardous concentrations of toxic chemicals, external radiation, and internally deposited radionuclides. Types of radiological program policies and procedures are defined in NNPP radiological controls manuals and include Naval Reactors (NR) inspection reports; reports of quality assurance checks of dosimetry and internal monitoring by outside agencies; TLD/RADIAC calibration procedures; and Authorizations to Handle Radioactive Material.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

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

Manual Citation	Manual Title
4-11-03	

Disposition Instruction

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

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

Additional Information

First year of records accumulation **1949**

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

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	50 Cubic feet	2 Cubic feet

70

Microform		
Hardcopy or Analog Special Media		

National Environmental Policy Act (NEPA)

Disposition Authority Number DAA-0434-2015-0009-0070

Consists of Environmental Impact Statements, Environmental Assessments, and Categorical Exclusion Records, which are required for proposed major federal actions that significantly affect the quality of the human environment. The Prime Contractors retain the record copy of all NEPA records.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
4-11-04	

Disposition Instruction

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

Transfer to the National Archives for Accessioning Transfer to the National Archives year(s) after

Additional Information

First year of records accumulation 1970

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

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

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital		
Paper	100 Cubic feet	3 Cubic feet
Microform		
Hardcopy or Analog Special Media		

71

Radioactive Material (RAM) and Waste Shipments

Disposition Authority Number DAA-0434-2015-0009-0071

Records documenting shipments made of radioactive material, mixed waste and PCB radioactive waste for treatment and disposal including emails and conventional correspondence, container inventories, type of waste, degree of radioactivity, permissions to ship and transport.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
4-11-05	

Disposition Instruction

Cutoff Instruction When no longer needed for business purposes.

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

Additional Information

First year of records accumulation 1976

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

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

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

72

Radiological Controls Training Standards

Disposition Authority Number DAA-0434-2015-0009-0072

Educational requirements for radiation control technicians, contamination workers, radiation workers, Limited Radiation Workers, gamma densitometer operators, RADIAC calibration range operators, radiographers and radiographers' assistants, dosimetry technicians, and other personnel. This is training specific to the Bettis and Knolls laboratories, Kesselring, and the Naval Reactors Facility (NRF) in Idaho to include tables, charts, graphs and standards manuals.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
4-11-06	

Disposition Instruction

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

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

Additional Information

First year of records accumulation 1950

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

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	20 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

73

Radiological Incidents

Disposition Authority Number DAA-0434-2015-0009-0073

Reports pertaining to events identified as incidents in NNPP radiological controls manuals, including radiation exposures in excess of defined limits; internally deposited radioactivity; unauthorized or unplanned radioactive waste deposition; unauthorized or unplanned gaseous or liquid discharge of radioactivity; loss of radioactive material; or spread of radioactive contamination.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
4-11-07	

Disposition Instruction

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

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

Additional Information

First year of records accumulation 1949

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

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	15 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

74

Site Closure

Disposition Authority Number DAA-0434-2015-0009-0074

Closure reports, post-closure plans, and cleanup procedures developed in compliance with CERCLA, RCRA, and other requirements. Records include descriptions of plans for each unit, estimates of maximum inventory during active life, waste characterizations, and procedures governing the removal of contaminants and waste. May also include engineering studies, reports of unusual problems encountered during waste removal and treatment.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

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

Manual Citation	Manual Title
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4-11-08	
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Disposition Instruction

Cutoff Instruction

Cutoff: When no longer needed for business purposes.

Transfer to the National Archives for Accessioning

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

Additional Information

First year of records accumulation 1976

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

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	10 Cubic feet	1 Cubic feet
Microform		
Hardcopy or Analog Special Media		

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/23/2015	Certify	Maria Levesque	Director of Records Management Services	Office of the Chief Information Officer - Records Management Program Office
02/18/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/25/2016	Submit For Certification	Juliet Dimond	Records Officer	NNSA - NA30
03/02/2016	Certify	Maria Levesque	Director of Records Management Services	Office of the Chief Information Officer - Records Management Program Office
02/21/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/22/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/27/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist