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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |   | JOB NUMBER<br><i>N1-434-00-7</i>   |  |
| To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |   | Date received<br><i>9-22-2000</i>  |  |
| 1. FROM (Agency or establishment)<br><b>U.S. Department of Energy</b>  |   | NOTIFICATION TO AGENCY   |  |
| 2. MAJOR SUBDIVISION<br><b>Office of the Chief Information Officer</b>   |   | In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |  |
| 3. MINOR SUBDIVISION<br><b>Records Management Division</b>   |   |  |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><b>Susan L. Frey, Departmental Records Officer</b>  | 5. TELEPHONE NUMBER<br><b>301-903-3666</b>  | DATE<br><i>3-13-01</i>   | ARCHIVIST OF THE UNITED STATES<br><i>[Signature]</i> |
| 6. AGENCY CERTIFICATION<br>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 on the attached <u>4</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |   |  |  |
| DATE<br><i>1/24/01</i>   | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i><br>Susan L. Frey   |  | TITLE<br><b>Departmental Records Officer</b>         |
| 7. ITEM NO.  | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY)                     |
|  | Amendment to Environmental Records Schedule (N1-434-98-28) to include three additional items.<br><br>(See attached)<br><br><i>Agency needs NR</i> |  |  |

**NOTIFICATION FOR RECORDS DISPOSITION AUTHORITY**

JOB NUMBER **N1-434-00-7**

NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
1100 MARYLAND AVENUE COLLEGE PARK, MD 20740-6001

Date received **9-22-2000**

(Agency or establishment)

**NOTIFICATION TO AGENCY**

Department of Energy  
Germantown Road, Germantown, Md. 20874

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

SUBDIVISION  
Office of the Chief Information Officer, SO-30

SUBDIVISION  
Records Management Division, SO-312

PERSON WITH WHOM TO CONFER  
Chief, Departmental Records  
Officer

2. TELEPHONE NUMBER  
301-903-3666

DATE

ARCHIVIST OF THE UNITED STATES

**CERTIFICATION**

I certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records identified for disposal on the attached 3 page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required       is attached; or       has been requested.

9/21/

2000

(86)

SIGNATURE OF AGENCY REPRESENTATIVE

*Susan L. Frey*

Susan L. Frey, Departmental Records Officer

TITLE

Departmental Records Officer

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB

10. ACTION TAKEN (NARA USE ONLY)

Amendment to Environmental Records Schedule (N1-434-98-28) to include three additional items.

(See attached)

ADDITIONS TO U.S. DEPARTMENT OF ENERGY ENVIRONMENTAL  
RECORDS DISPOSITION SCHEDULE  
(N1-~~343~~<sup>4</sup>-98-28)

Addition to Item 1.b. (4) – Safety Analysis Reports

**(4a) Safety Analysis Reports**

Safety Analysis Reports (SARs ) document the adequacy of safety analysis for a nuclear facility to ensure that the facility can be constructed, operated, maintained, shut down, and decommissioned safely and in compliance with applicable laws and regulations

Review annually. Cutoff when superseded, obsolete, or cancelled.  
Destroy 25 years after cutoff.

*75  
JBZ  
Per DOE  
email of  
10/2/00*

Records may include document reviews of current and potential risks involved before work proceeds, specific safety analysis that pertains to specific activities related to the SAR, and Technical Safety Requirements (TSRs) which is specific standards or regulations that pertain to the activity, site characteristics, facility descriptions, safety designs, facility hazard analysis and classification, health and safety criteria, analysis of operation, institutional safety provisions, emergency preparedness, and other related subjects.

Records should include the related DOE Safety Evaluation Report.

**(4b) Other Safety Analyses**

Document a process to provide systematic identification of hazards within a given DOE operation; to describe and analyze the adequacy of measure taken to eliminate, control, or mitigate identified hazards; and to analyze and evaluate potential accidents and their associated risks.

Review annually.

Cutoff when superseded, obsolete or cancelled. Destroy 25 years after cutoff.

May have documentation similar to SAR's. Records should include the related DOE Safety Evaluation Report.

**Addition to Item 1.d (9) – Community Radiation Monitoring Program Reports**

**(9) Community Environmental Surveillance Program Reports**

Summary reports documenting the cooperative effort of DOE, the DOE contractor site, and the surrounding communities in actively participating in an environmental surveillance program.

Cutoff upon issuance of report. Destroy 5 years after cutoff.

**Addition to Item 1.k (1) – Environmental Program Management Files**

**k. Environmental Record Case Files**

NOTE: Use this retention **ONLY** for records maintained as a collection.

**(1) Environmental Program Support Files**

Document the management, administration, support, function, operation, and program activities for an environmental program.

Cutoff annually. Destroy 25 years after cutoff.

These records include, but are not limited to, mission descriptions or documents describing the following: the type of work performed; funding/budget documentation; program plans; approvals and implementation and coordinating program activities; action plans; program development records; compliance to regulatory requirements; a history of past management practices; meeting minutes; audits; project reviews or event documentation; organization structure; property/equipment lists; deliverables; reports and correspondence related to milestones, work identification or progress; and other related documentation.

August 18, 2000

**Electronic Mail and Word Processing System Copies.**

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.