REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

Date received 3-21-01

1. FROM (Agency or establishment)
   U. S. Department of Energy

2. MAJOR SUBDIVISION
   Records Management, SO-312

3. TELEPHONE NUMBER 301-903-3455
   DATE 7-12-01

4. NAME OF PERSON WITH WHOM TO CONFER
   Sharon Evelin, SO-312

5. ARCHIVIST OF THE UNITED STATES
   "Earl"

6. 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 on the attached 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, XXXX is not required; or XXXX is attached; or XXXX has been requested.

   DATE March 13, 2001
   SIGNATURE OF AGENCY REPRESENTATIVE Susan L. Frey
   TITLE Departmental Records Officer

7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   See attached sheets for additions to DOE's Environmental Schedule (N1-434-98-28). Both of the new schedules are intended for generic use throughout the Department.

9. GRS OR 10. ACTION
   SUPERSEDED JOB
   TAKEN (NARA USE ONLY)

3/16/01

INACTIVE - ALL ITEMS SUPERSEDED
Proposed Change to EH Schedule. Item 2-c-new item 7.

(7) MATERIAL SAFETY DATA SHEETS (MSDS)

MSDS provide detailed safety information on hazardous chemical products obtained from chemical manufacturers and/or commercial information services. MSDS are originated by manufacturers of chemical products and passed on to product purchasers to provide detailed product safety information as required by public law.

a. Safety Department Master File

Destroy 75 years after substance has been removed from use.

b. Other copies

Destroy when superseded, obsolete or no longer in use after having confirmed the record copy is being maintained by the cognizant department (per item a. above).

Superseded by Job/Item number:

DAA - GRS - 2017-0010-0008

Date (MM/DD/YYYY):

July 17, 2019
Proposed Change to EH Schedule. Item 2-c-new item 8.

(8) **SEALED RADIOACTIVE SOURCE INVENTORY**

Records concerning the inventory and integrity testing of sealed radioactive sources. Records are used for calibrating radiation measurement equipment, response checking of radiation detection instruments, research, and other applications utilizing sealed radioactive sources.

Destroy 75 years after final disposition of radioactive source, or in accordance with authorization issued by a State or Federal regulatory agency, whichever is longer.

Superseded by job / item number:

`DAH - CUS-2017-0000-0000`

Date (MM/DD/YYYY):  

`July 17, 2019`
Electronic Records.

Electronic copies of records that are created on electronic mail and work processing systems and used solely to generate a record keeping 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 record keeping 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 record keeping copy.

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

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

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

Inactive because items 1 & 2 are superseded.