

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER: <i>71-434-01-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3-21-01</i>	
1. FROM (Agency or establishment) U. S. Department of Energy		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Records Management , SO-312			
4. NAME OF PERSON WITH WHOM TO CONFER Sharon Evelin, SO-312		2. TELEPHONE NUMBER 301-903-3455	DATE <i>7-12-01</i>
		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	
3. 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 <input checked="" type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE March 13, 2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan L. Frey</i> Susan L. Frey		TITLE Departmental Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR	10. ACTION
	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.	SUPERSEDED JOB	TAKEN (NARA USE ONLY)
<i>cc: Agency NAWMD, NAWM W, NR</i> <i>S 7/16/01</i>			

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Destroy when superseded, obsolete or no longer in use after having confirmed the record copy is being maintained by the cognizant department (per item a. above).

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.

3. 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.