

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-434-092</i>	
To <b>NATIONAL ARCHIVES &amp; RECORDS ADMINISTRATION</b> <b>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001</b>		Date received <i>4/21/09</i>	
1 FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of the Inspector General			
3 MINOR SUBDIVISION Officer of Investigations			
4. NAME OF PERSON WITH WHOM TO CONFER Tiffany Jenifer	5 TELEPHONE NUMBER 202-586-2729	DATE <i>8/17/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
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 <u>  1  </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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>3/24/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Departmental Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET(S) FOR  Additions to ADM 18 Security, Emergency Planning and Safety Records	N/A	

**① Firearms and Related Equipment Receipt**

Description: Receipt is used when firearm or related equipment (includes but not limited to firearms, handcuffs, magazines, magazine pouches, gun locks, holsters, and raid jackets) is issued, returned, and/or exchanged.

Suggested Disposition. Cut off files at the end of the calendar year. Destroy 10 years after cut off.

**② Firearms Training and Qualification Roster**

Description. Roster is used to record a participant's signature which acknowledges score accuracy, and receipt/comprehension of safety and use of force policies.

Suggested Disposition: Cut off files at the end of the calendar year Destroy 7 years after cut off.

**③ Individual Firearms and Related Equipment Log**

Description: This log is used to maintain the control and accountability of individual firearms and related equipment.

Suggested Disposition: Cut off files at the end of the calendar year. Destroy 10 years after cut off.