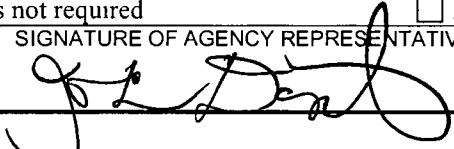


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-434-092</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/21/09</i>	
1 FROM (Agency or establishment) Department of Energy		NOTIFICATION TO AGENCY In accordance with the provisions 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>Adrian 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.