

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To. National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-434-12-1	Date Received 11/31/12
1 From (Agency or establishment) Department of Energy		<b>Notification to Agency</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision B&W Pantex			
3 Minor Subdivision			
4 Name of Person with whom to confer Chnsty Collier, Records Officer B&W Pantex	5 Telephone (include area code) 806-477-4340	Date 18 June 2012	Archivist of the United States 
<b>6 Agency Certification</b> 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 now needed for the business of 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 <input type="checkbox"/> has been requested			
Signature of Agency Representative 		Title Dept Records Officer	Date (mm/dd/yyyy) 01/30/2012
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<b>Narcotic Drug Registers, Inventory and Reports</b>  The purpose of these records is to comply with 21 CFR 1304 for the handling of the schedule I and schedule II narcotic drugs maintained on site for emergency use. Information includes - DEA registration number, type of drug, amount, exact location, dispensing information.  <b>TEMPORARY</b> Cut off at the end of the fiscal year in which new biennial inventory is complete. Destroy/delete 2 years after cut off.  <b>NOTE</b> These records are maintained on DOE/NNSA sites that have a Central Medical Facility. The services provided in the Central Medical Facility include dispensing Schedule I & II narcotics for emergency medical situations. According to 21 CFR 1304 these records must be maintained centrally and the exact locations must be identified. 21 CFR 1304.04 (a) states that every inventory and other records required to be kept under this part must be kept by the registrant and be available for at least 2 years from the date of such inventory or records, for inspection and copying by authorized employees of the Administration.		