

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-434-88-1

TO **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

9/2/88

1 FROM (Agency or establishment)

Department of Energy

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Managing and Operating Contractors

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Ed Nugent

5 TELEPHONE EXT

586-3288

DATE

ARCHIVIST OF THE UNITED STATES

8-22-88

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B. DATE

9/2/88

C SIGNATURE OF AGENCY REPRESENTATIVE

Benjamin L. White
Benjamin L. White

D TITLE

Chief of Information Management

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

These training records are created by Management and Operating Contractors (as authorized by the Secretary of Energy under Subpart 17.6, Federal Acquisition Regulation) under a variety of contracts with the Department of Energy.

Their proposed disposition is intended to assure records of the individuals employed by the contractors are preserved so as to protect their rights, as well as those of the contractors and the Government. Their proposed disposition originated with the contractor organizations and has been reviewed and approved by this Department.

ALL changes to this proposed schedule have been approved by:

Andrew D. Johnson x *William J. Letoury*
Agency representative x NARA Appraiser

June 8, 1989
6/8/89

Individual Records

Contractors must maintain one master folder for each contract employee, or create one master folder on transfer or separation when training activities are responsible for maintaining records. Folders are to be filed in alphabetical order by subject name (last name, first name, middle initial).

1. Contract employee individual folders which contain ONLY the following documents.

- a. On-the-job training checklist, ^{the results of} completed during qualification, including final written examination used for qualification or certification; records of oral examinations given for qualification or certification; simulator/operational evaluation records; new employee indoctrination/orientation checklists; and, records of exemptions to these documents;
- b. Checklists ^{the results} completed for recertification, including written examination given for recertification; and, records of oral examinations given for recertification;
- c. Documentation of qualification for one-time-only special tests and operations;
- d. Results of medical examinations (only pass/fail and restrictions); balance of results retained in medical file.

Cut off file at time of separation or transfer of employee. Screen out and destroy all item 1d records. Transfer folders with remaining documents to local FRC in one-cubic foot increments. Destroy 4 years after cut off.

2. Contract employee individual folders which contain item 1 documents AND also contain:

Attendance/completion records of training courses or sessions which include subjects dealing with hazardous materials directly applicable to the employee's job or position.

Cut off at time of separation or transfer of employee. Screen out and destroy all item 1d records. Transfer folders with remaining documents to local FRC in one-cubic foot increments. Destroy 75 years after cut off.

ADMINISTRATIVE RECORDS

3. Administrative training records such as; description of course content; examination banks; examination cover sheets; content, attendance rosters; documentation of required performance items; and, course lesson plans.
 - a. For courses relating to the handling of hazardous toxic or radioactive materials radiation safety or critically safety, or any training where chronic exposure may have had impact, send to FRC after last session Destroy 75 years after last session.
 - b. For all other courses, send to FRC after last session. Destroy 2 years after last session.
4. Drill guides/scenarios. Destroy when superseded or obsolete. Do not send to FRC.
5. Correspondence on the establishment, administration, and availability of a course. Destroy 2 years after last session. Do not send to FRC.
6. Course training aids. Destroy when superseded or obsolete. Do not send to FRC.