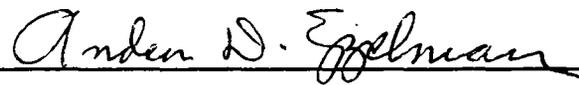


|   |                               |  |   |
|---|-------------------------------|--|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>          |                               | LEAVE BLANK  |   |
| TO GENERAL SERVICES ADMINISTRATION<br>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 |                               | JOB NO.  | N1-434-89-10  |
| 1 FROM (Agency or establishment)<br>Department of Energy  |                               | DATE RECEIVED  | 6/6/89  |
| 2 MAJOR SUBDIVISION<br>Idaho Operations Office  |                               | NOTIFICATION TO AGENCY   |   |
| 3. MINOR SUBDIVISION  |                               | In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Edward Nugent  | 5. TELEPHONE EXT.<br>586-3288 | DATE<br>3/11/91  | ARCHIVIST OF THE UNITED STATES<br> |

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 -5- 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<br>5/26/89 | C SIGNATURE OF AGENCY REPRESENTATIVE<br> | D TITLE<br>Departmental Records Officer |
|-------------------|---|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>   | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-----------|---|----------------------------------|---|
|           | <p>The attachments consist of records of the Idaho Operations Office, and are <u>site specific</u>.</p> <p>They include:</p> <ul style="list-style-type: none"> <li>- Radiographs of fuel elements;</li> <li>- Safe work permits;</li> <li>- Visitor access control records;</li> <li>- General correspondence; and</li> <li>- Receipt and disbursement account files.</li> </ul> |                                  |   |

*Copies sent to agency, NNA, NN-W, NNT 3/20/91*

DESCRIPTION OF RECORDS

RECOMMENDED DISPOSITION

RADIOGRAPHS OF FUEL ELEMENTS

Review every 5 years  
and destroy if fuel  
element has been  
reprocessed.

Rationale. See attached correspondence. This request has been coordinated with Departmental elements, all of whom have concurred.

ID# 25

DESCRIPTION OF RECORDS

RECOMMENDED DISPOSITION

SAFE WORK PERMITS are used to designate the approval for employees to work on a potentially hazardous job or in a potentially hazardous area. They contain the job description, instructions to workers, the protective clothing and equipment required. They include the names of the workers, approval signatures of responsible supervision, and the date(s) the work is done.

Destroy 75 years after the date of the permit.

Rationale. See attached correspondence. 75 years reflects the same retention as personnel and training records, with which these records need to be compatible. This request has been coordinated with Departmental elements, all of whom concurred.

ID# 26

disk x IDREQ 4-19-89  
1238

DESCRIPTION OF RECORDS

VISITOR ACCESS CONTROL RECORDS, which are registration cards or similar records, document admission of visitors to administrative or restricted areas, or installations or facilities where exposure to radiation could occur.

RECOMMENDED DISPOSITION

Destroy <sup>75</sup>~~100~~ years after date of document.

Rationale. See attached correspondence. This request has been coordinated with Departmental elements, all of whom have concurred.

ID #27

DESCRIPTION OF RECORDS

RECOMMENDED DISPOSITION

~~CORRESPONDENCE FILES, consisting of letters, memoranda, messages, studies, reports, forms, and other data documenting or implementing plans, policies, procedures, accomplishments, opinions, and decisions pertaining to DOE program and staff activities, or pertaining to internal administration or operations.~~

~~a. Files documenting the development of plans and policies pertaining to the mission, program, or functions for which the concerned division, office, field office, laboratory, or contractor has primary responsibility; opinions and decisions of an important policy or precedent nature; and summary data and reports reflecting its overall accomplishments. (These files will generally be found in the offices of principal staff of field offices and contractors.)~~

~~b. Files of an operational nature documenting implementation of the clearly established mission, programs, policies, and procedures for which the division, office, field office, or contractor has primary responsibility, provided that the documentation in a. above is preserved.~~

*Withdrawn*

Permanent. Offer to NARA after 25 years, in blocks of 5 years.

Destroy 15 years after the date of the files.

~~c. Files documenting transactions of a routine character, generally recurring type, which relate to local performance of particular transactions of a mission, program, or activity, and which essentially are summarized or duplicated in records described in b. above, maintained at a higher organizational level.~~

~~Destroy 6 years after the date of the files.~~

*Withdrawn*

~~d. Files pertaining to internal administration and operations, and informational copies of correspondence, forms, publications, reports, and other issuances relating to temporary needs and routine nonmission or nonprogram responsibilities.~~

~~Destroy 2 years after the date of the files.~~

~~e. Acknowledgments and transmittals of inquiries and requests that have been referred elsewhere for reply; routing requests for information and replies thereto; anonymous letters, letters of commendation, complaint, criticism, and suggestions and replies thereto, exclusive of those leading to investigative or administration action and those incorporated in individual personnel files.~~

~~Destroy 3 months after the date of the files.~~

~~Rationale. See attached correspondence. This request is based on the finding aids described on the attachment. It has been coordinated with Departmental elements, all of whom concurred.~~

DESCRIPTION OF RECORDS

RECOMMENDED DISPOSITION

~~RECEIPT AND DISBURSEMENT ACCOUNT  
FILES include accounts receivable  
invoices and pertinent credit  
memoranda.~~

~~Destroy 3 years after  
final payment.  
*Withdrawn*~~

~~Rationale. See attached correspondence. This request has been coordinated  
with Departmental elements, all of whom concurred.~~

ID# 29