

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-434-91-7</i>	DATE RECEIVED <i>8-22-91</i>
1. FROM (Agency or establishment) U. S. Department of Energy		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Field Office, Nevada (thru: Ass't Secty., Defence Programs)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Coordination & Information Center (CIC)			
4. NAME OF PERSON WITH WHOM TO CONFER Jim Kvoool, Property & Info. Branch, Info. & Prop. Mgt. Div., Field Ofc., NV	5. TELEPHONE FTS 575-4061 FAX 575-1371-	DATE <i>5-21-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>8/8/91</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>C. L. Henley</i> Clarence L. Henley	TITLE Chief, Records & Reports Mgt. Branch, Ofc. of IRM Policy, Plans, & Oversight
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Coordination and Information Center (CIC) Documentation Collection. Documentation includes data and information on (1) detection and measurement of radioactive fallout and the related factors resulting from nuclear device test activities at the Nevada Test Site, the TRINITY Event, the Pacific Proving Grounds and other continental U.S. test locations; (2) policy documents dealing with the procedures and conduct of tests and public safety considerations and actions; (3) published and primary sources describing the development and state-of-knowledge of the health effects of radiation; (4) public information as disseminated through such media as pamphlets, news releases, and news publications; (5) related studies and reports produced by the scientific and technical field.  1902 - 1995 (estimated completion of data/information collection).  Annual rate of growth: None. Records have been assembled at the CIC and are being microfilmed and indexed. There will be no growth of significant amounts.		
1a.	<u>Main Collection.</u>  (1) Paper documents as described in Item 1, above (2960 cu.ft.) (See Note 1, below.)	<i>See attached pages!</i>	

## Coordination and Information Center (CIC) Documentation Collection

### 1. Main Collection.

#### a. Textual Documents Related to Radioactive Fallout.

Documentation includes data and information on: 1) detection and measurement of radioactive fallout and related factors resulting from nuclear device test activities at the Nevada Test Site, the TRINITY Event, the Pacific Proving Grounds and other continental U.S. test locations; 2) policy documents dealing with the procedures and conduct of tests and public safety considerations and actions; 3) published and primary sources describing the development and state-of-knowledge of the health effects of radiation; 4) public information as disseminated through such media as pamphlets, news releases and news publications and 5) related studies and reports produced by the scientific and technical field.

Dates of collection span from 1902 to approximately 1995 (the estimated date for completing data and information collection).

**TEMPORARY.** Destroy when no longer needed for reference use.

#### b. Textual Documents Related to Human Radiation Experimentation.

Records gathered from other Federal agencies relating to human radiation experimentation.

**TEMPORARY.** Destroy when no longer needed for reference use.

#### c. Microfilm.

Microfilm version of subitem a.

**PERMANENT.** Cut off upon completion of filming. Transfer to National Archives 25 years after cut-off.

### 2. Indexes.

#### a. CD-ROM Database.

Imaged version of the records relating to human radiation experimentation (item 1b).

**PERMANENT.** Transfer immediately one copy of the database to the National Archives in accordance with the regulations noted in 36 CFR 1228.188 and NARA Bulletin 94-4 ("Use of Compact Disc-Read Only Memory [CD-ROM] Medium to Transfer Records to the National Archives").

b. Electronic Database Index.

Fully reconstructed database of the Main Collection (the RECON database), including the following TABLES: ABSTRACTS, ADDRESSES, AUTHORS, CROSSINDEX, DISTRIBUTION, KEYWORDS, LOCATIONS, TEXTNAMES AND TITLEIDENT.

**PERMANENT.** Transfer immediately one copy of the database to the National Archives in accordance with the regulations noted in 36 CFR 1228.188 and NARA Bulletin 94-4 ("Use of Compact Disc-Read Only Memory [CD-ROM] Medium to Transfer Records to the National Archives").

c. Microfiche Bibliographic Index.

A key word index of the document title information found in the main collection.

**PERMANENT.** Transfer to National Archives upon completion of index.

3. System Documentation.

a. Computer Data Dictionary and Systems Description.

**PERMANENT.** Transfer to National Archives immediately.

b. CIC Encode Manual.

Manual detailing format tables used, convention codes to be used and field descriptions for the microfiche data index.

**PERMANENT.** Transfer to National Archives immediately.

c. Acronym List.

List defining the originating or contributing agencies; coincides with the information listed on the database index.

**PERMANENT.** Transfer to National Archives immediately.

d. CIC General Public Information Brochure.

Guide published to provide information on the use of the microfiche index.

**PERMANENT.** Transfer to National Archives immediately.

4. Related Records.

a. Machine-Readable Microforms.

Microform copies of scientific and technical reports.

**TEMPORARY.** Destroy when no longer needed for reference use.

b. Aperature Cards.

Copies of the CIC map collection (subitem g, below).

**TEMPORARY.** Destroy when no longer needed for reference use.

c. Microcards.

Copies of printed reports on a range of technical subjects.

**TEMPORARY.** Destroy when no longer needed for reference use.

d. Reference Photographs.

Copies of photographs of test sites.

**TEMPORARY.** Destroy when no longer needed for reference use.

~~e. Photographs of Nevada Test Sites, c. 1950 - 1970.~~

~~Proof pictures, mounted in binders, of test sites in Nevada.~~

~~**PERMANENT.** Transfer to National Archives in 2025.~~

*Item withdrawn  
b/c not part of CIC  
Collections. May  
4-18-97*

f. Motion Pictures.

Print copies of civil defense films.

**TEMPORARY.** Destroy when no longer needed for reference use.

g. Maps.

Maps documenting fallout patterns, milk sampling locations, surface wind vectors and grazing regions.

**PERMANENT.** Transfer to National Archives in 2025.