

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-434-91-08

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: **10/26/2022**

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items not listed below.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2/1/A/3 is superseded by DAA-0434-2015-0007-0020

Item 2/1/A/4 is superseded by DAA-0434-2015-0007-0009

Item 3/1/B is superseded by DAA-0434-2015-0006-0020

Item 3/2/A is superseded by DAA-0434-2015-0006-0024

Item 3/2/B is superseded by DAA-0434-2015-0006-0010

Item 3/2/C is superseded by DAA-0434-2015-0006-0005

Item 3/2/D is superseded by DAA-0434-2015-0006-0004

Item 3/2/E is superseded by DAA-0434-2015-0006-0010

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 NI-434-91-8	DATE RECEIVED 9-9-91
1. FROM (Agency or establishment) U.S. Department of Energy		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Pittsburgh Naval Reactors Office		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bettis Atomic Power Laboratory and Naval Reactors Facility		DATE 11/19/92	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER T. J. Glock	5. TELEPHONE FTS 721-7230		

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 16 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 9/3/91	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Departmental Records Officer
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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)
	<p>BETTIS ATOMIC POWER LABORATORY (see attached schedules)</p> <p>The records described on the attached schedules are site-specific to the Bettis Atomic Power Laboratory and Naval Reactors Facility Sites of the Naval Nuclear Propulsion Program and the requested retention periods may not be applicable to other Department of Energy elements. These records are either unclassified or the authorized disposition is not in accordance with Naval Nuclear Propulsion Program Requirements.</p> <p>A filing series may contain both classified and unclassified records which are interfiled when it is necessary to preserve the continuity or integrity of the file. In these cases, the filing series is handled as classified but individual, unclassified file items may be handled as unclassified when separated from the file.</p> <p><i>Copy sent to HQ DOE with letter, 12/11/92, JDF Copies sent to NCF 11/27/92</i></p>		

1. CONTRACTOR TRAINING, PAYROLL, AND PERSONNEL RECORDS

1.1 TRAINING AND QUALIFICATION RECORDS

- a. Nuclear Plant Operators. Individual training/qualification records of Navy student and staff personnel who qualify as nuclear plant operators. Destroy when 10 years old.
These records document all aspects of training and include interview, counseling, and evaluation records, examination and completed qualification standards.

Inclusive Dates: January 1978 to Present

Type of File: Case

Medium: Paper

Vital Records: No Type:

Arrangement: Alphabetical

Volume: Approx. 1,800 cu. ft.

Cutoff: Upon completion of student training and staff reassignment

Rate of Accumulation: 80 cu. ft./year

Duplication: None

Reference Activity after Cutoff: Infrequent

Condition of Records: Good

Restrictions on Access or Use: Confidential Restricted Data

- b. Hazardous Waste Management. Contractor employee training records for individuals who have received training in hazardous waste management, including attendance and completion records of training sessions. Destroy 75 years after facility closure.
These records are not maintained in individuals' master training folders.

Inclusive Dates: 1950 Jan. to Present

Type of File: Case

Medium: Paper

Vital Records: No Type:

Arrangement: Alphabetically by name

Volume: Approx. 100 cu. ft.

Cutoff: At time of employee separation

Rate of Accumulation: 3 cu. ft./yr.

Duplication: None

Reference Activity after Cutoff: Infrequent

Condition of Records: Good

Restrictions on Access or Use: Sensitive

c. Welder, Welding Operator, and Non-destructive Test Inspection Personnel Qualification Records. These records document that individuals are qualified to perform examinations and test inspections during welding operations. (These records do not include welder and welding operator qualification test assemblies.)

Retain for the duration of the current and preceding qualification periods. (Qualification periods are 3-5 years.)

Inclusive Dates: January 1956 to Present
 Type of File: Case
 Medium: Paper
 Vital Records: No Type:
 Arrangement: Alphabetical by employee name
 Volume: Approx. 10 cu. ft.
 Cutoff: When qualification expires
 Rate of Accumulation: 3 cu. ft./yr.
 Duplication: None
 Reference Activity after Cutoff: None
 Condition of Records: Good
 Restrictions on Access or Use: Unclassified

1.2 PAYROLL ACCOUNTING RECORDS

a. Individual Authorized Allotment and Account Records. (Employee Record Jacket - Westinghouse Form MS630). Records include individual employee pay history including change in salary authorization and deduction authorizations. These files are Payroll accounting records and do not duplicate employee record files maintained by Human Resources.

Destroy 25 years after separation of employee.

Inclusive Dates: 1965 January to Present
 Type of File: Case
 Medium: Paper
 Vital Records: No Type:
 Arrangement: Alphabetically
 Volume: Approx. 200 cu. ft.
 Cutoff: Employee separation
 Rate of Accumulation: 8 cu. ft./yr.
 Duplication: Some information duplicated in vital records
 Reference Activity after Cutoff: Infrequent
 Condition of Records: Good
 Restrictions on Access or Use: Sensitive

b. Payroll Transactions Records. These records include irregular hours pass, weekly time reports, report of scheduled hours, payroll distributions, payroll fund reports, payroll adjustments, vacation liability detail, payroll statistics, and payroll journals.

Destroy when 6 years old.

Inclusive Dates: 1984 Jan. to Present
 Type of File: Case
 Medium: Paper
 Vital Records: No Type:
 Arrangement: Alphabetically by employee name or chronologically
 Volume: Approx. 180 cu. ft.
 Cutoff: 6 to 12 months, depending on reference activity
 Rate of Accumulation: 30 cu. ft./yr.
 Duplication: None
 Reference Activity after Cutoff: Infrequent
 Condition of Records: Good
 Restrictions on Access or Use: Sensitive

1.3 PERSONNEL

a. Health Unit Records

- (1) Physical Examination Records of Applicants Not Hired.
 These are files of Contractor personnel pre-employment physical examination records for applicants who are not hired.

Destroy when 1 year old.

Inclusive Dates: 1990 Jan. to Present
 Type of File: Case
 Medium: Paper and x-ray
 Vital Records: No Type:
 Arrangement: Alphabetically by applicant name
 Volume: Approx. 12 cu. ft.
 Cutoff: 1 year
 Rate of Accumulation: 12 cu. ft.yr.
 Duplication: None
 Reference Activity after Cutoff: None
 Condition of Records: Excellent
 Restrictions on Access or Use: Sensitive

2. CONTRACTOR QUALITY PROGRAM RECORDS

2.1 INSPECTION RECORDS

a. Quality Control Receipt Inspection Records

- (1) Level III Materials and Naval Reactor Facility Plant Spares
Quality Control Receipt Inspection Records which provide objective evidence of the quality of these reactor materials, parts, components, and spares upon receipt.

Destroy when 7 years old; or, when all material represented by the records is either installed or scrapped, whichever is earlier.

Inclusive Dates: January 1980 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Numerical
Volume: Approx. 25 cu. ft.
Cutoff: When file drawer is full
Rate of Accumulation: 6 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: Infrequent
Restrictions on Access or Use: Unclassified

- (2) E-Level or I-S Material, Mechanism Examination, and Refurbishment Shop (MERS) Mechanism Components and Replacement Parts, and E-Level III Materials with Traceable MIC Numbers.
Quality Control Receipt Inspection Records which provide objective evidence of the quality of these reactor materials, parts, components, and spares upon receipt.

Retain for the life of the prototype plant and then destroy.

Inclusive Dates: January 1980 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Numerical
Volume: Approx. 10 cu. ft.
Cutoff: When file drawer is full
Rate of Accumulation: 2 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: Infrequent
Restrictions on Access or Use: Unclassified

- (3) Repair Parts and Components
Quality Control Receipt Inspection Records of reactor parts and components not included in items 2.1.a (1) and (2) above.

Destroy when 2 years old.

Inclusive Dates: January 1986 to Present
 Type of File: Case
 Medium: Paper
 Vital Records: No Type:
 Arrangement: Numerical
 Volume: Approx. 15 cu. ft.
 Cutoff: At destruction
 Rate of Accumulation: 3 cu. ft./yr.
 Duplication: None
 Reference Activity after Cutoff: N/A
 Restrictions on Access or Use: Unclassified

- (4) General Use Store Items and Consumables
 Quality Control Receipt Inspection Records
 of low cost, consummable storeroom items
 such as pencils, pens, staples, etc.
 These items have rapid turnover in the
 storeroom and are disposable.

Destroy when 6
 months old.

Inclusive Dates: January 1989 to Present
 Type of File: Case
 Medium: Paper
 Vital Records: No
 Arrangement: Numerical
 Volume: Approx. 5 cu. ft.
 Cutoff: Every 6 months
 Rate of Accumulation: 2 cu. ft./yr.
 Duplication: None
 Reference Activity after Cutoff: N/A
 Restrictions on Access or Use: Unclassified

b. Management Inspection Records:

- (1) Fuel Handling Safety Inspection Records
 consisting of Expended Core Facility and
 Quality Assurance Management Inspection
 Reports, Quarterly Audits, Fuel Handling
 Activity responses, and associated work
 papers.

Destroy when 3
 years old.

Inclusive Dates: January 1987 to Present
 Type of File: Case
 Medium: Paper
 Vital Records: Yes/No Type:
 Arrangement: Numerical
 Volume: Approx. 1 cu. ft.
 Cutoff: At destruction
 Rate of Accumulation: 1/3 cu. ft./yr
 Duplication: None
 Reference Activity after Cutoff: N/A
 Restrictions on Access or Use: Unclassified and Classified

NOTE: Reflects change to Schedule 11, Item 1.a.(3) of
 Doe 1324.2A. Current schedule requires retention
 for 5 years.

Verification and Inspection Records

These records provide verification and documentation that completed Naval Nuclear prototype work was performed and inspected as required by Naval Reactors procedures. Records include completed prototype work performed on the following:

- (1) Reactor Plant Brazed Joints Which Are Accessible during Reactor Plant Operation and Are not Documented on Weld/Braze History Records.

Destroy when 7 years old.

Inclusive Dates: January 1956 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Numerical
Volume: Approx. 46 cu. ft.
Cutoff: When active file space is full
Rate of Accumulation: 2 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: Infrequent
Condition of Records: Good
Restrictions on Access or Use: Unclassified

- (2) Reactor Plant Mechanical Joints in a Level I or Level III System and on Reactor Plant Brazed Joints Which are Inaccessible during Reactor Operations (Excluding Brazes Which Are Documented on Weld/Braze History Records.

Retain for life of prototype plant or until the joint is disassembled and a new record is initiated, whichever is earlier.

Inclusive Dates: January 1952 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Numerical
Volume: Approx. 30 cu. ft.
Cutoff: When file drawer is full
Rate of Accumulation: 5 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: Infrequent
Condition of Records: Good
Restrictions on Access or Use: Unclassified

- (3) Verification and Inspection Records Which Provide Objective Quality Evidence of the Integrity of the Installation of Permanent Reactor Shielding (Other Than Access Plugs) and Level I or Level I-S Material.

Destroy when 7 years old.

Inclusive Dates: January 1965 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Numerical
Volume: Approx. 370 cu. ft.
Cutoff: When active file space is full
Rate of Accumulation: 50 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: Infrequent
Condition of Records: Good
Restrictions on Access or Use: Classified and Unclassified

- (4) Verification and Inspection Signature
Records of all NRF Prototype Work Which
Require Inspection Signatures Confirming
That the Steps were Performed but Require
No Other Data to be Recorded.

Destroy 6 months
after completion of
prototype shutdown.

Inclusive Dates: January 1986 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Numerical
Volume: Approx. 10 cu. ft.
Cutoff: At completion of prototype shutdown
Rate of Accumulation: 2 cu. ft./yr.
Duplication: None
Reference Activity After Cutoff: Infrequent
Condition of Records: Good
Restrictions on Access or Use: Unclassified

3. EQUIPMENT MAINTENANCE AND OPERATION RECORDS

3.1 TEST AND INSPECTION RECORDS

- a. Pre-test Inspections. Original copies of pre-test inspections identifying deficiencies which must be corrected before recovery or start-up of the prototype plant may begin.

Destroy 6 months after recovery or startup of prototype plant.

Inclusive Dates: January 1976 to Present

Type of File: Case

Medium: Paper

Vital Record: No Type:

Arrangement: Alpha/Numeric

Volume: Approx. 15 cu. ft.

Cutoff: Recovery or start-up of plant

Rate of Accumulation: 3 cu. ft./yr.

Duplication: None

Reference Activity after Cutoff: Infrequent

Restrictions on Access and Use: Confidential Restricted Data

- b. Equipment Testing. Records document the testing and acceptance of results of prototype plant equipment to ensure it operates properly within normal parameters.

Retain for the life of the prototype.

Inclusive Dates: January 1976 to Present

Type of File: Case

Medium: Paper

Vital Records: No Type:

Arrangement: Alpha/Numeric

Volume: Approx. 10 cu. ft.

Cutoff: When current file space is full

Rate of Accumulation: 2 cu. ft./yr.

Duplication: None

Reference Activity after Cutoff: Infrequent

Restrictions on Access and Use: Confidential Restricted Data

NOTE: REFLECTS A CHANGE TO CURRENT SCHEDULE 2, ITEM 7.C.(3) OF DOE 1324.2A. CURRENT SCHEDULE REQUIRES THESE RECORDS BE RETAINED FOR 3 YEARS AFTER ACTION.

3.2 OPERATION AND MAINTENANCE LOGS.

- a. Reactor Operation Logs. These logs record expended reactor equivalent full power hours, critical rod positions, estimated critical rod positions and other information concerning reactor operation.

Retain for life of reactor core, and destroy 3 years after core replacement.

Inclusive Dates: July 1959 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Chronological
Volume: Approximately 25 cu. ft.
Cutoff: At end of core life or when current file space is full
Rate of Accumulation: 8 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: Infrequent
Restrictions on Access or Use: Confidential Restricted Data

- b. Engineering Logs. These logs provide a complete daily record by watches of important events and data pertaining to the power plants. Logs are maintained by the Engineering Officer of the Watch or the Engineering Duty Officer. Destroy when 6 years old.

Inclusive Dates: January 1979 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Chronological
Volume: Approx. 45 cu. ft.
Cutoff: Annually
Rate of Accumulation: 6 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: Infrequent
Restrictions on Access or Use: Confidential Restricted Data

- c. Recorder Charts. These charts document temperatures, pressure, flow rates, gas activity and composition of gases, water conditions, ventilation, rod positions and unit motion within the prototype plant. Destroy when 3 years old.

Inclusive Dates: September 1984 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Chronological
Volume: Approx. 50 cu. ft.
Cutoff: Annually
Rate of Accumulation: 6 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: Infrequent
Restrictions on Access or Use: Confidential Restricted Data

d. Power Plant Checklists. Power Plant start-up check-off lists, shutdown and/or cooldown check-off lists, and pre-critical check-off lists. These lists document the sequential steps taken during the changing of plant conditions.

Destroy after 1 year.

Inclusive Dates: March 1983 to Present

Type of File: Case

Medium: Paper

Vital Records: No Type:

Arrangement: Chronological

Volume: Approx. 5 cu. ft.

Cutoff: At destruction

Rate of Accumulation: Less than 1 cu. ft./yr.

Duplication: None

Reference Activity after Cutoff: N/A

Restrictions on Access or Use: Classified as Confidential
Restricted Data

NOTE: REFLECTS A CHANGE TO SCHEDULE 4, ITEM 3.B OF
DOE 1324.2A CURRENT SCHEDULE REQUIRES THAT
THESE RECORDS BE RETAINED FOR 3 MONTHS.

e. Freeze Seal Maintenance Log. These records include all pertinent information which may be of value in subsequent evaluation of a freeze seal and any problems which may arise. Pertinent information may include a detailed description of freeze seal location(s), pipe temperature, inspection results before and after, and a notation of any abnormal circumstances or occurrences which could possibly affect the freeze seal or associated piping.

Destroy when 7 years old.

Inclusive Dates: January 1980 to Present

Type of File: Case

Medium: Paper

Vital Records: No Type:

Arrangement: Chronological

Volume: Approx. 10 cu. ft.

Cutoff: When freeze seal is completed

Rate of Accumulation: 1 cu. ft./yr.

Duplication: None

Reference Activity after Cutoff: Infrequent

Restrictions on Access or Use: Classified as Confidential
Restricted Data

4. RADIATION CONTROL PROGRAM AND NUCLEAR MATERIALS RECORDS

4.1 RADIATION CONTROL PROGRAM RECORDS

a. Radiation Exposure Records.

Permanent-

These records are individual employee radiation exposure history files.
(See DOERS 1.6.a through e. for complete description.)

Inclusive Dates: 1950 January to Present
Type of File: Case
Medium: Microfiche/Paper
Vital Records: No Type:
Arrangement: Alphabetically by employee name
Volume: Approx. 84 cu. ft.
Cutoff: Upon employee termination
Rate of Accumulation: 1 cu. ft./yr.
Duplication: Partially duplicated in vital records
Reference Activity after Cutoff: Weekly
Condition of Records: Good
Restrictions on Access or Use: Sensitive
Location: Maintained by Radiation Health Group

*Cut off file at
time of SEPARATION.
TRANSFER files to Federal
Records CENTER in one cubic
foot increments DESTROY
15 YEARS after cut off.
JDF.*

b. Radiological Work Procedures. These records contain detailed plans for specific jobs performed within the scope of the Radiological Controls Manual.

Destroy when 3 years old.

NOTE: These records are identical to those described in DOERS 1.5.b(2).

Inclusive Dates: 1988 January to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Numerically
Volume: Approx. 12 cu. ft.
Cutoff: At destruction
Rate of Accumulation: 4 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: None
Condition of Records: Good
Restrictions on Access or Use: Unclassified
Location: Maintained by organizations performing work.

Justification for retaining longer than one year as approved in DOERS 5.b.(2):
Radiological work can take more than one year to complete.

c. Radioactive Material (RAM) Zone Inventories.
RAM Zone inventories are conducted semi-annually to verify that all items are stored at the locations listed in the Radioactive Materials Log and are appropriately tagged.

Destroy when 3 years old.

Inclusive Dates: January 1988 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Chronological
Volume: Approx. 6 cu. ft.
Cutoff: When 3 years old (at destruction)
Duplication: None
Reference Activity after Cutoff: None
Restrictions on Access or Use: Unclassified

d. Internal Interlock Test Verification Signature Records

All internal interlocks which control the activation of radiation producing equipment when the equipment is disassembled for maintenance or repair are tested annually or prior to performing maintenance or repair. These records consist of the verification signature of the person performing the tests.

Destroy when 3 years old.

Inclusive Dates: Jan. 1988 to Date
Type of File: Case
Medium: Paper
Vital Records: No
Arrangement: Chronological
Volume: 1 cu. ft.
Cutoff: When 3 yrs. old (at destruction)
Rate of Accumulation: Less than 1 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: None
Condition of Records: Good
Restrictions on Access or Use: Unclassified
Location: Maintained by Offices which maintain equipment

4.2 NUCLEAR MATERIALS RECORDS

a. Accountability

- (1) End of Life Core Quantities
These records document the calculated total uranium and uranium-235 in NRF prototype cores at end-of-life.

Retain until core components are removed from Naval Reactors Facility inventory and recovery campaign for prototype core is complete, then destroy.

Inclusive Dates: November 1980 to present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Chronological
Volume: Approx. 1 cu. ft.

Cutoff: At destruction
Rate of Accumulation: 1 cu. ft. every 3 years
Duplication: None
Reference Activity after Cutoff: N/A
Condition of Records: Good
Restrictions on Access or Use: Confidential Restricted Data

b. Nuclear Materials Inventory

Records on items included in NRF's nuclear material inventory as a result of item subdivision. The records document configuration, name, and beginning and end-of-life nuclear materials weights for items generated by subdivision.

Destroy when 5 years old.

Inclusive Dates: November 1984 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Alphabetical
Volume: Approx. 1 cu. ft.
Cutoff: At destruction
Rate of Accumulation: 1 cu. ft. every 3 years
Duplication: None
Reference Activity after Cutoff: N/A
Condition of Records: Good
Restrictions on Access or Use: Confidential Restricted Data

c. Nuclear Materials Balance Area (NMBA)
Physical, Book, and Quick Inventories

(includes Reconciliation Reports)
Records consist of inventory plans, worksheets, and reconciliation reports.

Destroy when 1 year old.

Inclusive Dates: January 1989 to Present
Type of File: Case
Medium: Paper
Vital Records: No Type:
Arrangement: Chronological
Volume: Approx. 1 cu. ft.
Cutoff: At destruction
Rate of Accumulation: 1 cu. ft. every 3 years
Duplication: None
Reference Activity after Cutoff: N/A
Condition of Records: Good
Restrictions on Access or Use: Confidential Restricted Data

d. Nuclear Materials Transaction Reports
(DOE/NRC Forms 741)

Records document transfers of nuclear materials between Bettis or NRF and other facilities, adjustments to inventories, and programmatic transfers within NRF or Bettis.

Retain until no longer needed to substantiate nuclear material types and quantities in the inventory; or process measurements have been reported during recovery operations, and resulting shipper-receiver differences have been resolved, whichever is earlier.

Inclusive Dates: January 1952 to Present

Type of File: Case

Medium: Paper

Vital Records: No Type:

Arrangement: Alpha/Numeric

Volume: Approx. 8 cu. ft.

Cutoff: At destruction

Rate of Accumulation: 2 cu. ft./yr.

Duplication: None

Reference Activity after Cutoff: N/A

Condition of Records: Good

Restrictions on Access or Use: Confidential Restricted Data

e. Transactions for Financial Controls

(Includes PZB Inventory Listings.)

Records consist of hard-copy nuclear material inventory listings and associated reports generated for financial purposes.

(1) Month-end listings and reports.

Destroy when 1 year old, or following completion of Pittsburgh Naval Reactors Office (PNR) material control and accountability survey, whichever is earlier.

(2) Year-end inventory listings and reports.

Destroy when 2 years old.

Inclusive Dates: December 1988 to Present

Type of File: Transitory

Medium: Paper

Vital Records: No Type:

Arrangement: By Material

Volume: Approx. 2 cu. ft.

Cutoff: At des~~cription~~
Rate of Accumulation: Less than 1 cu. ft./yr.
Duplication: None
Reference Activity after Cutoff: N/A
Condition of Records: Good
Restrictions on Access or Use: Confidential Restricted Data

5. CLASSIFICATION RECORDS

5.1 Classification Records

These records consist of classification guidance materials and correspondence, including records documenting the review, decisions made and application of classification guidance, and the Bettis Authorized Classifier Program records.

Inclusive Dates: 1954 Jan. to Present

Type of File: Case

Medium: Paper

Vital Records: No Type:

Arrangement: Chronologically by subject

Volume: Approx. 6.5 cu. ft.

Cutoff: N/A

Rate of Accumulation: 1 inch per yr.

Duplication: None

Reference Activity after Cutoff: N/A

Condition of Records: Good

Restrictions on Access or Use: Classified

Location: Classification Administration Office

Destroy 50 years
following closeout
of final Naval Reactors
contract.