

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

U.S. Department of Energy

2. MAJOR SUBDIVISION

Records Management Team (HR-424) (Departmental)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE

Jeff Martus

(301) 903-3481

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-434-96-4

DATE RECEIVED

1/19/96

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

4-23-96

*John W. Carl*

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 3 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

7/13/95

SIGNATURE OF AGENCY REPRESENTATIVE

*Mary Ann Wallace*  
Mary Ann Wallace

TITLE

Departmental Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Department-wide records schedule for film badges.

The attached schedule was inadvertently submitted as a site-specific records schedule of the Department of Energy's Lawrence Berkeley Laboratory. However, film badges of the same kind are found at various Department of Energy field sites. Request that the applicability of the schedule be changed as cited above.

LAWRENCE BERKELEY LABORATORY  
ARCHIVES AND RECORDS OFFICE

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
STANDARD FORM 115.

Records Series Title: Personnel Radiation Exposure Dose Records  
Alias: LBL Film Badges  
Dates: 1945- Present  
Volume: 300 cartons 25" x 10" x 4", 6 cartons 10" x 15" x 12".  
(1945-1984)

These records document the monthly radiation doses measured on Lawrence Berkeley Laboratory employees, visitors and guests. Each employee or guest working around ionizing radiation wears a film badge on the upper torso. After the end of every month, the film badge is sent to the Personal Dosimetry Office of Environment, Health and Safety (EH&S), where the radiation dose is calculated and recorded. The individual then receives a new film badge for the month.

This series is arranged chronologically and then by employee badge number. The badges measure 1" x 2" with an identifying-number perforation on one end. The index to these badges remains in the Personal Dosimetry Office.

This series is administratively valuable, since the film badges will be needed by health physicists and epidemiologists to study the results of work near ionizing radiation. The records also will be needed to substantiate possible legal claims of excessive radiation exposure.

The series was transferred to San Bruno in 1975. Upon the request of the Federal Record Center (FRC), the records were removed because the Department of Energy (DOE) Schedule 1324.2 required that the records be disposed in one year. LBL knowing the value of the records did not permit the records to be disposed. The records then were transferred to a commercial storage company. After several years, due to budget constraints, the records were transferred to LBL in 1981 and placed in a warehouse. The Archives and Records Office requests permission to transfer these records to the Federal Records Center promptly.

The records exhibit "vinegar-syndrome." They are outgassing acidic acid.

Disposition: Cut off files every year and send to ~~FRC~~. Destroy when 75 years old.

*The National Personnel  
Records Center. jx  
11-13-92*