

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment) US Department of Energy
Washington, DC 20585

2. MAJOR SUBDIVISION
Off. of Human Radiation Experiments

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Roger Anders

5. TELEPHONE
202 586 5666

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-434-96-7*

DATE RECEIVED *6-19-96*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *1-15-98* ARCHIVIST OF THE UNITED STATES
J. W. Cal

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 4 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 *6/1/96* SIGNATURE OF AGENCY REPRESENTATIVE *Maureen Wallace* TITLE Team Leader, Records Mgt.

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Electronic Records (Archives and Research) of the Office of Human Radiation Experiments (See Attached Pages)		

**U.S. Department of Energy, Office of Human Radiation Experiments
(OHRE)**

Electronic Records (Archives and Research)

1. Record Series Database. This database contains information on records collections related to human radiation experiments and intentional releases of radiation into the environment. The PC-based database contains the following information on each record series: facility name, responsible office, contact and phone number, series title, inclusive dates, access restrictions, percent classified, medium, description of records, scheduling information, informational analysis and ranking (with respect to human radiation experiments), location of records, record type, arrangement, volume, experiment category, and information for specific experiments. Descriptions for 1074 series found at DOE Headquarters, DOE fields sites, the National Archives and Federal Records Centers, and universities and other institutions are included. The database is used by the DOE Office of Human Radiation Experiments to control information on records series and as a research tool, and is periodically updated as new series and new information on existing series is obtained. Selected series and information from each were used in the OHRE publication, Human Radiation Experiments : The DOE Roadmap to the Story and the Records. The database was created using Filemaker for Windows version 2.1 under Windows 3.11 and exists on the OHRE server and in diskette form. File Size: 4.24 megabytes. Dates: 1994-95.

Disposition: Destroy when ten years old or when no longer used in the normal course of business, whichever is longer.

2. Experiments Database. This system contains information on documented human radiation experiments sponsored, supported, or performed by DOE or its predecessors, the U.S. Energy and Research Administration (ERDA), the U.S. Atomic Energy Commission (AEC), the Manhattan Engineer District (MED), and the Office of Scientific Research and Development (OSRD). The database represents the work completed by OHRE through June 1995. The PC-based database contains experiment number, experiment title, date experiment released by DOE, site of experiment, number of subjects, experiment description, and supporting references. The database was created using Personal Library Software version 4.0 under Windows 3.11 and contains information on 435 experiments in a word-searchable format. The information in the database is cited in two OHRE publications: Human Radiation Experiments: The DOE Roadmap to the Story and the Records and Human Radiation Experiments Associated with the DOE and Its Predecessors. The system was used by the OHRE staff to track experiments identified by the Archives and Research staff and to assist the Outreach and Information Center staff in researching and responding to public inquiries about experimental involvement. The database exists on the OHRE server and in diskette form. File Size: .45 megabytes.

Dates: 1994-95.

Disposition: Destroy when ten years old or when no longer used in the normal course of business, whichever is longer.

3. OSTI Human Radiation Experiments Database. This database contains references to scientific and technical publications which relate to human radiation experimentation, including journal articles, government publications, and research progress reports. The PC-based database is a subset of information maintained by the DOE Office of Scientific and Technical Information (OSTI) in Oak Ridge and was created in 1994 by the OSTI staff based upon guidelines provided by OHRE. Data for 2343 records is maintained in Personal Library Software version 4.0 under Windows 3.11 in a word-searchable format. The system was used by the OHRE staff to assist in researching human radiation experiments and in identifying and obtaining relevant references. The database exists on the OHRE server and in diskette form. File Size: 1.9 megabytes. Dates: 1994-95.

Disposition: Destroy when ten years old or when no longer used in the normal course of business, whichever is longer.

4. Oak Ridge Boxes Database. The database was created by the Office of Human Radiation Experiments to track location and status of records maintained in the Records Holding Area of the Oak Ridge Operations Office. The database includes information on specific location of each box of records in the collection, the organization from which the box came, the dates of documents contained therein, and OHRE records series number. The data, which is contained in a Microsoft Access PC-based database, is used to maintain intellectual control over the collection of over 7000 boxes and to serve as a tool to manage the scheduling and disposition of records in this collection. Records tracked by this database encompass the period 1942 to present and include records from all areas of the Oak Ridge site. The database exists on the OHRE server and in diskette form. File Size: 1.0 megabyte. Dates: 1994-95.

Disposition: Destroy when ten years old or when no longer used in the normal course of business, whichever is longer.

5. Advisory Committee Request Tracking Database. The Advisory Committee Request Tracking Database was created by the OHRE to track responses to research requests received from the President's Advisory Committee on Human Radiation Experiments (ACHRE). The PC-based database includes the following information: ACHRE request number, title or subject of the request, the date received from the Committee, the date a response is due, the name of the OHRE staff member responsible for responding to the

request, response status and comments, and date the response was forwarded to ACHRE. The system uses Filemaker version 2.1 under Windows 3.11 and contains 165 records for requests initiated in 1994-1995. The database exists on the OHRE server and in diskette form. File Size: .2 megabytes. Dates: 1994-95.

Disposition: Destroy when ten years old or when no longer used in the normal course of business, whichever is longer.

6. Human Radiation Experiments Information Management System (HREX). HREX is an Internet/World Wide Web tool designed to provide public access to documents and other information sources relating to experiments conducted by DOE or its predecessor agencies. Data contained in HREX includes images, indexed fields, and full text for in excess of 27,000 documents (251,578 pages) collected by the DOE Office of Human Radiation Experiments. The documents are accessed through a software search engine developed by the Decision and Information Sciences Division, Argonne National Laboratory for the project. The collection consists of historical documents, which include letters, memoranda, reports, handwritten notes, and medical records, primarily originated by DOE and its predecessors. Optical character recognition files, along with document indexes, exist as text files. The system as a whole resides on an Internet server at Argonne National Laboratory. In addition to the HREX data and images, approximately 500 cubic feet of the collection exists in photocopies of original documents. File Size: 30 gigabytes. Dates: 1942-present.

Disposition: Electronic Data (Images and Index): Permanent. Transfer to the National Archives in a software independent format on 9-track magnetic tape when ten years old.

Photocopies: Destroy when ten years old.

Electronic Records (Outreach and Information Center)

7. 1. Radiation Research Database. The Radiation Research Database contains records pertaining to individuals who contacted the DOE Hotline (through January 31, 1994) and Interagency Helpline (February 1, 1994 to present). It also contains data pertaining to individuals who have corresponded with DOE regarding human radiation experiments. The system contains tracking information on each individual, demographic information on the individual, information on the alleged exposure, including subject, type of exposure, site/location of exposure, and information on correspondence and case status. There are over 20,000 records in the database. The system is an application that operates using Runtime FoxPro 2.5 code under Windows 3.11. The database was used by the hotline/helpline staff to record data obtained during phone calls. For a short time, it was used by the correspondence staff to generate response letters and to record manually generated response data for most of the project. It was

also used to record assignment of telephone inquiries and transfer of correspondence to other agencies. Finally, it was used by case managers to record final disposition of cases which the managed. File size: 10 megabyte. Dates: 1993-95.

Disposition: Destroy when 65 years old.

2. Closed Cases Spreadsheet. The Closed File Spreadsheet contains records pertaining to case files researched by the staff of the Human Radiation Experiments Information Center and closed through case manager action. The database contained information on case name, group, case manager and data assigned, status, and remarks. A companion Active File spreadsheet contained records of cases as they were being processed by case managers; data from this file was transferred to the Closed Cases system upon closure. The database base was created in Excel 4.0 and contains approximately 3000 records. File size: 1 megabyte. Dates: 1994-95.

Disposition: Destroy when 65 years old.