

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0563-2014-0002
Schedule Status Returned Without Action
Agency or Establishment Department of Homeland Security
Record Group / Scheduling Group General Records of the Department of Homeland Security
Records Schedule applies to Major Subdivision
Major Subdivision Office of Science and Technology
Minor Subdivision Office of the National Labs
Schedule Subject Office of the National Labs
Internal agency concurrences will be provided No

Background Information The Department of Homeland Security (DHS) Office of National Laboratories (ONL) sustains and expands a coordinated network of Department National Laboratories and Department of Energy National Laboratories and other federal centers to help deliver critical homeland capabilities. ONL coordinates and aligns with all Science and Technology Directorate (S&T) technical divisions to coordinate activities throughout the United States research and development community. ONL provides a coordinated, enduring core of productive science, technology, and engineering laboratories, organizations, and institutions, which can provide knowledge and technology to secure the nation. The Department has also established research and development centers that provide scientific research via university and private partnerships.

This records schedule is intended for application within those laboratory facilities directed by DHS.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	46

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

Outline of Records Schedule Items for DAA-0563-2014-0002

Sequence Number	
1	Animal and Plant Health Inspection Service- Center for Disease Control (APHIS-C DC) Forms Disposition Authority Number: DAA-0563-2014-0002-0001
2	Biological Select Agent and Toxins Records Disposition Authority Number: DAA-0563-2014-0002-0002
3	Chemical Hygiene Program Survey Records Disposition Authority Number: DAA-0563-2014-0002-0003
4	Chemical Inventories
4.1	In-Use Chemical Inventory Files Disposition Authority Number: DAA-0563-2014-0002-0004
4.2	Storage Inventory Files Disposition Authority Number: DAA-0563-2014-0002-0005
4.3	Low-Level Radioactive and Mixed Waste Inventory Files Disposition Authority Number: DAA-0563-2014-0002-0006
4.4	Hazardous Waste Inventory Files Disposition Authority Number: DAA-0563-2014-0002-0007
4.5	High-Level Radioactive Waste Inventory Files Disposition Authority Number: DAA-0563-2014-0002-0008
4.6	Industrial Ethanol Records Disposition Authority Number: DAA-0563-2014-0002-0009
5	Controlled Substances
5.1	Significant Disposition Authority Number: DAA-0563-2014-0002-0010
5.2	Non-significant Disposition Authority Number: DAA-0563-2014-0002-0011
6	Equipment Files
6.1	Calibration/Certification of Laboratory Common Equipment Disposition Authority Number: DAA-0563-2014-0002-0012
6.2	Common Laboratory Maintenance Records/Checklists Disposition Authority Number: DAA-0563-2014-0002-0013
7	Hazardous Waste Spill/Release Records
7.1	Leak Inspection Files Disposition Authority Number: DAA-0563-2014-0002-0014
7.2	Spill Records Disposition Authority Number: DAA-0563-2014-0002-0015

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Records Schedule: **DAA-0563-2014-0002**

7.3	Spill Response and Remediation Plan Files Disposition Authority Number: DAA-0563-2014-0002-0016
7.4	Spill Prevention Control and Countermeasures Records Disposition Authority Number: DAA-0563-2014-0002-0017
8	Health and Safety Case Files Disposition Authority Number: DAA-0563-2014-0002-0018
9	Laboratory Animal Control Files
9.1	Animal Husbandry and Veterinary Care Disposition Authority Number: DAA-0563-2014-0002-0019
9.2	Institutional Animal Care and Use - Significant Studies Disposition Authority Number: DAA-0563-2014-0002-0020
9.3	Institutional Animal Care and Use - Non-significant Studies Disposition Authority Number: DAA-0563-2014-0002-0021
10	Laboratory Notebooks
10.1	Significant Laboratory Notebooks Disposition Authority Number: DAA-0563-2014-0002-0022
10.2	Duplicative Notebooks Disposition Authority Number: DAA-0563-2014-0002-0023
11	Law Enforcement Case Files Disposition Authority Number: DAA-0563-2014-0002-0024
12	Marine Vessels
12.1	Bridge Log Disposition Authority Number: DAA-0563-2014-0002-0025
12.2	All Inspection/Repair Records of Safety Equipment Disposition Authority Number: DAA-0563-2014-0002-0026
12.3	Routine Maintenance and Repair Records Disposition Authority Number: DAA-0563-2014-0002-0027
13	National Lab Program Records
13.1	Significant Research and Development Files Disposition Authority Number: DAA-0563-2014-0002-0028
13.2	Other Research and Development Files Disposition Authority Number: DAA-0563-2014-0002-0029
13.3	Unfunded Project/Proposal Files Disposition Authority Number: DAA-0563-2014-0002-0030
13.4	Project Control Files Disposition Authority Number: DAA-0563-2014-0002-0031
13.5	Program Monitoring Records

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13.6	Disposition Authority Number: DAA-0563-2014-0002-0032 Laboratory Performance Management Disposition Authority Number: DAA-0563-2014-0002-0033
14	Occupational Safety Records Disposition Authority Number: DAA-0563-2014-0002-0034
15	Patents Disposition Authority Number: DAA-0563-2014-0002-0035
16	Quality Management System Records
16.1	Controlled Documents Disposition Authority Number: DAA-0563-2014-0002-0036
16.2	Quality Management System Performance Disposition Authority Number: DAA-0563-2014-0002-0037
16.3	ISO 17025 Method Accreditation Records Disposition Authority Number: DAA-0563-2014-0002-0038
17	Radiation Safety Records Disposition Authority Number: DAA-0563-2014-0002-0039
18	Sample Control Files Disposition Authority Number: DAA-0563-2014-0002-0040
19	Safeguard and Security Agreements/Security Plans Disposition Authority Number: DAA-0563-2014-0002-0041
20	Safety Inspections Disposition Authority Number: DAA-0563-2014-0002-0042
21	Safety Program Planning Records Disposition Authority Number: DAA-0563-2014-0002-0043
22	Technical Instructions and Laboratory Procedures
22.1	Instructions or Procedures used in Law Enforcement Cases Disposition Authority Number: DAA-0563-2014-0002-0044
22.2	Instructions or Procedures not used in Law Enforcement cases Disposition Authority Number: DAA-0563-2014-0002-0045
23	Technical Report Files Disposition Authority Number: DAA-0563-2014-0002-0046

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: DAA-0563-2014-0002

Records Schedule Items

Sequence Number	
1	<p>Animal and Plant Health Inspection Service- Center for Disease Control (APHIS-CDC) Forms</p> <p>Disposition Authority Number DAA-0563-2014-0002-0001</p> <p>Forms include records of theft loss or release, report of transfer of select agents and toxins, report of the identification of a select agent or toxin in a clinical or diagnostic laboratory, and other APHIS-CDC forms used by the DHS labs.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year.</p> <p>Retention Period Destroy 6 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Biological Select Agent and Toxins Records</p> <p>Disposition Authority Number DAA-0563-2014-0002-0002</p> <p>Records include annual inventories, health and safety drills/exercises, storage unit access forms, incoming and outgoing checklists, state registration records, area access forms for escorted and unescorted, and discrepancy memorandum.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

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Records Schedule: DAA-0563-2014-0002

	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	TEMPORARY: Cut off at the end of the calendar year.
	Retention Period	Destroy 6 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
3	Chemical Hygiene Program Survey Records	
	Disposition Authority Number	DAA-0563-2014-0002-0003
	All qualitative and quantitative records and supporting documentation of monitoring, sampling, or measuring of toxic or harmful chemical, physical, or biological agents in the workplace. This includes, but is not limited to, analytical methodologies, calculations and background data relevant to interpretation of the results. Other records created in compliance with the most protective federal, state and local industrial hygiene protection statutes and regulations Executive Orders, and industry standards including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs, ACGIH, ANSI and ASHRAE standards.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the contract.
	Retention Period	Destroy 30 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
4	Chemical Inventories	
4.1	In-Use Chemical Inventory Files	

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Records Schedule: **DAA-0563-2014-0002**

4.2	Disposition Authority Number	DAA-0563-2014-0002-0004
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 30 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Storage Inventory Files	
	Disposition Authority Number	DAA-0563-2014-0002-0005
Final Disposition	Temporary	
Item Status	Withdrawn	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
Disposition Instruction		
Cutoff Instruction	Cut off at the end of the calendar year.	
Retention Period	Destroy 30 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
Low-Level Radioactive and Mixed Waste Inventory Files		
Disposition Authority Number	DAA-0563-2014-0002-0006	

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4.4	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 5 year(s) after permit expires.
	Additional Information	
	GAO Approval	Not Required
	Hazardous Waste Inventory Files	
	Disposition Authority Number	DAA-0563-2014-0002-0007
	Records of disposal of hazardous waste; investigations, policies, reports on spills, hazardous materials, plans, statements.	
	Final Disposition	Temporary

4.5	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 3 year(s) after shipment date.
	Additional Information	
	GAO Approval	Not Required
	High-Level Radioactive Waste Inventory Files	

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Disposition Authority Number	DAA-0563-2014-0002-0008
Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the calendar year.
Retention Period	Destroy 30 year(s) after cutoff.

Additional Information

GAO Approval	Not Required
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4.6

Industrial Ethanol Records

Disposition Authority Number	DAA-0563-2014-0002-0009
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Records associated with management of tax-free industrial ethanol, including the BATFE industrial ethanol user permit, semi-annual inventory records, and receipt, storage, and distribution records.

Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the calendar year.
Retention Period	Destroy 6 year(s) after cutoff.

Additional Information

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	GAO Approval	Not Required
5	Controlled Substances Records associated with management of DEA controlled drugs; including the DEA registration certificate, drug shipment/receipt records, completed DEA forms, completed internal forms, and records of internal program assessments, DEA Form 106, Report of Theft or Loss of Controlled Drugs, DEA Form 41, Registrant's Inventory of Drugs Surrendered.	
5.1.	Significant	
	Disposition Authority Number	DAA-0563-2014-0002-0010
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 25 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
5.2	Non-significant	
	Disposition Authority Number	DAA-0563-2014-0002-0011
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes

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	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 15 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
6	Equipment Files	
6.1	Calibration/Certification of Laboratory Common Equipment	
	Disposition Authority Number	DAA-0563-2014-0002-0012
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off when equipment is decommissioned.
	Retention Period	Destroy 2 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
6.2	Common Laboratory Maintenance Records/Checklists	
	Disposition Authority Number	DAA-0563-2014-0002-0013
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes

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	Disposition Instruction	
	Cutoff Instruction	Cut off when equipment is decommissioned.
	Retention Period	Destroy 2 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
7	Hazardous Waste Spill/Release Records	
7.1	Leak Inspection Files	
	Disposition Authority Number	DAA-0563-2014-0002-0014
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 3 year(s) after after inspection.
	Additional Information	
	GAO Approval	Not Required
7.2	Spill Records	
	Disposition Authority Number	DAA-0563-2014-0002-0015
	Chemical spills, hazardous waste spills, process spills, or similar spills.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

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7.3

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year in which the cleanup occurs.

Retention Period Destroy 10 year(s) after cleanup.

Additional Information

GAO Approval Not Required

Spill Response and Remediation Plan Files

Disposition Authority Number DAA-0563-2014-0002-0016

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off when superseded.

Retention Period Destroy 1 year(s) after cutoff.

Additional Information

GAO Approval Not Required

7.4

Spill Prevention Control and Countermeasures Records

Disposition Authority Number DAA-0563-2014-0002-0017

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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8	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Health and Safety Case Files	
	Disposition Authority Number	DAA-0563-2014-0002-0018
	Health and Safety program reports, mishap reports, accident analysis reports, other similar reports, and related backup materials used to investigate, records, and report hazards and accidents involving Government personnel, equipment, and facilities, and recommend action to prevent recurrences.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
9 9.1	Disposition Instruction	
	Cutoff Instruction	Cut off annually.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Laboratory Animal Control Files	
	Animal Husbandry and Veterinary Care	
	Disposition Authority Number	DAA-0563-2014-0002-0019
	Records related to the receipt, identification, tracking, care, handling, security, storage, feeding, disposition, and inspection of laboratory animals.	
	Final Disposition	Temporary

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	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year of study completion.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
9.2	Institutional Animal Care and Use - Significant Studies	
	Disposition Authority Number	DAA-0563-2014-0002-0020
	Records include IACUC reports, committee minutes, protocol reviews, and protocols and amendments. Records also include policy on ethics of animal use, procedures for euthanasia, and related. Studies which attract national media or Congressional attention, and/or which have been made public through other means.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the project.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff.
	Additional Information	

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	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
9.3	Institutional Animal Care and Use - Non-significant Studies	
	Disposition Authority Number	DAA-0563-2014-0002-0021
	Records include IACUC reports, committee minutes, protocol reviews, and protocols and amendments. Records also include policy on ethics of animal use, procedures for euthanasia, and related.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the project.
	Retention Period	Destroy 25 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
10	Laboratory Notebooks	
10.1	Significant Laboratory Notebooks	
	Disposition Authority Number	DAA-0563-2014-0002-0022
	Laboratory notebooks considered to have continuing research value. These notebooks contain technical and scientific data, such as daily observations, detailed procedures, tabulations, charts, analyses, research progress, results of experiments, and other raw data.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes

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	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the project, year, or book.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
10.2	Duplicative Notebooks	
	Disposition Authority Number	DAA-0563-2014-0002-0023
	Laboratory notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the project, year, or book.
	Retention Period	Destroy when no longer needed

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11	Additional Information	
	GAO Approval	Not Required
	Law Enforcement Case Files	
	Disposition Authority Number	DAA-0563-2014-0002-0024
	Records include sample analysis plans, chain of custody, sample accessioning, procedures for sample analyses, personnel authorizations, results and final case reports.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at submission of final case report.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff.
	Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown	
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown	
12 12.1	Marine Vessels	
	Bridge Log	
	Disposition Authority Number	DAA-0563-2014-0002-0025
	Consist of crew, passenger counts, departure/arrival times, drills, cancellation, fuel receipts, weather conditions, incidents, and operating status.	
	Final Disposition	Temporary
Item Status	Withdrawn	

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12.2	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off annually.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	All Inspection/Repair Records of Safety Equipment	
	Disposition Authority Number	DAA-0563-2014-0002-0026
	Consists of fire systems, all equipment covered in FCC License, such as VHF radios, AIS, EPIRB, electronics, lifesaving equipment, shipyard, and repair history files for life of vessel.	
	Final Disposition	Temporary
Item Status	Withdrawn	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
Disposition Instruction		
Cutoff Instruction	Cut off annually.	
Retention Period	Destroy 5 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
12.3	Routine Maintenance and Repair Records	
	Disposition Authority Number	DAA-0563-2014-0002-0027

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off annually.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
13	National Lab Program Records	
13.1	Significant Research and Development Files	
	Disposition Authority Number	DAA-0563-2014-0002-0028
	Project files (plans, results and reports), which involved complex and/or novel issues or involved intense public interest or controversy that usually is reflected in high degree of media attention.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the project.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff.
	Additional Information	

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown
13.2	Other Research and Development Files	
	Disposition Authority Number	DAA-0563-2014-0002-0029
	Other Research and Development Files or Special Projects which do not meet the threshold of significant.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the project.
	Retention Period	Destroy 25 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
13.3	Unfunded Project/Proposal Files	
	Disposition Authority Number	DAA-0563-2014-0002-0030
	Project or proposal and background information files that are not funded or defunded.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

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13.4	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Project Control Files	
	Disposition Authority Number	DAA-0563-2014-0002-0031
	Files maintained for the management of each project, including authorizations, correspondence, and performance measures.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
13.5	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the project or after final report issued.
	Retention Period	Destroy 7 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Program Monitoring Records	
	Disposition Authority Number	DAA-0563-2014-0002-0032
	Ongoing management of programs and routine projects within programs. Includes both mission and operational programs.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

13.6

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the project.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Laboratory Performance Management

Disposition Authority Number DAA-0563-2014-0002-0033

Records include periodic reports (e.g., monthly, quarterly, semi-annual and annual), plans including strategic plans, and performance evaluations.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown.

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0563-2014-0002**

14	<p>Occupational Safety Records</p> <p>Disposition Authority Number DAA-0563-2014-0002-0034</p> <p>Records that document worker safety including but not limited to job hazard analyses, accident and injury preventative measures, hazardous work authorizations, and safety inspections.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year.</p> <p>Retention Period Destroy 20 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
15	<p>Patents</p> <p>Disposition Authority Number DAA-0563-2014-0002-0035</p> <p>Records relating to the specification, design, prototype, and production of scientific instruments created by the facility, including design requests, technical requirements, specifications, design drawing, engineering, fabrication, prototypes, design changes, documentation, and user manuals.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p>

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of fiscal year
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
16	Quality Management System Records	
16.1	Controlled Documents	
	Disposition Authority Number	DAA-0563-2014-0002-0036
	Procedures, work instructions, forms and other documents that are used during the performance of the laboratory work.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off when document is superseded or obsolete.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
16.2	Quality Management System Performance	
	Disposition Authority Number	DAA-0563-2014-0002-0037
	Records include evidence of internal and external audits or inspections, management reviews, and corrective and preventive action.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Retention Period	Destroy 15 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
16.3	ISO 17025 Method Accreditation Records	
	Disposition Authority Number	DAA-0563-2014-0002-0038
	Records that provide objective evidence of adherence to the ISO standard at the time of sample analysis for law enforcement.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

17	Disposition Instruction	
	Cutoff Instruction	Cut off when document is superseded or obsolete.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
	Radiation Safety Records	
	Disposition Authority Number	DAA-0563-2014-0002-0039
	Final Disposition	Temporary
	Item Status	Withdrawn
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
18	Disposition Instruction	
	Cutoff Instruction	Cut off upon employee termination or transfer.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Sample Control Files	
	Disposition Authority Number	DAA-0563-2014-0002-0040
	Records related to sample and history of sample storage.	
	Final Disposition	Permanent
	Item Status	Withdrawn

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off when sample is disposed or transferred.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown.

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown.

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Safeguard and Security Agreements/Security Plans

Disposition Authority Number DAA-0563-2014-0002-0041

Records establishing the baseline safeguards, security protection strategy and programs for a facility, and agreement between the Program Office and other HQ and Field Elements as to the acceptable level of risk to a facility and any measures employed to mitigate unacceptable risk. The Master Safeguards and Security Agreement, Site Safeguards and Security Plan, or Site Security Plan also provide a historical perspective on facility operations and configuration. In addition, Master Safeguards and Security Agreement, Site Safeguards and Security Plan, or Site Security Plan provides short and long-term planning profiles for safeguards and security operations at a facility.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0563-2014-0002**

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Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off when superseded or after termination of the facility as a security interest

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Safety Inspections

Disposition Authority Number DAA-0563-2014-0002-0042

Files include notifications, inspection reports and results, replies to inspection findings, staff assistance information, correspondence on corrective actions taken, and similar information.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

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Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year.

Retention Period Destroy 25 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Safety Program Planning Records

Disposition Authority Number DAA-0563-2014-0002-0043

Records that document the policy, program, standards, and procedures pertaining to the administration of the safety program.

Final Disposition Permanent

Item Status Withdrawn

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WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the fiscal year
Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.

22

Technical Instructions and Laboratory Procedures
Technical instruction files are created as the need arises to support specialized equipment operated and maintained by the DHS Labs. Special uses include, but are not limited to, parts requisitioning, troubleshooting, maintenance, modification, and training. Laboratory procedures are created as the need arises to support specialized equipment operation, calibration and sample processing by DHS personnel.

22.1

Instructions or Procedures used in Law Enforcement Cases

Disposition Authority Number	DAA-0563-2014-0002-0044
Final Disposition	Permanent
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

	Disposition Instruction	
	Cutoff Instruction	Cut off when equipment superseded or obsolete.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
22.2	Instructions or Procedures not used in Law Enforcement cases	
	Disposition Authority Number	DAA-0563-2014-0002-0045
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off when equipment superseded or obsolete.
	Retention Period	Destroy 20 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
23	Technical Report Files	
	Disposition Authority Number	DAA-0563-2014-0002-0046
	Published Technical Reports (TR), Technical Notes (TN), Technical Memorandum (TM), prepared in connection with a project or task. These reports summarize the progress, findings, and conclusion reached relative to specific projects. They may also clarify and supplement information contained in laboratory notebooks	

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

and other source data. Include published bibliographies and reports received from contractors.

Final Disposition Permanent

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut of annually.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 25 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown.

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2014-0002

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/23/2014	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
12/31/2015	Return Without Action	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services