

| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
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| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER N1-220-95-10 | DATE RECEIVED 7-12-95 |
| 1. FROM (Agency or establishment) Advisory Committee on Human Radiation Experiments | | NOTIFICATION TO AGENCY | |
| 2. MAJOR SUBDIVISION | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER David Saumweber | 5. TELEPHONE 202-254-9820 | DATE 11-3-95 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u> </u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE 7/11/95 | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> | TITLE Director of Information Services | |
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
| | See Attached Sheets. | | |

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copy to: NNT
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PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

1. Administrative Series.

Administrative records produced by ACHRE, exclusive of the routine and facilitative records covered by the General Records Schedules (such as those dealing with budget, supplies and personnel). Includes administrative and procedural guidance, correspondence related to the administrative management of ACHRE, summary information on its technological infrastructure and information services and related records.

PERMANENT. Transfer to National Archives upon termination of Committee.

2. Committee Activities Series.

Documentation of Committee management and activities. Includes chronological files and other records of the Chairman, Committee meeting records (agendas, briefing materials and sound recordings and transcripts of meetings), correspondence with ACHRE members, records of subcommittees and projects and related documentation.

PERMANENT. Transfer to National Archives upon termination of Committee.

3. Communications Series.

Documentation of ACHRE's external relations, including correspondence, copies of press releases and subject files documenting ACHRE's interactions with other Federal agencies, the Congress, the Executive Office of the President, with outside organizations and individuals and with the media.

PERMANENT. Transfer to National Archives upon termination of Committee.

4. Data Collection Series.

Documentation of the process of collecting records and information concerning government programs, policies and practices in human subject research, research involving radiation and related research areas. Includes correspondence, request and response records and tracking information, site visit reports and supporting materials.

PERMANENT. Transfer to National Archives upon termination of Committee.

5. Information Services Series.

Documentation of information research and requests, including document retrieval records, on-line searches and related information.

PERMANENT. Transfer to National Archives upon termination of Committee.

6. Public Access Series.

Documentation of the Advisory Committee's efforts to provide information to the public, including planning, designing and implementing an on-line information system. Also includes a complete set of ACHRE documents available in the public reading room, as well as related information.

PERMANENT. Transfer to National Archives upon termination of Committee.

7. Records Management Series.

Documentation of the Committee's information accessions, inventory and processing program. Includes records of document receipts for all media; descriptions and inventories for collections; planning, design, standards and implementation information for on-line indexes and related information. Also includes copies of external electronic indexes deposited with ACHRE.

PERMANENT. Transfer to National Archives upon termination of Committee.

8. Reports Series.

Documentation of the development of the Advisory Committee's Interim and Final Reports. Includes planning, organization and policy documents, substantive drafts, as well as copies of the reports and companion volumes.

PERMANENT. Transfer to National Archives upon termination of Committee.

9. Research Collection Series.

The collection of primary and secondary sources assembled by ACHRE. Includes records gathered from the Department of Energy, Department of Defense and other government agencies, copies of specialized journal articles and extracts and a small collection of specialized monographs.

PERMANENT. Transfer to National Archives upon termination of Committee.

10. Research Project Series.

Documentation of formal research projects pursued by staff and ACHRE members and of the shared information resources created and used in pursuit of those projects. Includes records of various staff research teams, specialized research collections, identified experiments, interview programs, studies and related records.

PERMANENT. Transfer to National Archives upon termination of Committee.

11. Staff Operations Series.

Documentation of the organization and management of ACHRE staff, including correspondence of the Executive Director; records of executive management contacts with other agencies and organizations; staff assignments, organization and meetings and records of management committees.

PERMANENT. Transfer to National Archives upon termination of Committee.

12. Staff Research Series.

Records created by staff members in support of their particular research responsibilities, not part of a formal research project. Includes report development and writing, correspondence, research papers, notes and related records.

PERMANENT. Transfer to National Archives upon termination of Committee.

13. Compact Disc - Read Only Memory (CD-ROM) Copies of All Electronic Files.

Copies of all electronic records, including databases and documentation.

PERMANENT. Transfer to National Archives, in accordance with 36 CFR 1228.188 and NARA Bulletin 94-4, upon termination of Committee.