

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0524-2019-0003**

Schedule Status                **Approved**

Agency or Establishment      **Defense Nuclear Facilities Safety Board**

Record Group / Scheduling Group **Records of the Defense Nuclear Facilities Safety Board**

Records Schedule applies to   **Agency-wide**

Schedule Subject                **Program Records**

Internal agency concurrences will be provided   **No**

### Background Information

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>21</b>	<b>21</b>	<b>0</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0524-2019-0003

Sequence Number	
1	Recommendations to the Department of Energy (DOE).
1.1	Recommendations to the Department of Energy (DOE) Disposition Authority Number: DAA-0524-2019-0003-0001
2	Congressional Affairs
2.1	Annual Report to Congress. Disposition Authority Number: DAA-0524-2019-0003-0003
2.2	Congressional Affairs Files Disposition Authority Number: DAA-0524-2019-0003-0014
3	Technical Staff Reports.
3.1	Technical Staff Reports. Disposition Authority Number: DAA-0524-2019-0003-0007
3.2	Resident Inspector Weekly Reports Disposition Authority Number: DAA-0524-2019-0003-0011
3.3	Monthly Site Reports Disposition Authority Number: DAA-0524-2019-0003-0056
3.4	Letters Disposition Authority Number: DAA-0524-2019-0003-0057
4	Meeting and Hearing Files
4.1	Meeting and Hearing Files Disposition Authority Number: DAA-0524-2019-0003-0009
4.2	Board Gatherings & Briefings Disposition Authority Number: DAA-0524-2019-0003-0026
5	Site Reviews Files
5.1	Site Review Files Disposition Authority Number: DAA-0524-2019-0003-0058
6	Safety Issues Files
6.1	Staff Issues Reports Disposition Authority Number: DAA-0524-2019-0003-0013
7	Safety Allegation/Investigation Files.
7.1	Investigation Files Disposition Authority Number: DAA-0524-2019-0003-0016
8	Board Resource Planning.
8.1	Staffing Plan Disposition Authority Number: DAA-0524-2019-0003-0028

8.2	Annual Work Plan Disposition Authority Number: DAA-0524-2019-0003-0030
8.3	Organizational charts Disposition Authority Number: DAA-0524-2019-0003-0023
9	Board Documents and General Policy Documents.
9.1	Policy Documents Disposition Authority Number: DAA-0524-2019-0003-0032
9.2	Rulemaking Documents Disposition Authority Number: DAA-0524-2019-0003-0034
10	Board Notational Votes
10.1	Board Notational Votes Disposition Authority Number: DAA-0524-2019-0003-0040
11	Records of the Office of the General Counsel (OGC).
11.1	Primary Program Records. Disposition Authority Number: DAA-0524-2019-0003-0046
12	Records of the Office of the General Manager (OGM).
12.1	Records of the Office of the General Manager (OGM), Primary Program Records Disposition Authority Number: DAA-0524-2019-0003-0048
13	Records of the Office of the Technical Director.
13.1	Primary Program Records. Records of the Office of the Technical Director. Disposition Authority Number: DAA-0524-2019-0003-0053

## Records Schedule Items

Sequence Number				
1	Recommendations to the Department of Energy (DOE).			
1.1	<p>Recommendations to the Department of Energy (DOE)</p> <p>Disposition Authority Number      DAA-0524-2019-0003-0001</p> <p>Records include recommendations to the Secretary of Energy (SOE) for specific measures that should be adopted to protect the public health and safety at DOE defense nuclear facilities, and the SOE's response and implementation plan for the recommendation. Also, included are background documents to support the need for issuing a recommendation, miscellaneous correspondence between the Board and DOE concerning a particular recommendation, public comments concerning the recommendation or the SOE's response, progress reports from DOE concerning the implementation of a recommendation, and Federal Register Notices.</p> <p>Final Disposition                              Permanent</p> <p>Item Status                                      Active</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?      No</p> <p>GRS or Superseded Authority Citation      N1-524-93-001 / 1</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                              Cutoff at end of fiscal year.</p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff</p> <p><b>Additional Information</b></p> <p>First year of records accumulation      1989</p> <p>What will be the date span of the initial transfer of records to the National Archives?      From 1989 To 2001</p> <p>How frequently will your agency transfer these records to the National Archives?      Every 1 Years</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;">Estimated Current Volume</td> <td style="width: 25%;">Annual Accumulation</td> </tr> </table>		Estimated Current Volume	Annual Accumulation
	Estimated Current Volume	Annual Accumulation		

Electronic/Digital	60 MB	4 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

2

**Congressional Affairs**

Interaction with Congress and Congressional Committees relating to oversight activities, investigations, and confirmation hearings.

2.1

**Annual Report to Congress.**

Disposition Authority Number      DAA-0524-2019-0003-0003

Report provides information on the activities of the Board each year, which includes: recommendations made by the Board to the Department of Energy (DOE); improvements in the safety of DOE defense nuclear facilities, either as a result of DOE performance, or from actions taken by the Board; and outstanding safety problems at DOE defense nuclear facilities.

Final Disposition                      Permanent

Item Status                              Active

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?      No

GRS or Superseded Authority Citation      N1-524-93-001 / 2

**Disposition Instruction**

Cutoff Instruction                      Cutoff at end of fiscal year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff

**Additional Information**

First year of records accumulation      1989

What will be the date span of the initial transfer of records to the National Archives?      From 1989 To 2001

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	4 Cubic feet	.125 Cubic feet
Microform		
Hardcopy or Analog Special Media		

2.2

**Congressional Affairs Files**

Disposition Authority Number **DAA-0524-2019-0003-0014**

Testimonies before Congressional Committees relating to oversight activities, investigations, and confirmation hearings. Also includes incoming and outgoing correspondence between the Board and Members of Congress pertaining to substantive policy issues and Board functions. Files may include but are not limited to OMB Reporting Requirements; Performance and Accountability Reports; Federal Information Security Modernization Act (FISMA) Reports. Records of the Office of the General Manager (External Affairs) that document plans, policies, programs, procedures, and accomplishments relating to primary program responsibilities for congressional and legislative affairs. Files include records of . but are not limited to: 1) Legislative Proposals and Enactments, Drafts of Proposed Legislation and Executive Orders Together With Supporting Papers and Comments; 2) Congressional Investigations; 3) Congressional Testimony

Final Disposition **Permanent**

Item Status **Active**

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? **No**

GRS or Superseded Authority Citation **N1-524-96-001 / 4**

Disposition Instruction

Cutoff Instruction **Cutoff at end of fiscal year.**

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

**Additional Information**

First year of records accumulation      1989

What will be the date span of the initial transfer of records to the National Archives?      From 1989 To 2006

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	90 MB	3 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3

**Technical Staff Reports.**

Reports and correspondences created by the DNFSB Staff to communicate information, potential safety issues, or staff safety issues to DOE.

3.1

**Technical Staff Reports.**

Disposition Authority Number      DAA-0524-2019-0003-0007

Technical reports resulting staff reviews about providing adequate protection of public health and safety at DOE defense nuclear facilities. Also included here are DOE's responses to the Technical Staff Reports. Includes internal reports created by the DNFSB Staff to communicate information, potential safety issues, or staff safety issues to the Board and technical staff.

Final Disposition      Permanent

Item Status      Active

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?      No

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of fiscal year.**  
 Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation **1994**  
 What will be the date span of the initial transfer of records to the National Archives? **From 1994 To 2006**  
 How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	13 MB	1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3.2

**Resident Inspector Weekly Reports**

Disposition Authority Number **DAA-0524-2019-0003-0011**

**Weekly report by DNFSB staff resident on site of activities at specific nuclear related DOE facilities.**

Final Disposition **Permanent**  
 Item Status **Active**  
 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? **No**



**Disposition Instruction**

Cutoff Instruction **Cutoff at end of fiscal year.**  
 Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cutoff**

**Additional Information**

First year of records accumulation **1995**  
 What will be the date span of the initial transfer of records to the National Archives? **From 1995 To 2006**  
 How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	675 MB	26 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3.3

**Monthly Site Reports**

Disposition Authority Number **DAA-0524-2019-0003-0056**

**Monthly reports of activities at specific nuclear related DOE sites.**

Final Disposition **Permanent**  
 Item Status **Active**  
 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 Cutoff at end of fiscal year.  
Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

**Additional Information**

First year of records accumulation 2015  
What will be the date span of the initial transfer of records to the National Archives? From 2015 To 2015  
How frequently will your agency transfer these records to the National Archives? Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	35 MB	7 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

3.4

**Letters**

Disposition Authority Number DAA-0524-2019-0003-0057

Correspondence sent and received relating to activities at specific nuclear related DOE sites and other topics excluding correspondence relating to DNFSB Recommendations to the Department of Energy and Congressional correspondence.

Final Disposition Permanent

Item Status Active

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                      Cutoff at end of fiscal year.  
 Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff

**Additional Information**

First year of records accumulation      1990  
 What will be the date span of the initial transfer of records to the National Archives?      From 1990 To 2001  
 How frequently will your agency transfer these records to the National Archives?      Every 12 Months

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	210 MB	7 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

4  
4.1

**Meeting and Hearing Files**

**Meeting and Hearing Files**

Disposition Authority Number      DAA-0524-2019-0003-0009

Complete record of public and closed meetings and hearings held by the DNFSB to discuss and obtain information and comments from the Department of Energy (DOE) and the general public on public health and safety issues at DOE defense nuclear facilities. When conducting open/closed meetings and hearings, the Board is governed by its enabling statute, 42 U.S.C. Section 2286 et seq., the Government in the Sunshine Act, 5 U.S.C. Section 552b, and the Board’s rules for implementing the Government in the Sunshine Act, 10 C.F.R. Part 1704. Files may include but are not limited to: 1) Agendas 2) Transcripts 3) Testimony 4) Presentation Materials 5) Documentation Supporting Issues 6) Speaking Rosters 7) Public Comments

Final Disposition                      Permanent  
 Item Status                              Active

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? **No**

GRS or Superseded Authority Citation **N1-524-93-001 / 3**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

**Additional Information**

First year of records accumulation **1989**

What will be the date span of the initial transfer of records to the National Archives? **From 1989 To 2004**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	234 MB	13 MB
Paper	23 Cubic feet	.75 Cubic feet
Microform		
Hardcopy or Analog Special Media		

4.2

**Board Gatherings & Briefings**

Disposition Authority Number **DAA-0524-2019-0003-0026**

A gathering of a quorum of Board Members for the purpose of receiving information from outside organizations. Files may include but are not limited to: 1. Agendas 2. Presentation Materials 3. Documentation Supporting Issues

Final Disposition **Permanent**

Item Status **Active**

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? **No**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

**Additional Information**

First year of records accumulation **1989**

What will be the date span of the initial transfer of records to the National Archives? **From 1989 To 2001**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	7 MB	.25 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

**Site Reviews Files**

**Site Review Files**

Disposition Authority Number **DAA-0524-2019-0003-0058**

Documents produced by the Technical Staff for reviews of DOE standards, design data, operational data, facility design, and facility construction. The reviews are significant planned interactions with DOE that could have been conducted at a DOE site, conducted remotely, or conducted in person at the Board's Headquarters or an off-site location. Files may include, but are not limited to: 1) Oversight Plans 2) Review Plans 3) Information Requests 4) Technical Agendas 5) Engineering Calculations

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5.1

Final Disposition **Permanent**

Item Status **Active**

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? **No**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of fiscal year.**

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

**Additional Information**

First year of records accumulation **1989**

What will be the date span of the initial transfer of records to the National Archives? **From 1989 To 2006**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>15 Cubic feet</b>	<b>.5 Cubic feet</b>
<b>Microform</b>		
<b>Hardcopy or Analog Special Media</b>		

**Safety Issues Files**

**Staff Issues Reports**

Disposition Authority Number **DAA-0524-2019-0003-0013**

**Staff Issues Reports on Information related to safety issues, DOE commitments, and internal staff commitments that were identified during Technical Staff oversight efforts.**

Final Disposition **Permanent**

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6.1

Item Status **Active**

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? **No**

**Disposition Instruction**

Cutoff Instruction **Cutoff at close of fiscal year.**

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

**Additional Information**

First year of records accumulation **1989**

What will be the date span of the initial transfer of records to the National Archives? **From 1989 To 2006**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	300 MB	10 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

**Safety Allegation/Investigation Files.**

**Investigation Files**

Disposition Authority Number **DAA-0524-2019-0003-0016**

Case files, including information accumulated in the course of an investigation generated by correspondence from individuals (sometimes anonymous) concerning an accident, procedure, et cetera, at DNFSB monitored DOE facilities which could affect the public's health and safety. These Investigation Files meet one or more of the following criteria: 1) Received wide attention from the news media; 2) Was of significant interest to Congress, the White House, or the Board;

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7.1

3) Was involved in extensive litigation; 4) Was involved in major policy discussions or decisions; 5) Prompted significant changes in designs or procedures by or relating to the nuclear industry.

Final Disposition Permanent

Item Status Active

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? No

GRS or Superseded Authority Citation N1-524-96-001 / 5/A

**Disposition Instruction**

Cutoff Instruction Cutoff at end of fiscal year.

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

**Additional Information**

First year of records accumulation 1989

What will be the date span of the initial transfer of records to the National Archives? From 1989 To 2006

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	14 Cubic feet	.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

**Board Resource Planning.**

The Board shall establish a strategic plan as required by the Government Performance and Results Act of 1993, GPRA Modernization Act of 2010, and OMB Circular No A-11. Annually or as events dictate, the Board shall receive and

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8.1

evaluate reports from the Office Directors as to the progress toward meeting the strategic goals.

**Staffing Plan**

Disposition Authority Number      DAA-0524-2019-0003-0028

Annually approved Board staffing plan by fiscal year prepared by Agency Director's for the Board's approval. Files may include but are not limited to: 1) Agendas 2) Presentation Materials 3) Documentation Supporting Issues

Final Disposition                      Permanent

Item Status                              Active

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?      No

**Disposition Instruction**

Cutoff Instruction                      Cutoff at end of fiscal year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff

**Additional Information**

First year of records accumulation      1989

What will be the date span of the initial transfer of records to the National Archives?      From 1989 To 2001

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	40 MB	2.1 MB
Paper		
Microform		
Hardcopy or Analog Special Media		

8.2

### Annual Work Plan

Disposition Authority Number      DAA-0524-2019-0003-0030

Annually approved work plan in conjunction with the budget submission process prepared by Agency Directors for the Board's approval. Files may include but are not limited to: 1) Agendas 2) Presentation Materials 3) Documentation Supporting Issues 4) Applicable Email Correspondence

Final Disposition                              Permanent

Item Status                                      Active

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                              Cutoff at end of fiscal year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff

### Additional Information

First year of records accumulation      1989

What will be the date span of the initial transfer of records to the National Archives?      From 1989 To 2001

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	30 MB	1 MB
Paper		
Microform		

<b>Hardcopy or Analog Special Media</b>		
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8.3

**Organizational charts**

Disposition Authority Number      **DAA-0524-2019-0003-0023**

**DNFSB organizational charts showing the offices and the board.**

Final Disposition                      **Permanent**

Item Status                              **Active**

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?      **No**

GRS or Superseded Authority Citation      **N1-0524-96-001 / 9/A**

**Disposition Instruction**

Cutoff Instruction                      **Cutoff at end of fiscal year.**

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

**Additional Information**

First year of records accumulation      **1996**

What will be the date span of the initial transfer of records to the National Archives?      **From 1989 To 2006**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>.25 Cubic feet</b>	<b>.01 Cubic feet</b>
<b>Microform</b>		

Hardcopy or Analog Special Media		
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9

Board Documents and General Policy Documents.  
Draft and final documents requiring Board review or actions.

9.1

**Policy Documents**

Disposition Authority Number      DAA-0524-2019-0003-0032

Record copies of policy statements relating to and documenting the development of the DNFSB procedure for operation and mission activities. Includes policy statements, Board procedures and Chairman’s Delegation of Authority. Files may include but are not limited to: agendas and presentation materials, and documentation supporting issues relating to policy formulation.

Final Disposition                      Permanent

Item Status                              Active

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?      No

GRS or Superseded Authority Citation      N1-524-96-1 / 9/A

**Disposition Instruction**

Cutoff Instruction                      Cutoff at end of fiscal year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff

**Additional Information**

First year of records accumulation      1989

What will be the date span of the initial transfer of records to the National Archives?      From 1989 To 2001

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	7 Cubic feet	.25 Cubic feet

Microform		
Hardcopy or Analog Special Media		

9.2

**Rulemaking Documents**

Disposition Authority Number **DAA-0524-2019-0003-0034**

Documents relating to the issuance of DNFSB regulations. The Rulemaking Case files includes records starting from the beginning of the rulemaking process through the publication of the final rule. Files may include but are not limited to: 1) Rulemaking Plans 2) Statements of Considerations 3) Internal discussion and Unified Agenda 4) Federal Register documentation 5) Public Comments 6) Regulations

Final Disposition **Permanent**

Item Status **Active**

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? **No**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of fiscal year.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

**Additional Information**

First year of records accumulation **1989**

What will be the date span of the initial transfer of records to the National Archives? **From 1989 To 2001**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	50 MB	14 MB
Paper	15 Cubic feet	

Microform		
Hardcopy or Analog Special Media		

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**Board Notational Votes**

Final documents requiring Board review and vote for actions including requests for Board actions and votes of unanimous consent; written proposals; waiver requests; impact assessments; notational voting records; rebuttals; Affirmation of Board Voting Record; and applicable correspondence.

10.1

**Board Notational Votes**

Disposition Authority Number      **DAA-0524-2019-0003-0040**

Final documents resulting from actions a requiring Board review and a vote including requests for Board actions and votes of unanimous consent; written proposals; waiver requests; impact assessments; notational voting records; rebuttals; Affirmation of Board Voting Record; and applicable correspondence. Notational votes are records of Board votes on policy matters.

Final Disposition                      **Permanent**

Item Status                              **Active**

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?      **No**

**Disposition Instruction**

Cutoff Instruction                      **Cutoff at end of fiscal year**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives 20 year(s) after cutoff**

**Additional Information**

First year of records accumulation      **1989**

What will be the date span of the initial transfer of records to the National Archives?      **From 1989 To 2001**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	30 MB	MB
Paper		
Microform		
Hardcopy or Analog Special Media		

11

Records of the Office of the General Counsel (OGC).

The Office of General Counsel (OGC) provides the full range of legal and policy-related services to the Defense Nuclear Facilities Safety Board (DNFSB) in a professional and timely manner. OGC's support of the Board's mission may be separated into three fundamental responsibilities: direct legal and policy support of the Board's health and safety mission; advice in various administrative and substantive law areas which govern the operation of any federal agency; and representation of the Board's position in litigation, administrative hearings, as well as non-adversarial proceedings, before Congress, in courts, before Department of Energy (DOE) officials, and in other administrative forums.

11.1

Primary Program Records.

Disposition Authority Number      DAA-0524-2019-0003-0046

Records of the Office of the General Counsel consisting of correspondence, reports, and other records that reflect the overall development and accomplishment of policies, programs, and procedures relating to its primary program responsibilities. Files may include but are not limited to: 1) Legal Memorandum 2) Litigation Case Files 3) Memorandum of Understanding/Agreement 4) White Papers 5) Legal Opinion Records

Final Disposition                      Permanent

Item Status                              Active

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?      No

Disposition Instruction

Cutoff Instruction                      Cutoff at end of fiscal year.

Transfer to the National Archives for Accessioning      Transfer to the National Archives 20 year(s) after cutoff

**Additional Information**

First year of records accumulation      1989

What will be the date span of the initial transfer of records to the National Archives?      From 1989 To 2001

How frequently will your agency transfer these records to the National Archives?      Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	15 Cubic feet	.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

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Records of the Office of the General Manager (OGM).  
OGM manages and performs essential services that promote accomplishment of the Board's mission and responsibilities to include all administrative management programs, i.e., FOIA, Privacy Act, Records Management, Facilities Operations, Security Access Programs, Information Technology, Human Resources, Acquisition and Finance, and External Affairs Programs.

12.1

Records of the Office of the General Manager (OGM), Primary Program Records

Disposition Authority Number      DAA-0524-2019-0003-0048

Files consisting of correspondence, reports, and other records that reflect the overall development and accomplishment of policies, programs, and procedures relating to its primary program responsibilities. Files may include but are not limited to: 1) White Papers 2) Occupational Radiation Exposure Records 3) Inspector General Files (Responses to Requests/Letters/Memo's)

Final Disposition      Permanent

Item Status      Active

Is this item media neutral?      Yes

Do any of the records covered by this item currently exist in      No



electronic format(s) other than e-mail and word processing?

**Disposition Instruction**

Cutoff Instruction

Cutoff at end of fiscal year.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 20 year(s) after cutoff

**Additional Information**

First year of records accumulation 1989

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

From 1989 To 2001

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

Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	15 Cubic feet	.5 Cubic feet
Microform		
Hardcopy or Analog Special Media		

13

Records of the Office of the Technical Director.

Nuclear Weapons Program (NWP): Ensures that DOE operations directly supporting the nuclear stockpile and defense nuclear research are conducted in a manner that provides adequate protection of the health and safety of the workers and the public. Nuclear Materials Processing & Stabilization (NMPS): Ensures that DOE's program for handling of hazardous nuclear materials and deactivation and decommissioning of unused facilities provides adequate protection of the health and safety of the workers and the public. Nuclear Facilities Design & Infrastructure (NFDI): Ensures that new defense nuclear facilities and major modifications to existing facilities are designed and constructed in a manner providing adequate protection of the health and safety of the workers and the public. Nuclear Safety Programs & Analysis (NPA): Ensures that DOE develops, maintains, and implements regulations, contract requirements, guidance, and safety programs that ensure adequate protection of the health and safety of workers and the public. Performance Assurance.

13.1

**Primary Program Records. Records of the Office of the Technical Director.**

Disposition Authority Number      **DAA-0524-2019-0003-0053**

Records that document efforts of the Office of the Technical Director to provide over site to the Department of Energy as it relates to the potential health impact to the Public, Collocated Worker, and Facility Worker from an accidental release of radioactive material –The consequences and likelihood of postulated accidents– The adequacy of the safety related controls (engineered or administrative) designed to prevent or mitigate postulated accidents–The readiness of operators to safely conduct nuclear operations–The complexity of the nuclear operations performed–The adequacy of the documented safety analysis including plans, policies, programs, procedures, and accomplishments relating to primary program responsibilities. Files may include but are not limited to: 1) White Papers 2) Exemptions and Deviations 3) Procedure Assessment Plans, Reports, and records of Corrective Action

Final Disposition                      **Permanent**

Item Status                              **Active**

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?      **No**

**Disposition Instruction**

Cutoff Instruction                      **Cutoff at end of fiscal year.**

Transfer to the National Archives for Accessioning      **Transfer to the National Archives 20 year(s) after cutoff**

**Additional Information**

First year of records accumulation      **1989**

What will be the date span of the initial transfer of records to the National Archives?      **From 1989 To 2001**

How frequently will your agency transfer these records to the National Archives?      **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	11 MB	.25 MB
Paper		

Microform		
Hardcopy or Analog Special Media		

## 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
02/14/2019	Certify	Lorraine Meehan	Director of operational Services	Office of General Management - Records management
11/27/2019	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/27/2021	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/23/2021	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/30/2021	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/01/2021	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/17/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/17/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/20/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist