

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	11-524-96-1
1. FROM (Agency or establishment) Defense Nuclear Facilities Safety Board		DATE RECEIVED	6-6-96
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Andrew Thibadeau	(202) 208-6433	9-3-96	<i>John W. Paul</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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/5/96	<i>Andrew Thibadeau</i> Andrew Thibadeau	Agency Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b>PROGRAM RECORDS OF THE DEFENSE NUCLEAR FACILITIES SAFETY BOARD, 1989-present</b></p> <p><b>1. Trip Reports.</b> Arranged alphabetically by site, and chronologically thereunder. Total accumulation: Approximately 2 cubic feet.</p> <p>Reports created by the DNFSB Staff to report findings, results, reviews, etc., of trips to the Department of Energy (DOE) defense nuclear facilities. Files may also include, but are not limited to, agendas, list of attendees, copies of viewgraph presentations, etc. Reports are generally transmitted to DOE for their information or do not go outside the DNFSB. All trip reports that result in the Board issuing a recommendation or reporting requirement to DOE, or those enclosed with a Board letter concerning a specific issue or program are covered by records schedules for these type of records.</p> <p><u>PERMANENT.</u> Cut off annually. Transfer to the National Archives in 10 year blocks when the</p>		<p>RECEIVED</p> <p>SEP 14 PM 2:29</p> <p>DNF SAFETY BOARD</p>

SEP - 5 1996 *copy to: Agency, NN-E, NNT, NCI*

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	<p>oldest records are 15 years old.</p> <p><b>2. Board-Issued Reporting Requirements Files.</b>            Arranged alphabetically by site, and chronologically thereunder.            Total accumulation: Approximately 2 cubic feet.</p> <p>Correspondence to DOE issuing a reporting requirement, supporting documentation (e.g. Board Staff trip report), and DOE's response and/or report.</p> <p><u>PERMANENT.</u> Cut off annually. Transfer to the National Archives in 10 year blocks when the oldest record is 15 years old.</p> <p><b>3. Site Issues Files.</b>            Arranged alphabetically by site, and chronologically thereunder.            Total accumulation: Approximately 2 cubic feet.</p> <p>Board correspondence to DOE concerning a specific issue or program that the Board is concerned about, supporting documentation (e.g. Board Staff trip report), and DOE's response and/or report.</p> <p><u>PERMANENT.</u> Cut off annually. Transfer to the National Archives in 10 year blocks when the oldest record is 15 years old.</p> <p><b>4. Congressional Affairs Files.</b>            Arranged chronologically.            Total accumulation: Approximately 2 cubic feet.</p> <p>Transcripts of 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.</p> <p><u>PERMANENT.</u> Cut off annually. Transfer to the National Archives in 10 year blocks when the oldest record is 15 years old.</p>		

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5.	<p><b>Investigation/Whistleblower Files.</b> Arranged chronologically.</p> <p>Correspondence from individuals (sometimes anonymous) concerning an accident, procedure, etcetera, which could affect the public's health and safety; case files documenting investigations and final report of finding. Generally, these records are kept by the Office of General Counsel and are very sensitive.</p> <p>a. Investigation Files selected by the Office of General Counsel because they meet one or more of the following criteria:</p> <ol style="list-style-type: none"> <li>1) Received wide attention from the news media;</li> <li>2) Was of significant interest to Congress, the White House, or the Board;</li> <li>3) Was involved in extensive litigation;</li> <li>4) Was involved in major policy discussions or decisions;</li> <li>5) Prompted significant changes in designs or procedures by or relating to the nuclear industry.</li> </ol> <p><u>PERMANENT.</u> Hold in office for 2 years following closure of investigation or case. DNFSB will select files for archival retention before retiring to Washington National Records Center (WNRC), using criteria listed above. Transfer to the National Archives in 10 year blocks at 10 year intervals.</p> <p>b. Other Investigations:</p> <p><u>TEMPORARY.</u> Hold in office for 2 years following closure of investigation or case then retire to WNRC. Destroy 10 years after closure of investigation or case.</p>		
6.	<p><b>Presentation Material.</b></p> <p>DNFSB handouts for presentations to the Board</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION**

JOB NUMBER  
N1-524-96-1

PAGE  
4 OF 5

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	<p>or to DOE, and DOE Headquarters or Operations Offices and DOE Contractor handouts from presentations to the Board and/or Staff. This is the material that does not result in a Board letter to DOE or a DNFSB Staff trip report.</p> <p><u>TEMPORARY.</u> Destroy when no longer needed for administrative use.</p> <p><b>7. Budget Policy and Procedures.</b> Arranged alphabetically. Total accumulation: Approximately 1 cubic foot.</p> <p>Files documenting budget policy and procedures and files reflecting policy decisions affecting expenditures for agency programs.</p> <p><u>PERMANENT.</u> Cut off when superseded or obsolete and retire to WNRC. Transfer to the National Archives when 30 years old.</p> <p><b>8. Budget Estimates and Justifications.</b></p> <p>Budget estimates and justifications prepared or consolidated for the DNFSB under the Budget Office. Included are appropriation language sheets, narrative statements, and related schedules and data.</p> <p><u>TEMPORARY.</u> Destroy when no longer needed for administrative use.</p> <p><b>9. DNFSB Administrative Directives and Policy Statements.</b> Arranged chronologically. Total accumulation: Approximately 1 cubic foot.</p> <p>a. Record copies of administrative directives relating to administrative functions (e.g., payroll, procurement, personnel, etcetera). Record copies of policy statements relating to and documenting the development of the DNFSB procedure for operation. Includes DNFSB organizational charts as well.</p> <p><u>PERMANENT.</u> Cut off when superseded,</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION**

JOB NUMBER  
N1-524-96-1

PAGE  
5 OF 5

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	<p>cancelled, or obsolete, hold 5 years and retire to WNRC. Transfer to the National Archives in 10 year blocks when 20 years old.</p> <p>b. Other copies.</p> <p><u>TEMPORARY.</u> Destroy when no longer needed for administrative use.</p> <p>c. Background material supporting the issuance of the Directive.</p> <p><u>TEMPORARY.</u> Destroy 6 months after Directive is issued.</p>		