

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		DO NOT WRITE IN THESE SPACES HAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408		JOB NUMBER NI-374-00-1	
1. FROM (Agency or establishment) DEFENSE THREAT REDUCTION AGENCY (DTRA)		DATE RECEIVED 12-16-99	
2. MAJOR SUBDIVISION HEADQUARTERS		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION ADMINISTRATIVE SERVICES DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER LINDA M. POWELL	5. TELEPHONE (703) 325-1167	DATE	ARCHIVIST OF THE UNITED STATES

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 _____ 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 7-29-99	SIGNATURE OF AGENCY REPRESENTATIVE LINDA M. POWELL <i>Linda M. Powell</i>	TITLE CHIEF, ADMINISTRATIVE SERVICES DIVISION
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>COMPREHENSIVE SCHEDULE FOR RECORDS OF THE DEFENSE THREAT REDUCTION AGENCY (101 THRU 2301).</p> <p>WHEN APPROVED, THE PROVISIONS OF THIS SCHEDULE WILL BE INCORPORATED INTO DTRA INSTRUCTION 5015.2.</p>		

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"SERIES"	"SERIES _TITLE"	"NARA _APPROVAL"	"SERIES_DESCRIPTION"	"DISPOSITION"
"101.03"	"Security Administratio n"	"NC1-374-78-2 (101.05)"	"Information received for administering security programs and implementing procedures. Included are Security Manager's Handbooks and related correspondence."	"Destroy when superseded or obsolete."
"101.04"	"Corresponde nce Preparation Procedures"	"NC1-374-78-2 (101.10)"	"Policy and procedures for preparing administrative correspondence, messages and other administrative processes. Includes Agency Administrative Guides or Handbooks."	"Destroy when superseded or obsolete."
"101.05"	"Read Files"	"NC1-374-78-2 (103.02)"	"Copies of in-coming/outgoing messages and correspondence compiled for purposes of routing information to management, organizational elements and staff offices."	"Destroy when no longer needed for reference."
"101.06"	"Office Organization"	"NC1-374-78-2 (101.11)"	"Information related to organization and functions of an office. Included are rosters, additional duties, office copies of JMP, functional charts, hours of work, copies of time cards, notices of training, maintained electronically or in hard copy."	"Destroy when superseded or obsolete. (Copies of FCDTRA time cards are normally retained for at least 90 days.) (Records contain Privacy Act information.)"
"101.07"	"Management Survey Reports"	"NC1-374-78-2 (101.07)"	"Documents received pertaining to surveying or inspecting office management procedures. Included are announcements of impending inspections, extracts of IG, GAO, safety, security, and similar inspection reports."	"Destroy after next comparable survey or inspection."
"101.09"	"Office Civilian Personnel Files"	"NC1-374-78-2 (102.04)"	"Documents related to supervision of civilian personnel such as performance plans, appraisals, letters of appreciation or commendation, and similar documents."	"Destroy 1 year after transfer or separation of personnel or offer to individual prior to transfer or separation. (Records contain information subject to the Privacy Act)"
"101.10"	"Civilian Personnel Action"	"NC1-374-78-2 (102.07)"	"Requests for personnel actions such as position changes, rate of pay changes, separations, and related requests."	"Destroy upon receipt of notification of completion of requested personnel action."

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	Pending Files"			(Records contain information subject to the Privacy Act)"
"101.11"	"Job Descriptions"	"NC1-374-78-2 (102.05)"	"Office copies of civilian job descriptions."	"Destroy when position is abolished or description is superseded."
"101.12"	"Records Transmittals"	"NC1-374-78-2"	"Records transferred to Government for retirement (Completed SF 135s)."	"Destroy when records listed thereon have been destroyed."
"101.13"	"Record Access and Signature Authorization"	"NC1-374-78-2"	"Lists for personnel access to information (Interim and Consolidated Clearance Lists, Record Manager/Library Appointments), courier services, facility access control lists (includes ADP security)."	"Destroy when authorization document is superseded or obsolete."
"101.15"	"Classified Document Register/Control"	"NC1-374-78-2"	"Record of identity and location of classified documents for which offices are accountable, maintained electronically or in hard copy. Includes certificates of destruction required for Top Secret only. (See 102.12 for records retired.)"	"Destroy 2 years after classified records listed thereon have been destroyed, or declassified."
"101.16"	"Policy and Precedent Files"	"NC1-374-78-2 (103.03)"	"Office copies of Command Policy Letters or Memorandums."	"Destroy individual documents when superseded or obsolete."
"101.17"	"Temporary Duty Travel"	"NC1-374-78-2 (102.09)"	"Office copies of requests for travel, completed TDY orders, vouchers, and similar documents. (See office military personnel files or civilian employee files for travel documents maintained by individual.)"	"Cutoff annually. Destroy when 1 year old. (Records contain information subject to the Privacy Act)"
"101.18"	"Office Service/Repair Requests"	"NC1-374-78-2 (101.21)"	"Information related to requests for local transportation, custodial services, office space, office moves, installation and repair of telephones, safe maintenance, computer support, and facility engineering requests."	"Destroy 1 year after service is furnished, repairs are completed or upon disapproval of request."
"101.19"	"Office Property Records"	"NC1-374-78-2 (101.23)"	"Office copies of cards, lists, hand receipts, or comparable documents showing accountable property (other than equipment)."	"Destroy when superseded or obsolete."
"101.20"	"Office	"NC1-374-78-2"	"Office copies of lists or comparable documents showing	"Destroy on turn-in or disposal"

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	Equipment Records"	(101.24)"	accountable equipment (includes ADP equipment)."	of related equipment."
"101.21"	"Publication Supply Distribution"	"NC1-374-78-2 (101.22)"	"Publications requisitions/receipts."	"Destroy 1 year after completion of action."
"101.23"	"Inventory Reporting"	"NC1-374-78-2 (101.25)"	"On-going records and annual publication/library inventories and automated or electronic tracking of inventories. (See 1408.06 and 1408.12 for retention of all original inventories received for master property, equipment and vehicle lists or inventories.)"	"Destroy when superseded or after next comparable inventory."
"201.01"	"Administration"	"NC1-374-78-1"	"Routine comments, coordination on regulations, directives, instructions, or other publications prepared by another office with primary responsibility. Comments which affect current mission or changes in mission should be filed with mission-related series."	"Destroy when 1 year old or when applicable instruction is rescinded or superseded, whichever is sooner."
"201.02"	"Agreements"	"NC1-374-78-1"	"Agreements involving transfer of personnel spaces and materiel. (See 202.01 for international agreements.)"	"Destroy 6 years after supersession, cancellation, or termination of agreement. Reviewing Offices: Destroy 1 year after supersession, cancellation, or termination of agreement."
"201.05"	"Reference Files"	"NC1-374-78-1"	"Documentation used to facilitate the performance of office mission as distinguished from those official records necessary to document performance of the mission. Includes cards, listings, indices, and similar documents used to facilitate or control work."	"Destroy when no longer needed."
"202.01"	"Arms Control Policy and Negotiations"	"NC1-374-81-1"	"International agreements, treaties, or other instruments which have international military, military economic, military political implications or considerations in the relationship of the US to the UN. Includes drafts as well as final documentation."	"Permanent. Cutoff upon termination. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's

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				determination that Agency retention is no longer required."
"202.02"	"Counter-Proliferation of Weapons of Mass Destruction"		"Program plans, reviews, and reports which document the Agency's mission in helping to counter the proliferation of weapons of mass destruction. Includes nuclear, chemical, and biological weapons and associated systems and capabilities."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"202.03"	"Cooperative Threat Reduction"		"Program plans, reviews, and reports which document the Agency's mission to execute the Nunn-Lugar Bill funded under the Cooperative Threat Reduction (CTR) Program."	"Permanent. Cutoff upon completion. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"202.04"	"Force Protection Program"		"Program plans, investigations, assessments, and related reports which document the Agency's mission to implement the Force Protection Program against the threat of conventional explosives."	"Permanent. Cutoff upon completion. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"204.01"	"Manpower Authorization Management Reports"	"NC1-374-81-3"	"Internal Agency authorization strength reports. Includes reports reflecting civilian high grades."	"Cutoff each fiscal year. Destroy when 5 years old. (Earlier disposal is authorized.)"
"204.02"	"Civilian Manpower Management"	"NC1-374-81-3"	"Correspondence and internal reports of civilian authorizations. Includes ceilings, reduction-in-force, and similar documents."	"Cutoff each fiscal year. Destroy when 5 years old. (Earlier disposal is authorized.)"
"204.03"	"Advanced Academic"	"NC1-374-81-3"	"Records which support the establishment of advanced academic degree requirements."	"Destroy when superseded or no longer needed for administrative

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	Degree Requirements			
"204.04"	"Manpower Change Request Input"		"Manpower change requests prepared by FCDTRA and published FCDTRA Joint Manpower Program (JMP) documents, submitted to HQDTRA for approval."	"Destroy 1 year after incorporation into final document."
"204.05a"	"Manpower Change Requests"	"NC1-374-81-3"	"Completed DTRA Forms 107, and related automated listings which identify the authorizations and organizational changes requested, justification, coordination, and approval. Includes FC requests submitted to HQDTRA for approval."	"Permanent. Cutoff at the close of each fiscal year. Retire to local RHA or FRC. Transfer to the National Archives in 5 year blocks when 20-25 years old."
"204.05b"	"Manpower Change Requests"	"NC1-374-81-3"	"Disapproved manpower change requests and related background information."	"Cutoff annually. Destroy when 1 year old. (HQDTRA is Agency Office of Record.)"
"204.06a"	"Joint Manpower Program (JMP)"	"NC1-374-81-3"	"Annual Joint Manpower Program (JMP). Includes Part I (Organizations and Functions) and Part II (Joint Table of Distribution) for all activities of DTRA. Includes FC JMP published annually and submitted to HQ for approval."	"Permanent. Cutoff at the close of each fiscal year. Retire to local RHA or FRC. Transfer to the National Archives in 5 year blocks when 20-25 years old."
"204.06b"	"Joint Manpower Program (JMP)"	"NC1-374-81-3"	"Joint Manpower Program quarterly published reports."	"Cutoff annually. Destroy when 5 years old. (HQDTRA is Agency Office of Record.)"
"204.06c"	"Joint Manpower Program (JMP)"	"NC1-374-81-3"	"Joint Manpower Program monthly published reports."	"Cutoff annually. Destroy when 1 year old. (HQDTRA is Agency Office of Record.)"
"204.07"	"Manpower Reviews"	"NC1-374-81-3 (205.01)"	"Records related to the development of manpower standards/studies from preliminary reports to final reports. Standard reports deal with the determination of staffing requirements. (See also 205.01 Total Quality	"Destroy when superseded or no longer needed for reference."

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			Management.)"	
"205.01"	"Total Quality Management"	"NC1-374-81-3 (205.02)"	"Records resulting from the review/analysis of present and future manpower requirements, to include realignment of functions, as affected by more efficient work methods, management techniques, and reduction of costs of operation (i.e. PAT Team reviews)."	"Destroy studies and related training material when superseded or no longer needed for reference."
"207.01"	"Coordination of Nuclear Surety (NWTI/DNSI) Inspections"	"NC1-374-81-6"	"Correspondence related to the coordination of planned inspections. Includes notifications of impending inspection dates, itineraries, and documents requesting administrative support."	"Cutoff annually. Destroy when 2 years old. (FCDTRA is Office of Record.)"
"207.02"	"NWTI/DNSI After Action Reports"	"NC1-374-95-4"	"Nuclear Weapons Technical Inspections/Defense Nuclear Surety Inspections conducted by FCDTRA. Includes copy of report sent to inspected organization for corrective action and correspondence from inspected organization indicating corrective actions taken."	"Cutoff annually. Retire to FCDTRA RA when 5 years old. Destroy when 10 years old. Copies of reports sent to HQDTRA: Destroy when 5 years old."
"207.03"	"Command/General Inspections"	"NC1-374-81-6"	"Documents related to planned HQDTRA Inspections of subordinate elements. Includes notification of impending inspection, supporting papers essential to inspection, report of corrective action required and report of corrective action taken."	"Permanent. Cutoff upon completion of inspection. Retire to local RHA or FRC. Transfer to the National Archives in 10 year blocks when 20-30 years old."
"207.04"	"Inspector General Complaint Investigations"		"Documents accumulated by HQDTRA Inspector General (IG) during the processing of Agency-wide complaints and requests for advice, assistance, and related allegations requiring examination and evaluation of sworn testimony and documentary evidence."	"Permanent. Cutoff upon completion of investigation. Retire to local RHA or FRC. Transfer to the National Archives in 10 year blocks when 20-30 years old."
"208.01"	"Records Management Surveys"	"NC1-374-81-7"	"Results of Records Management Staff Assistance Visits conducted by HQ and FC designated records officials. Includes notifications of and reports on surveys conducted"	"Cutoff annually. Destroy when 6 years old. (Earlier disposal is authorized for records"

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			or corrective actions taken, training materials and records manager appointment letters."	superseded, obsolete, or no longer needed for reference.)"
"208.02"	"Access to Information"	"NC1-374-81-7"	"Documents related to Agency procedures and restrictions on the release of classified and unclassified information, release of copies, and granting of access to Agency records for official or unofficial research, regardless of physical location."	"Destroy 6 years after expiration of authorization."
"208.03"	"Non-Safeguarded Information Release"	"NC1-374-81-7"	"Documents related to specific instances of furnishing or denying copies of or access to information from records which do not contain safeguarded or privileged information. Includes requests for access and record of approving or denying access."	"Cutoff annually. Destroy when 2 years old."
"208.04"	"Records Disposition Standards and Disposal"	"NC1-374-81-7"	"Recommendations for disposition standards for Agency records. Includes appraisals, authorizations by Congress or the Archivist of the U.S. for immediate disposal of closed-out records or Archival approval/disapproval of standards for current records."	"Destroy when related records are destroyed, transferred to the National Archives, or when no longer needed for administrative or reference purposes."
"208.05"	"Records Locator and Dispositions"	"NC1-374-81-7"	"Records shipment lists or transmittals (completed SF135) which include supporting printed documentation for each record or series retired, regardless of physical form or classification, compiled in hard copy or electronically (i.e., database listings)."	"Transfer to NARA with records retired. Destroy Agency copies of transmittals when related records are destroyed or no longer needed for administrative or reference purposes."
"208.06"	"Charge-Out Suspenses"	"NC1-374-81-7"	"Documents maintained in records holding areas or repositories reflecting charge-out of records to be returned. Includes suspense slips and authorized charge-out forms completed."	"Destroy when last entry has been made."
"208.07"	"Records Disposition Standard Exceptions"	"NC1-374-81-7 (207.08)"	"Documents reflecting exception to records disposition standards authorized by responsible or designated Agency records management officials. Includes requests and related approvals/disapprovals."	"Destroy when related records are destroyed or when no longer needed for administrative or reference purposes."
"208.08"	"Reports"	"NC1-374-81-7"	"Records controlling assignment of Agency published	"Destroy 2 years after the report

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	Control Register"	(208.09)"	plans or reports scientific or technical in nature, approval of one-time reporting requirements, and related documents."	is discontinued."
"208.09"	"Director DTRA Chronological Reading Files"	"NC1-374-88-1 (208.30)"	"Copies of documents signed by the Director DTRA. Non-substantive records may be destroyed prior to retirement. See 210.01 for Agency or command-wide policy letters."	"Permanent. Cutoff annually. Retire to local RHA or FRC. Transfer to the National Archives in 5 year blocks when 20-25 years old."
"208.10"	"Forms Management Reporting"	"NC1-374-81-7"	"Records relating to reports on progress in forms management. Includes work sheets and related correspondence."	"HQDTRA Forms Management Officer: DEST when 5 years old. Field Command Forms Management Officer: DEST when 2 years old."
"208.11"	"Numerical Files (Internal)"	"NC1-374-81-7"	"Documents accumulated in offices with authority to approve forms, resulting from consideration, approval/disapproval, control of use, and updating or revision of specific forms. Includes requests for approval and instructions governing use of the form."	"Destroy 3 years after cancellation of form."
"208.12"	"Numerical Files (External)"	"NC1-374-81-7"	"Documents used within the jurisdictional area of Agency Forms Management Offices but approved by other agencies or offices. Includes copies of forms, instructions for use, and coordination papers."	"Destroy 1 year after cancellation of forms."
"208.13"	"Functional Forms"	"NC1-374-81-7"	"A collection of forms, arranged by functional classification, used to assist in taking forms management actions, such as determining whether new forms should be developed or whether existing forms should be consolidated or replaced by other forms."	"Destroy when discontinued, superseded, or obsolete."
"208.14"	"Forms Number Register"	"NC1-374-81-7"	"Records used to control the assignment of form numbers, consisting of an entry in the register for each assigned form number."	"Destroy on discontinuance or obsolescence of all forms entered on the page or when a revised page has been prepared."
"208.15"	"Forms and	"NC1-374-81-7"	"Record of staff assistance visits to provide assistance and	"Destroy 5 years after next

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	Publications Management Surveys"		evaluate the effectiveness of forms management programs. Includes notification of visits, forms control and usage data, and reports of corrective actions taken	comparable survey. (Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.)"
"208.16a"	"Publication Records Set (Instructions)"	"NC1-374-81-7"	"Original signed copy of DTRA, FCDTRA, and Johnston Atoll (FCJ) Instructions, that are operational in nature or relate to Agency program (mission) functions. Includes background coordination, review, concurrences, and related documentation."	"Permanent. Cutoff upon supersession, obsolescence, or cancellation. Retain in Agency custody. Transfer to the National Archives in 5 year blocks when 20-25 years old."
"208.16b"	"Publication Records Set (Instructions)"	"NC1-374-81-7"	"Original signed copy of DTRA, FCDTRA, and Johnston Atoll (FCJ) Instructions that are administrative in nature. Includes background coordination, review, concurrences, and related documentation."	"Destroy when superseded or obsolete."
"208.16c"	"Publications Records Set (JNWPS)"	"NC1-374-81-7"	"Joint Nuclear Weapons Publication System (JNWPS) manuals and published changes. FCDTRA is the Agency Office of Record. Includes related weapons manuals developed by the military services."	"Permanent. Cutoff upon the retirement of the weapon or last related weapon system. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"208.16d"	"Publications Records Set (Course Publications)"	"NC1-374-81-62 (605.05)"	"Defense Nuclear Weapons School Course Publications manuals, and related training materials on weapons of mass destruction, maintained in hard copy or electronic form (CD-ROM). (See 1104.06a for Agency audiovisual training materials.)"	"Permanent. Cutoff upon supersession or obsolescence. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency is no longer required."
"208.16e"	"Personnel-	"NC1-374-81-7"	"Agency publications issued by HQDTRA to disseminate	"Cutoff annually. Destroy when

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	Related Joint Service Publications"		information and instructions affecting the status of military personnel."	5 years old"
"208.18"	"Publication Reference Set"	"NC1-374-81-7"	"Current copy with posted changes of instructions, manuals, listings, and operational or mission-related publications (i.e., Agency Instructions, JNWPS, NARP, NARCL)."	"Destroy when superseded, obsolete, or no longer needed for reference."
"208.19"	"Permanent Order Record Set"	"NC1-374-81-7 (208.26)"	"Record Set of permanent orders issued by the Agency for awarding Joint Service Medals to military personnel. (FCDTRA has authority to award Joint Service Achievement Medals. HODTRA has authority to award all Joint Service Medals.)"	"Permanent. Cutoff annually. Retire to local RHA or FRC. Transfer to the National Archives in 5 year blocks when 20-25 years old."
"208.20"	"Permanent Order Background Files"	"NC1-374-81-7 (208.25)"	"Documents related to the preparation, review, and issue of permanent orders. Includes coordinating actions, recommendations, or concurrences and similar documents that provide a basis for issue or contribute to content of orders issued."	"Cutoff annually. Destroy when 10 years old."
"209.01"	"Print Plant Establishment Files"	"NC1-374-81-8"	"Records related to the establishment, relocation, or disestablishment of field printing plants and duplicating facilities. Includes record of establishment with justification data, inventories of equipment, Congressional and higher level authorizations."	"Destroy when 2 years old or on discontinuance, whichever is later."
"209.02"	"Print Plant Equipment Control Files"	"NC1-374-81-8"	"Records related to granting authority to issue, purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment. Includes requests for equipment and Congressional and higher level approvals with justifications."	"Destroy 3 years after disposal of equipment or disapproval of acquisition request."
"209.03"	"Print Plant Reporting Files"	"NC1-374-81-8"	"Reports related to printing/duplication operations and equipment required by higher authority and/or the Joint Congressional Committee on Printing. Includes contract printing reports, expenditure statements, and printing/duplication registers."	"Cutoff annually. Destroy when 5 years old."

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"209.04"	"Print Plant Illustrations"	"NC1-374-81-7 (208.20)"	"Blueprints, drawings, specifications, and artwork used in preparing illustrations, and board art for reproduction. Includes photographic copy negatives of forms."	"Destroy on printing of the publication. Retain artwork which has continuing usefulness until no longer needed. (FCDTRA is Agency Office of Record.)"
"209.05"	"Copyright Authorizations (Print Plant)"	"NC1-374-81-7 (208.21)"	"Documents authorizing the use of copyright material, such as letters and agreements from publishers, authors, or copyright owners."	"Destroy when 56 years old. (Retain in current files area--56 year retention is less than 1 cubic foot of accumulation. FCDTRA is Agency Office of Record.)"
"209.06"	"Print Plant Production and Costs"	"NC1-374-81-7 (208.23)"	"Print Plant production and cost records and related processing data."	"Destroy when 3 years old or on inspection, whichever comes first. (FCDTRA is Agency Office of Record.)"
"209.07"	"Printing and Binding Requisitions"	"NC1-374-81-7 (208.24)"	"Requisitions, work orders, and samples of each unclassified printing job produced by letterpress offset and photodirect processes in excess of 100 copies."	"Destroy 1 year after completion of job. (FCDTRA is Agency Office of Record.)"
"209.08"	"Print Plant Inspections"	"NC1-374-81-8"	"Documents related to inspections of field printing plants and other reproduction facilities by appropriate command authorities for purposes of recommending or directing actions to increase efficiency and reduce cost of operations."	"Destroy 1 year after completion of the next comparable inspection."
"209.09"	"Audiovisual Work Orders"		"Documents used to request photographic, video, illustrative, and other graphic support to record work requested and resources used to respond to the request."	"Destroy 2 years after completion of work."
"210.01a"	"Policy and Precedence"	"NC1-374-81-9 (210.06)"	"Agency and command-wide policy letters, published by the Director DTRA and Commander, Field Command DTRA which are operational in nature. Policy letters replace or supplement the Agency-wide program instructions, published under 208.16a."	"Permanent. Cutoff upon supersession or obsolescence. Retain in Agency custody. Transfer to the National Archives in 5-year blocks when 20-25 years old."

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"210.01b"	"Policy and Precedence"	"NC1-374-81-9 (210.06)"	"Agency and command-wide policy letters, published by the Director DTRA and Commander, FCDTRA, that are administrative in nature."	"Destroy when superseded or obsolete."
"210.02"	"Organizational Charts"	"NC1-374-81-9 (210.06)"	"Published Agency Organization Charts. Includes charts published for HQDTRA and FCDTRA."	"Permanent. Cutoff upon supersession or obsolescence. Retain in Agency custody. Transfer to the National Archives in 5-year blocks when 20-25 years old."
"210.03"	"Historical Inquiries"	"NC1-374-81-9"	"Data accumulated in answering inquiries about historical events or persons. (See 210.07 for information related to the Human Radiation Experiments inquiry.)"	"Destroy when obsolete or no longer needed."
"210.04"	"Agency Historical Summaries"	"NC1-374-81-9 (210.05)"	"Published Historical Reports reflecting the history of the Agency or its subordinate elements over a period of time, other than annual historical reports summarized under 210.05."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"210.05"	"Annual Historical Summaries"	"NC1-374-81-9"	"Annual Historical Reports."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"210.06"	"Historical Source Records"	"NC1-374-81-9"	"Records maintained to reflect a chronological record of noteworthy events of interest from an historical standpoint. Includes selected weekly and monthly activity reports. (See 1301 series for history of weapons tests executed.)"	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency

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				retention is no longer required."
"210.07"	"Advisory Committee on Human Radiation Experiments (ACHRE) Documentation"		"Copies of DTRA and other DoD components' records, identified in conjunction with the Government-wide search to locate documentation relating to human radiation experimentation during the period 1944-1974."	"Permanent Cutoff upon completion of final report. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"211.01"	"ADP Planning and Programing"	"NC1-374-81-10"	"Documents relating to the development of plans, policies, and procedures for Agency and command automatic data processing systems (ADPS) and programs, conversion to ADPS; and supervision thereof. Includes master plans, studies, charts, and diagrams."	"Destroy approved program documents 5 years after supersession or termination of systems or programs. Destroy disapproved program documents when 2 years old."
"211.02"	"ADPE Acquisitions"	"NC1-374-81-10"	"Plans and preparation for initial acquisition. Includes selection, evaluation, procurement, and installation of ADPS and auxiliary equipment; reports of readiness reviews, application studies, and benchmark computation and accounting information outputs."	"DEST 5 years after performance evaluation or 5 years after determination that evaluation will not be made, or that the system will not be installed. DEST benchmark computation information outputs 1 year after evaluation or acceptance of the system."
"211.03"	"ADPS Specific Studies"	"NC1-374-81-10"	"Documents related to studying specific functional areas to determine advantages that would result from use of ADP systems available. Includes studies, source data, solutions, requirements, benefits, cost data, and related documents."	"Destroy when 10 years old or when superseded, obsolete or no longer needed for guidance, whichever is later."
"211.04"	"ADP Tests and Inspections"	"NC1-374-81-10"	"TEMPEST Inspection Reports, vulnerability assessments, and documents relating to annual system and installation recertification."	"Destroy after next comparable inspection or when 5 years old, whichever is sooner."

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"211.05"	"ADP Management Reporting"	"NC1-374-81-10"	"Management data on costs, equipment, staffing, workload capacities, and overall effectiveness of ADP operations and documents used to evaluate rental, purchase, operation, and maintenance costs. Includes reports, briefs, and related documents."	"Destroy 5 years after completion of report."
"211.06"	"ADPS Central Reference"	"NC1-374-81-10"	"Documents reflecting the acquisition of ADPS for nonbusiness type of applications which are maintained as a source of reference. Includes copies of feasibility and applications studies, system specifications, procurement proposals, procurement documents."	"Destroy on supersession, obsolescence, or when no longer needed for reference."
"211.07"	"ADPE Inventory"	"NC1-374-81-10"	"Documents reflecting an inventory of ADP equipment available in DTRA and that which may become available in the event of mobilization or emergency conditions."	"Destroy on supersession, obsolescence, or when no longer needed for reference."
"211.08a"	"ADP System Program Design and Specifications"	"NC1-374-81-10"	"System documentation to include system instructions, user guide/manual, input/output report specifications, and records structure for electronic records or data designated as temporary."	"Destroy system documentation 5 years after supersession or termination of system or program. (See 1404-1407 series for retention of source documentation, maintained in either electronic or in hard copy form.)"
"211.08b"	"ADP System Program Design and Specifications"	"NC1-374-81-10"	"System documentation to include system instructions, user guide/manual, input/output report specifications, and records structure for electronic records or data designated as permanent."	"Permanent. Cutoff and transfer system documentation to the National Archives with electronic records transferred IAW 36 CFR 1228.188."
"212.02a"	"Stockpile Program Planning"		"Record of current and proposed nuclear weapons allocations, deployments, and retirements."	"Cutoff annually. Retain locally (HQDTRA). Destroy when 5 years old."
"212.02b"	"Stockpile Program Planning"		"Additional planning documents related to nuclear weapons allocation, deployment, retirement, and composition issues that are unique to a specific Unified	"Cutoff annually. Retain locally (HQDTRA). Destroy when 20 years old."

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			Commander or the JCS."	
"212.03"	"Development of Nuclear Weapons/Systems"		"Concept, development, design, production, retirement, and dismantlement. Includes military characteristics, stockpile-to-target sequences, MARS, ACCDs, control, modification retrofits, support definitions, QA/RT reports, test plans and evaluation reports."	"Permanent. Cutoff upon retirement of the weapon or last related weapon system. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"212.04a"	"Stockpile Reports"		"Stockpile reports from 1947 to present related to more than one weapon/system maintained or originated by FCDTRA: 48M, 49M, 119M, 170M, and ERH."	"Retain locally (FCDTRA). Destroy when information has been consolidated into comparable HQDTRA reports."
"212.04b"	"Stockpile Reports"		"Stockpile reports from 1947 to present related to more than one weapon/system, maintained or originated by HQ: 28M, 29M, 234M, Annual Weapons Report and DOE Master Nuclear Schedule. (See 212.03 for reports related to and maintained by weapon/system)."	"Permanent. Cutoff upon completion of final report. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"212.05"	"History of Nuclear Weapons Stockpile Program"		"Historical summary of nuclear weapons stockpile program developed by DoD Liaison at DOE Office of Military Application."	"Permanent. Cutoff upon completion of summary. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"212.06"	"Emergency Relocation"		"Site R Administration and general correspondence."	"Cutoff annually. Retain locally. Destroy when 5 years old."

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	Site Administration"			
"212.07a"	"Stockpile Emergency Verification (SEV) Instructions"		"SEV Instructions for Action Officers. (See 505.01 for permanent SEV classification guides.)"	"Destroy when superseded or cancelled."
"212.07b"	"Stockpile Emergency Verification History"		"SEV History (1972-present). Includes research papers and proposed changes."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"212.07c"	"Stockpile Emergency Verification Exercises"		"Procedures to conduct stockpile emergency verification exercises and records of previous tests."	"Cutoff annually. Destroy when 3 years old."
"212.08"	"JCS Exercises"		"Joint Chiefs of Staff (JCS) Exercise Plans, progress reports, after action reports and other information relating to the conduct of JCS directed exercises. (See 213.04 for Joint Nuclear Accident Training Exercises (NUWAX)."	"Destroy when 2 years old. Destroy manuals when superseded or cancelled."
"212.09a"	"Nuclear Surety Program"	NC1-374-81-60 (510.01)"	"Operational review, studies, recommendations, and policy jointly developed on the safety, security and survivability of nuclear weapons in storage maintained by DTRA, under DoD-directed evaluation and oversight authority over nuclear surety programs."	"Permanent. Cutoff upon completion. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"212.09b"	"Nuclear		"Nuclear weapons quality assurance and reliability	"Destroy 2 years after

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	Surety Program"		program. Includes stockpile test program, quality assurance (plant) audits and QA/RT and other evaluation reports (includes unsatisfactory reports) to more than one weapon/system."	completion of audit or completion of final report."
"212.10"	"Advanced Weapons Technology"		"Technology concepts and advanced weapons development studies and related special projects. (For contract administration records maintained by CTMs, see 1402.03.)"	"Permanent. Cutoff upon completion. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"213.01"	"Emergency Planning (Nuclear Operations)"		"Contingency plans related to potential crisis resulting from dispersal of nuclear weapons. (See 602.06 Accident/Incident Case Files for reporting nuclear accidents/incidents and 1504.04 for environmental remediation/restoration)."	"Permanent. Cutoff upon supersession. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"213.02"	"Emergency Planning and Reporting (Natural Disasters)"		"Contingency plans and related documentation for support to HQDTRA. Otherwise referred to as disaster preparedness plans and associated reporting of natural disasters."	"Destroy when superseded or cancelled."
"213.03"	"Nuclear Accident Response Capability"		"Nuclear accident response capability feasibility studies. (See 208.16d for Nuclear Accident Response Procedures (NARP) Manual and Nuclear Accident Response Capability Listing (NARCL))."	"Cutoff annually. Destroy when 10 years old."
"213.04"	"Nuclear Accident Training"		"Joint Nuclear Accident Training Exercises sponsored by DTRA to assess nuclear accident response capability. Includes exercise concept of operations plans and after	"Permanent. Cutoff upon supersession. Retain in Agency custody. Transfer to the

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	Exercises"		action reports. See 603 for personnel exposure; 1504 for environmental monitoring."	National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"301.01a"	"Program and Budget Guidance"	"N1-374-89-6"	"Development, review, approval, and issue of program and budget guidance by all echelons of DTRA. Includes program objectives; summary budgets (foreign and domestic programs); and directives from OSD Comptroller for HQ preparation, revision or update."	"Permanent. Cutoff at close of each fiscal year. Retire to RHA or FRC. Transfer to the National Archives in 5-year blocks when 20-25 years old."
"301.01b"	"Program and Budget Guidance"	"N1-374-89-6"	"FCDTRA program and budget guidance, issued in the form of markups to operating budgets; coordinating actions; operating schedules; and related documents."	"FCDTRA guidance issued: Cutoff at end of FY. Destroy 6 years after cutoff. Destroy guidance received on incorporation in the FCDTRA 5-year program or on supersession or recession."
"301.02"	"Operating Budgets"	"N1-374-89-6 (301.07)"	"Agency operating budgets. Includes budget estimates submitted and approved by OSD and documents authorizing the Agency to incur obligations necessary to permit operation while Congress and OMB complete appropriations and apportionment of funds."	"Destroy 3 years after the end of fiscal year involved."
"301.03a"	"Congressional Budget Justification"	"N1-374-89-6"	"Documents accumulated by HQDTRA in defending DTRA budget estimates before Congress and Congressional Committees. Includes copies of revised budget submissions, special program funding justification, and related supporting documentation."	"Permanent. Cutoff at close of each fiscal year. Retire to RHA or FRC. Transfer to the National Archives in 5-year blocks when 20-25 years old."
"301.03b"	"Congressional Budget Justification"	"N1-374-89-6"	"Documents accumulated by FCDTRA and submitted to HQDTRA for defending budget estimates."	"Cutoff at end of FY. Destroy when 2 years old."
"301.04"	"Budget Programming"	"N1-374-89-6 (301.06)"	"Budget mid-year review and projected program plans. Includes Agency 5-year program plans."	"Cutoff each FY. Destroy when 2 years old."

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	and Planning"			
"303.01"	"GAO Audits"	"NC1-374-81-14 (304.01)"	"Documents related to reports of audit made by GAO. Includes notices of intent to audit, copies of documents furnished to GAO representatives, reports of major findings, follow-up progress reports, and comparable documents."	"Cutoff annually. Retain locally. Destroy when 10 years old."
"304.01a"	"Non-Appropriated Fund Accounts (Cashier Services)"	"NC1-374-95-2 (308.01)"	"Cashier Services: Cash receipts, check books, cancelled checks, deposit slips, bank statements, vouchers, invoices, authorization control, and financial statements and reports."	"Cutoff annually. Destroy when 3 years old."
"304.01b"	"Non-Appropriated Fund Accounts (MWR Services)"	"N1-374-95-2 (308.01)"	"Morale, Welfare and Recreation Services: Internal control administration, and financial reporting (See 101.2 for inventory reporting)."	"Destroy 3 years after completion of next comparable audit. Destroy bound books, ledgers, and journals 3 years after date of last entry therein. (See 308.01 series for Johnston Atoll.)"
"401.01"	"Legal Opinions"	"NC1-374-81-16"	"Legal opinions concerned with interpretation of statutes, laws, regulations, investigations, and similar matters, but exclusive of documents related to a specific claim, investigation, or case listed under 402.03."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 50 years old, upon the Agency Director's determination that Agency retention is no longer required."
"401.03"	"Litigation Case Files"	"NC1-374-81-17 (402.03)"	"Actual or potential legal proceedings. Reports include advisory, investigative, litigation, processes and pleadings; and DTRA communications with Dept of Justice, US attorneys and other organizations and individuals with/without the Federal Government."	"Permanent. Cutoff upon completion. Retain in Agency custody. Transfer to the National Archives 50 years after cutoff, upon the Agency Director's determination that

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				Agency retention is no longer required.
"401.04"	"Patent and Proprietary Data"	"NC1-374-81-18 (403.01)"	"Documents related to certain general patent, proprietary data, and intellectual property activities; and the licensing and assignment of such right by or for the Government."	"Destroy when no longer needed for reference."
"401.05"	"Equal Employment Opportunity Complaint Case Files"	"GRS 1, #25"	"Complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, acceptance statements, and records of hearings and meetings."	"Destroy cases resolved within the Agency 4 years after resolution of case. Destroy copies of case files sent to the US Office of Personnel Management for resolution when no longer needed for reference purposes."
"403.01"	"News Media and Release"	"NC1-374-81-20 (405.01)"	"Documents related to preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media of dissemination. Includes printed media releases."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 10 years old."
"403.02"	"Contractor Information Releases"	"NC1-374-81-20 (405.02)"	"Documents relating to procedures governing release of information by manufacturers, colleges, universities, advertising agencies, and similar commercial entities relative to DTRA contracts or activities accomplished by the contract."	"Cutoff annually. Destroy when 6 years old."
"403.03"	"Agency Community Relations"	"NC1-374-81-20 (405.05)"	"Documents relating to the maintenance and improvement of relations between DTRA and the civilian community."	"Cutoff annually. Destroy when 5 years old."
"403.04"	"Biographies"	"NC1-374-81-20 (405.06)"	"Biographies, photographs, newspaper clippings and related documents pertaining to civilian and military personalities."	"Destroy 2 years after retirement, transfer, separation, or death of the individual concerned, or on discontinuance, whichever is earlier."
"403.05"	"Agency"		"Official periodic newsletter publications of interest to	"Permanent. Cutoff annually."

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	News Publications"		Agency employees (e.g., DTRA Today and FCDTRA Informer, created in 1995)."	Retain in Agency custody. Transfer to the National Archives when 10 years old."
"404.01"	"Protocol"		"Official staff visits for VIPs and foreign Government and international dignitaries. Includes agenda itineraries, protocol lists, seating charts, and related documentation. (See also 201.03 for briefings/presentations; 201.04 conferences/committees.)"	"Destroy when 5 years old or when no longer needed, whichever is later."
"404.02"	"Congressional Visits and Inquiries (NCI-374-81-19)"	"NCI-374-81-19"	"Documents accumulated as a result of a visit to the Agency, its facilities or installations by a member of Congress or a congressional staff member. Includes documents accumulated as a result of congressional inquiries on matters related to DTRA."	"Cutoff annually. Destroy when 5 years old."
"501.01"	"Escort/Non-Escort Identification and Badging"	"N1-374-89-13"	"Documents which identify approvals and disapprovals for escort badging, waivers for uncleared personnel; badging for contractors; and related procedural matters."	"Cutoff annually. Registers or listings: Destroy 6 years after date of last entry."
"501.03"	"Protective Services"	"N1-374-89-13"	"Files related to guard personnel assigned and required clearances; procedural requirements for day-to-day operation of guard desk(s) by either Federal protective officers or commercial guards; and routine correspondence."	"Destroy personnel-related material upon departure of individual(s) concerned and procedures when superseded or obsolete."
"501.06"	"Facility Logs and Registers"	"N1-374-89-13"	"Guard logs and registers used to record routine checks or reporting initial incidents."	"Destroy 2 years after final entry."
"501.07"	"Visit Request Applications"	"N1-374-89-13"	"Files related to visits by personnel from other Federal Departments, such as DoD, DOE, and non-DTRA contractors to the Agency."	"Destroy upon obsolescence."
"501.08"	"DOE Facility Request Applications"	"N1-374-89-13"	"Files such as DOE Forms 5031.20, Request for Visit or Access Approval, which document the visit of DTRA personnel and DTRA contractor personnel to DOE facilities."	"Destroy upon obsolescence."
"501.09"	"Installation"		"Record of approved clearance requests and related"	"Cutoff annually. Destroy when"

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	Clearance Program"		documentation for controlling entry/exit to and from the installation during installation environmental clean-up projects in the Pacific area, other than Johnston Atoll.	50 years old. (Records are eligible for retirement to an FRC.)"
"502.01"	"Facility Control"	"N1-374-89-14"	"Documents related to the control and operation of the facilities protection program. Includes diagrams, layouts, and photos of restricted and exclusion areas; key and lock controls; conduct of physical security surveys, and related documents."	"Destroy 3 years after supersession of control procedures, completion of area modification or turn-in of keys and/or locking devices."
"502.02"	"Physical Security Control and Policy"	"N1-374-89-14"	"Documents determining policy procedures for control of DoD information; special controls required for sensitive compartmentalized information; destruction and removal of classified and sensitive waste materials; and investigations of security incidents."	"Documents related to investigations of security incidents: Destroy when 2 years old. Destroy other documents when superseded or no longer needed for reference."
"502.03"	"Security Responsibilities and Procedures"	"N1-374-89-14"	"Documents relating to internal security operating procedures to include appointment of security officials, policy and procedures for handcarrying classified materials and removal of government property."	"Destroy property passes 3 months after expiration or revocation. Destroy other documents when superseded or no longer needed for reference."
"502.04"	"Facility Access Control"	"N1-374-89-14"	"Documents related to the policy and procedures used to facilitate access control and badging for personnel assigned to HQDTRA."	"Destroy when superseded or no longer needed for reference."
"502.05"	"Facility Parking Control"	"N1-374-89-14"	"Documents governing policy for control of employee parking spaces at HQDTRA. Includes diagrams, photos, identification of special designated areas; registration of personal vehicles; and related documents."	"Destroy when superseded or obsolete. (Records contain information subject to the Privacy Act)"
"503.02"	"Security Briefing and Debriefing Files"	"NC1-374-81-22 (503.04)"	"Documents related to security briefing and debriefing of personnel authorized access to classified material. Includes statements, certificates, and related papers."	"Destroy briefing documents upon termination of assignment/employment with the Agency. Destroy termination statements 2 years after termination of employment with

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				the Agency."
"504.01"	"COMSEC Supply Correspondence"	"N1-374-89-16"	"Documents related to routine supply of COMSEC material, such as requests for advice of the status of shipment of COMSEC Aids, requests for reduction in copy count or cancellation in distribution of COMSEC Aids and requests for disposition of COMSEC Aids."	"Cutoff annually. Destroy when 1 year old. (HQDTRA is Agency Office of Record.)"
"504.02"	"COMSEC Inventories"	"N1-374-89-16"	"Inventories verifying the continued protection and control of COMSEC material."	"Destroy on receipt of the certification of verification for the previous report period."
"504.03"	"COMSEC Accounting Reporting"	"NC1-374-81-23"	"Documents reflecting receipt, possession, inventory, transfer, destruction and relief from accountability for accountable COMSEC material and documents Includes vouchers, certificates of verification, and relief from accountability."	"Change of custodian transfer reports and possession reports: Destroy when 1 year old. Destroy other documents when 2 years old."
"504.04"	"Crypto-Area Registers"	"N1-374-89-16"	"Registers used for recording pertinent information on persons entering the crypto facility. Sheets of a register involved in security report or an investigation will become an integral part of the report or investigation."	"Cutoff annually. Destroy when 1 year old. (HQDTRA is Agency Office of Record.)"
"504.05"	"Signal Security Approvals"	"N1-374-89-16"	"Requests for approval to establish, alter, expand, or relocate a facility and requests for exceptions to AR 530-4. Includes questionnaires, reports of approval, and related papers."	"Destroy 1 year after receipt of related superseding approval or after closing of account or facility. (HQDTRA is Agency Office of Record.)"
"504.06"	"Signal Security (SIGSEC) Inspections"	"NC1-374-81-23"	"Inspection reports and related correspondence, such as cryptofacility inspection, Red/Black wiring inspection, TEMPEST test report, periodic command inspection, and similar inspections."	"Destroy 1 year after receipt of related superseded inspection or after closing of account or facility, whichever is earlier. (HQDTRA is Agency Office of Record.)"
"504.07"	"COMSEC Material Allocation"	"NC1-374-81-23"	"Documents reflecting allocation of COMSEC material held for distribution."	"Allocation cards: Destroy 1 year after final distribution of all material to which the form

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				relates. Destroy ADP printouts after verification of allocation records.
"504.08"	"COMSEC Material Distribution Reporting"	"NC1-374-81-23"	"Documents submitted to the DTRA COMSEC Central Office of Record to report allocation, assets, and holder information for specified items of COMSEC material (equipment and associated material)."	"Cutoff annually. Destroy when 1 year old. (Earlier disposal authorized if records have served their intended purpose.)"
"504.09"	"System Status (COMSEC)"	"NC1-374-81-23"	"Documents maintained by the Communications Security (COMSEC) National Inventory Control Point (NICP) related to procurement and issuance of COMSEC material. Includes data such as production status, stocks, demand data, quantity issued and effective dates."	"Cutoff semi-annually. Records related to COMSEC: Destroy 6 months after obsolescence of the related system. Documents related to COMSEC Aids: Destroy when 2 years old or when material involved is superseded or removed from the system, whichever is first."
"505.01"	"Security Classification"	"NC1-374-81-24"	"Documents related to the security classification/grading systems involving the classification or downgrading of documents. Includes correspondence/reports on specific release, access or downgrading cases that establish policy or are otherwise significant."	"Permanent. Cutoff and transfer to the National Archives with related program records."
"505.02"	"Routine Security Regrading Case Files"	"NC1-374-81-24"	"Documents related to the review of specific classified documents or equipment for the purpose of regrading the documents or equipment, exclusive of those filed under 505.01."	"Cutoff annually. Destroy when 5 years old. (Earlier disposal is authorized.)"
"505.03"	"Classified Material Accesses"	"NC1-374-81-24"	"Documents related to individual authorization to have access to classified files. Includes forms containing individual's name, signature, classification of files concerned, information desired, and signature of official authorizing access."	"Destroy on transfer, reassignment, or separation of the individual."
"505.04"	"Routine Security"	"NC1-374-81-24"	"Documents related to the review of specific requests for access to classified files or equipment for purposes of	"Destroy 15 years after completion of action."

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	Information Access Case Files"		research and study, exclusive of records filed under 505.01."	
"505.05"	"Routine Security Information Release Files"	"NC1-374-81-24"	"Documents arranged by case number, related to the review of classified or potentially classified documentary materials for dissemination or release to sources outside DTRA, such as manuscripts, photos, lecture, radio, television scripts."	"Cutoff annually. Destroy when 5 years old. (Earlier disposal is authorized.)"
"505.06"	"Security Information Exchange"	"NC1-374-81-24"	"Documents related to the exchange of security classified information with other Government agencies, industry, and foreign governments. Includes correspondence related to exchange of information, exchange agreements, and related documents."	"Destroy when 20 years old, or when no longer needed for reference, whichever is later."
"505.07a"	"Top Secret Material Accountability"	"NC1-374-81-24"	"Documents reflecting the identity, receipt, dispatch, or destruction of all Top Secret material for which the Top Secret Control Officer is responsible."	"Destroy 5 years after all items on individual pages have been destroyed, downgraded, dispatched or entries are transferred to a new page."
"505.07b"	"Top Secret Material Accountability"	"NC1-374-81-24"	"Forms accompanying documents to ensure continuing control, showing name of persons handling the documents, intra-office routing, and comparable data."	"Destroy when related document is downgraded, transferred, or destroyed."
"505.09"	"Security Inspections and Surveys"	"NC1-374-81-24"	"Documents related to staff assistance visits, inspections, or surveys conducted by security officers. Includes reports, recommendations, and similar documents."	"Destroy after next comparable inspection or survey."
"505.10"	"Classification Guides"	"NC1-374-81-24"	"Formal classification guidance published by DOE, DoD, and military services, related to specific programs and projects under their jurisdiction, which are required by DTRA or its contractors to properly classify reports prepared for use and distribution."	"Destroy when superseded, obsolete, or no longer needed for reference."
"505.11"	"Security Education"	"N1-374-89-14"	"Documents related to training, education, and briefings given to Agency personnel on various security-related	"Destroy when 2 years old, or when no longer needed for

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			topics."	reference, whichever is later."
"506.01a"	"Threat Assessments (OPSEC)"		"General threat information and DTRA-generated threat assessments related to operations security."	"Cutoff annually. Destroy when 2 years old."
"506.01b"	"Threat Assessments (OPSEC)"		"Message threat traffic related to operations security."	"Cutoff monthly. Destroy when 1 month old."
"506.02"	"Essential Elements of Friendly Information (OPSEC)"		"Correspondence, reports, and guidance related to Essential Elements of Friendly Information."	"Cutoff annually. Retain locally. Destroy when 10 years old, or when no longer needed for reference, whichever is later."
"601.01a"	"Defense Nuclear Weapons School Curriculum Approvals"	"N1-374-95-1"	"Record of controlling and approving the establishment, content, and conduct of individual courses. Includes published school programs listing course schedules, length of courses, and course description."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"601.01b"	"Defense Nuclear Weapons School Curriculum Approvals"	"N1-374-95-1"	"Consolidated course schedules, lengths of courses, and course descriptions."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"601.02"	"Defense Nuclear Weapons School Course Accreditations"	"N1-374-95-1"	"Records related to services accreditation and approval and DNWS adhering to standards set by service accreditation boards."	"Destroy 3 years after discontinuance of an accredited course."

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"601.03"	"Defense Nuclear Weapons School Consolidated Class Lists"	"N1-374-95-1"	"Electronic records which include consolidated class lists (includes by-name listing of individuals attending DNWS courses), generated by the School Registrar."	"Cutoff annually and print hard copy of annual consolidated class lists. Retire to FCDTRA RA when 5 years old. Destroy when 75 years old. (Records are eligible for retirement to an FRC.) (Records contain information subject to the Privacy Act)"
"601.04a"	"Defense Nuclear Weapons School Reports"	"N1-374-95-1"	"School quota reports received from services for purposes of scheduling courses, as well as statistics reported back to the services concerning numbers of enrollment, course length, and course completion notices."	"Reports of service quotas received: Destroy when 2 years old."
"601.04b"	"Defense Nuclear Weapons School Enrollment Statistics"	"N1-374-95-1"	"DNWS course enrollments and completion statistics reported to the services."	"Retire to FCDTRA RA when 5 years old. Destroy when 20 years old. (Records are eligible for retirement to an FRC.)"
"601.05"	"Defense Nuclear Weapons School Course Publications (Supplemental Materials)"	"N1-374-95-1"	"DNWS course supplementary materials/handouts."	"Destroy when superseded or obsolete."
"602.01"	"Safety and Health Plans"		"Occupational, Safety and Health Plans. Includes contractor medical plans, Respiratory, Hearing and Noise Abatement, Personal Protective Equipment, Sight	"Permanent. Cutoff upon publication or revision. Retain in Agency custody. Transfer to

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			Conservation, Asbestos, Lead, Radiation Safety, and Safety and Industrial Hygiene Plans."	the National Archives 75 years after cutoff, pending the Agency Director's determination that Agency retention is no longer required."
"602.02a"	"Safety Surveys and Inspections"		"Noise hazard survey reports; semi-annual outstanding DoD risk assessment code deficiency reports; record of OSH staff assistance visits; OSHA inspections and industrial hygiene inspections; and annual safety summary reports."	"Retire to FCDTRA RA 1 year after publication or receipt of final inspections or surveys. Destroy when 75 years old. (Records are eligible for retirement to an FRC.)"
"602.02b"	"Safety Surveys and Assessments"		"Final reports of public health and safety surveys for current or former DoD controlled installations where nuclear weapons were housed or tested. Includes pre-post event dose estimates and assessments and public health surveys for indigenous populations."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"602.03a"	"Safety Awareness Protective Training Materials"		"DNWS and NTS/WSMR training materials related to occupational exposure for safe handling, storage and movement of chemical, biological, radiological contaminants, explosives or other hazardous materials. (See 1104.06a for audiovisual training materials.)"	"Permanent. Cutoff upon supersession or obsolescence. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"602.03b"	"Safety Awareness Protective Training Materials"		"Agency OSH training materials other than DNWS/NTS/WSMR course materials. Includes OSH course material/lesson plans created by safety offices for supervisor training, CPR, first aid, hazardous communications, construction safety fire extinguisher training."	"Destroy when superseded or obsolete. (See 1104.06c for audiovisual training materials.)"

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"602.04b"	"Safety Training, Qualification, and Verification"		"Individual completion of training courses or sessions related to OSHA standards for dealing with hazardous materials directly applicable to employee's job or position (maintained in hard copy, alphabetically by Last Name, First Name, MI)."	"Destroy hard copy of individual training records upon retirement, transfer, or separation. Destroy electronic record when 5 years old."
"602.04c"	"Safety Training, Qualification, and Verification"		"Attendance rosters maintained for each course completed with original signatures."	"Cutoff annually. Destroy when 5 years old."
"602.05"	"Accident Experience and Statistical Reporting"	"NC1-374-81-26"	"Accident Reports; Agency Annual Occupational, Safety, and Health Summary Reports; and OSHA 200 Logs. (See 602.06 for accidents involving harmful exposure to personnel.)"	"Cutoff annually. Destroy when 5 years old."
"602.06"	"Accidents and Incidents"	"NC1-374-81-26"	"Accidents resulting in harmful chemical, biological or radiological exposure or other physical hazards or explosives, or incidents involving contamination to the environment. Includes history of nuclear accidents."	"Permanent. Cutoff upon completion of final report or investigation. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"602.07"	"Material Safety Data Sheets (MSD)"		"Information maintained by facility and posted in work areas where hazardous materials or substances are used. (See 101.23 for annual printed inventories.)"	"Destroy individual sheets when related substance or hazardous material is no longer used."
"603.01"	"Radiation Protection User Listings"	"NC1-374-88-6 (606.01)"	"Consolidated lists reflecting individual training, experience, and certification of individuals authorized to handle sources of ionizing radiation. Records are maintained by Radiation Safety Officers, separate from 602.04."	"Cutoff annually. Destroy when 75 years old. (Records are eligible for retirement to an FRC.)"

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"603.02"	"Personnel Dosimetry Records"		"Documents related to recording and reporting external exposures of individuals to ionizing radiation (Post 1962). Includes calibration control dosimeters, dosimeters processed for evaluation, dosimeter logs, and consolidated reports of dosimeter readings."	"Transfer hard copy to FCDTRA RSO after 3 months for electronic tracking. Destroy paper records when 75 years old. (Records are eligible for retirement to an FRC.) DEST electronic records when NLN. (Records contain information subject to the Privacy Act)"
"603.03"	"Dosimetry Control Records"	"N1-374-88-6 (606.03)"	"Documents reflecting the issue and control of dosimeters (Post 1962). Includes requests for issue and turn-in, and similar documents."	"Cutoff annually. Destroy when 1 year old."
"603.04"	"Personnel Bioassay Records"		"Documents related to recording and reporting internal exposures of individuals to radioactive materials (Post 1962). Includes laboratory data results of biological specimens, whole-body counts, and similar documents."	"Transfer hard copy to FCDTRA RSO after 3 months for electronic tracking. Destroy paper records when 75 years old. (Records are eligible for retirement to an FRC.) DEST electronic records when NLN. (Records contain information subject to the Privacy Act)"
"603.05"	"Nuclear Test Personnel Review (NTPR) Program"		"History of all personnel who participated in the Atmospheric Nuclear Test Program thru 1962. Includes investigations of possible and/or alleged exposure to radiation, statistical data, and exposure assessments."	"Cutoff annually. Retain in Agency custody. Destroy when 75 years old. (Records contain information subject to the Privacy Act)"
"603.06"	"Nuclear Weapons Intrinsic Radiation (INRAD) Records"	"N1-374-98-1"	"Documents that could be used to develop dose reconstructions for DoD personnel involved in storage, maintenance, handling, transportation, and security activities associated with nuclear weapons. (Records contain information subject to the Privacy Act.)"	"Cutoff annually. Destroy when 75 years old. (Records are eligible for retirement to an FRC.) (HQDTRA is the Agency Office of Record.)"

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"604.01"	"Radiation Committees"	"NC1-374-81-62 (605.01)"	"Documents/minutes of DTRA committees concerned with radiological protection including the review, evaluation, approval/disapproval of the use of ionizing radiation; procedures and conditions controlling such users; and qualifications of individual users."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"604.02"	"Radioactive Material Licensing"	"NC1-374-81-62 (605.06)"	"Documents related to obtaining proper licensing and license to procure and use sources of ionizing radiation. Included are license applications, coordinating actions, authorizations or permits, licenses and amendments thereto, and similar documents."	"Retire to FCDTRA RA upon decommissioning. Destroy 75 years after decommissioning. (Records are eligible for retirement to an FRC.)"
"604.03"	"Instrument and Source Calibration"	"NC1-374-81-62 (605.08)"	"Information used to record repair, maintenance, or modification of calibration and tools used to measure radiation. Included are calibration logs and manufacturer's and locally developed calibration standards."	"Destroy 5 years after supersession or disposal of related sources of radiation."
"604.04"	"Radiation Facilities"	"NC1-374-81-62 (605.11)"	"Plans and specifications of the location, design, layout, construction, or modification of facilities in which sources of radiation are received, stored, used, or produced. Includes design analysis, drawings, sketches, calculations, and studies."	"Permanent. Cutoff upon completion of decommissioning. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"701.01"	"Unit Award Case Files"	"NC1-374-81-25 (601.01)"	"Documents reflecting the recommendation and review of awards to units. Includes approved/disapproved requests, certificates, and related documents."	"Cutoff annually. Destroy when 1 year old."
"701.02"	"Award Ceremonies"	"NC1-374-81-25 (601.02)"	"Documents relating to ceremonies arranged for the presentation of awards. Includes requests for photographic support, citations and related documents."	"Cutoff annually. Destroy when 2 years old."
"701.03"	"Special"	"NC1-374-81-25"	"Documents reflecting the recommendation, review, and"	"Cutoff annually. Destroy when"

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	Achievement Awards"	(601.03)"	approval/disapproval of awards to individuals who have attended service schools, and to individuals or groups for achievements, such as participation in operational exercises."	2 years old."
"701.04"	"Incentive Award Case and Committee Files"	"NC1-374-81-25"	"Documents related to submitting, evaluating, and approving or disapproving each incentive awards case. Includes approved and rejected suggestions and award nominations; and related minutes of committee meetings."	"Destroy 2 years after final action."
"702.01"	"Approved Military Award Case Files"		"Documents reflecting approval by board members for issuance of military awards to Agency military personnel. (See 208 Permanent Order Records Set for JSAM, JSCM, MSM, and other Joint Service Awards.)"	"Cutoff annually. Destroy when 1 year old. (Records may contain Privacy Act Information)"
"702.02"	"Disapproved Military Award Case Files"		"Documents reflecting review and disapproval by board members for issuance of individual military awards."	"Cutoff annually. Destroy when 6 years old. (Records may contain Privacy Act Information)"
"702.03"	"Informational Personnel Files (Military)"		"Individual Military Personnel Files maintained by the Agency, other than Official Military Personnel Files maintained by the Services, for personnel assigned to DTRA."	"Destroy 1 year after transfer or separation of personnel. (Records may contain Privacy Act information)"
"702.04"	"Leave of Absence (Military)"		"Copies of service forms (DA 31, AF Form 988, and Navy Form 3065)"	"Cutoff semi-annually. Destroy when 6 months old."
"702.05"	"Leave Control Logs (Military)"		"Control log for tracking leave of military personnel, maintained electronically and in hard copy."	"Backup electronic record monthly. Cutoff annually. Destroy electronic and hard copy records when 1 year old."
"702.06a"	"Personnel Reliability Program (Certificates)"		"Certificates on individual military personnel assigned to PRP duties."	"Destroy when individual is no longer assigned to PRP duties."

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"702.06b"	"Personnel Reliability Program (Suspensions)"		"Suspension actions on individual military personnel assigned PRP duties."	"Destroy 45 days after last notification."
"702.06c"	"Personnel Reliability Program (Decertifications)"		"Correspondence and decertification actions related to the Personnel Reliability Program."	"Destroy when individual status is reported."
"702.07"	"Military Personnel Assignments"		"Agency military personnel requisitions with related background correspondence. Includes PCS orders issued by the Agency for departing military personnel."	"Cutoff annually. Destroy when 3 years old."
"702.08"	"Organization Rosters"		"Worldwide Locator (microfiche), Alpha Rosters, Military Personnel Evaluation Suspense Rosters, ASCAS Rosters, UMPR Rosters, Appointment Rosters, Physical Fitness Test Rosters, and Personnel Strength Rosters, maintained electronically or in hard copy."	"Destroy when 2 years old or when superseded or obsolete, whichever comes first."
"702.09"	"Military Selection Board Reporting"		"Services Promotion Boards/Selection Lists (Army, Air Force, Navy). Includes 0-6 Command Selection Lists; Joint Service Officer Selections; and Senior NCO Academy, NCO Academy, NCO Leadership, Senior Service, and Squadron Officer School Selections/Lists."	"Cutoff annually. Destroy when 2 years old."
"702.10"	"Dependent Care Program (Military)"		"Correspondence and other documentation related to military personnel dependent care program requirements."	"Destroy when superseded, obsolete, or upon transfer or separation of personnel, whichever comes first."
"702.11"	"Weight Management Program (Military)"		"Physical Fitness Test forms and related reports maintained on individual military personnel."	"Destroy after completion probation period, after separation or retirement of personnel, or when a new form is required, whichever is sooner."

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"702.12"	"Alcohol and Drug Abuse Program (Military)"		"Records created in planning, coordinating, and directing an alcohol and drug abuse program."	"Cutoff annually. Destroy when 3 years old."
"703.01a"	"Training Records (Agency-Sponsored)"		"Correspondence, memoranda, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses or other conferences. Includes professional development and Total Quality Management training."	"Destroy when 5 years old or 5 years after completion of a training program."
"703.01b"	"Training Records (Employee Training Records)"		"Correspondence, memoranda, reports, and other records related to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions. Includes copies of completed DD Form 1556."	"Destroy when 5 years old or when superseded or obsolete, whichever is sooner."
*803.01(1)	Policy, Plans, and Program Formulation – 1994	AI – 15???	Formulated DTD Security Assistance programs, including policies, plans, and priorities.	Permanent. Retire to WNRC 5 years after policy or directive is canceled or superseded.
*808-01	International Economic Affairs	AI – 15????	Document on foreign economic implications of currently approved, new or alternative programs of force structures, weapons systems, and other military capabilities.	Permanent. Retire to the WNRC 5 years after supersession.
"901.01"	"Radiobiological Effects Research Program"	"NC1-374-81-35"	"Documents which reflect the development of medical research programs relating to nuclear weapons effects; protection of friendly personnel from harmful nuclear effects and safety of nuclear sites from harmful effects on biological systems."	"Permanent. Cutoff on completion. Retain in Agency custody. Transfer to the National Archives 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"901.02"	"Historical Studies Concerning	"NC1-374-81-35"	"Studies and related correspondence, memoranda, notes of interviews and other records accumulated in connection with the preparation of histories relating to the	"Permanent. Cutoff on completion. Retain in Agency custody. Transfer to the

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	Radiobiological Effects"		atmospheric test of nuclear weapons and its effects."	National Archives 75 years after cutoff upon the Agency Director's determination that Agency retention is no longer required."
"901.03"	"Personnel Case Files"	"NC1-374-81-35"	"Case files relating to individual participants in tests and exercises in which nuclear weapons were used. Includes records from the Military Services and Veterans Administration, from adjudication of claims from real or alleged exposure to radiation."	"Destroy 50 years after close of case."
"901.04"	"Human Response Files"	"NC1-374-81-35"	"Documents which reflect research programs relating to the effects of nuclear weapons on persons or groups of persons (does not include information related to the Nuclear Test Personnel Review Program)."	"Destroy 5 years after completion of project."
"1001.01"	"Library Vouchers"	"NC1-374-81-52 (1409.01)"	"Library vouchers, supporting papers, and voucher register and inventory balance record of books."	"Cutoff annually. Destroy when 2 years old."
"1101.01"	"Non-Tactical Telecommunications Projects"	"NC1-374-81-39"	"Documents related to the preparation, validation, and approval of non-tactical telecommunication requirements; and the design, engineering, construction, and installation of services, equipment, facilities, networks, and systems."	"Destroy 3 years after disapproval of projects or 5 years after completion of approved projects."
"1101.02"	"Communications Facility Lease Requests"	"NC1-374-81-39"	"Documents related to requests for providing, rearranging, and removing communications circuits, equipment, and services leased from commercial companies to support approved non-tactical telecommunications requirements."	"Destroy 2 years after termination of lease."
"1101.03"	"Radio Frequencies"	"NC1-374-81-39"	"Documents related to the authorization, allocation, assignment, correlation, and use of radio frequencies and call signs."	"Destroy upon supersession, cancellation, or discontinuance of assignment or use, whichever is earlier."
"1102.01"	"Telephone Service Work Orders"	"NC1-374-81-40"	"Work Orders, priority telephone repair lists."	"Destroy 1 year after completion of work."
"1102.02"	"Communicat	"NC1-374-81-40"	"Billing services, vouchers, vender inventories and	"Cutoff annually. Destroy when

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	ions Accounts"		correspondence on communications accounts."	2 years old."
"1102.03"	"Communicat ions Equipment Maintenance"	"NC1-374-81-40"	"Maintenance, repair, calibration, testing, meteorological equipment utilization and reports for operational spare ADP system documentation, code books, user guides, test plans, analytical design and research."	"Destroy on disposal of related equipment."
"1102.04a"	"Administrati ve Communicati ons Services"		"Internal operations of administration of telephone services."	"Cutoff annually. Destroy when 1 year old."
"1102.04b"	"Administrati ve Communicati ons Services"		"Tele-communications service requests (TSRs)."	"Destroy on deactivation of circuit."
"1102.05"	"Electronic Communicati ons Systems"		"Radar systems and submarine cable terminal operations, inspections, deficiency status reports, system outages, fixed communications directory, signal operation instructions, radio frequencies, cable and wire forecasts, original plans and drawings."	"Destroy on discontinuance of installation."
"1102.06"	"Tracer Actions"		"Records pertaining to tracing messages."	"Cutoff annually. Destroy when 1 year old."
"1102.07"	"Overnight Storage Control"		"Record of receipt and pick-up of classified messages from Telecommunications Center."	"Cutoff annually. Destroy when 2 years old."
"1102.08"	"Address Indicating Group Records"		"AIG Listings"	"Destroy when recapped or cancelled."
"1102.09"	"General Message Distribution Instructions"		"Messages designed to meet recurring requirements for dissemination of information to a predetermined wide standard distribution (TCC and Customer Agency general messages)."	"Cutoff annually. Destroy when 2 years old."

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"1102.12"	"Originated Messages"		"Messages transmitted from TCC."	"Cutoff bi-monthly. Destroy when 2 months old."
"1102.13"	"Received Messages"		"Messages (hard page copies) received by TCC."	"Cutoff bi-monthly. Destroy when 2 months old."
"1102.14"	"Meteorological Observations"		"Meteorological observations data log book, aviation weather observation reports and special weather observation reports."	"Destroy special weather observation reports on discontinuance of the installation. Destroy daily meteorological observation data and daily aviation weather observation reports when 1 year old."
"1103.01"	"Postal Directory"	"NC1-374-81-41"	"Locator cards used in maintaining a locator system to facilitate the delivery of mail to individuals."	"Destroy cards 1 year after departure of personnel."
"1103.02"	"Mailroom Accountable Mail Receipts"	"NC1-374-81-41"	"Documents which relate to the control of incoming and outgoing mail by postal activities. Included are accountable mail receipts: registered, certified, and numbered insured mail, and similar documents."	"Cutoff annually. Destroy when 1 year old."
"1103.03"	"Mail Control Files"	"NC1-374-81-41"	"Documents related to the control of incoming and outgoing mail. Includes routing and suspense slips, delivery receipts, records of messenger trips, and similar papers."	"Cutoff quarterly. Destroy when 3 months old."
"1104.04"	"Historical Photographic Media (Test Events)"		"Motion pictures, still pictures, and videos that document US and foreign nuclear test events. Includes related nuclear effects, test engineering and construction, scientific experiments, documentaries, factfinding and recorded incidents."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, IAW 36 CFR 1228.184. (A sample of the collection will be selected by NARA at the time of transfer.)"
"1104.05"	"Non-Historical"		"Photographic media and formats to document routine mission-related activities, not important to mission"	"Destroy when no longer needed."

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	Photographic Media"		research or training activities or historical value. Includes films, film strips, slide sets, videotapes, etc."	
"1104.06a"	"Agency Audiovisual Training Materials (Master Copy)"		"Motion pictures, still pictures, and videos developed or acquired for DNWS courses for presentation by DNWS instructors to students, field sites and other organizations. See 208.16d for course publications in hard copy or CD-ROM media."	"Permanent. Cutoff upon supersession or obsolescence. Transfer to the National Archives IAW 36 CFR 1228.184 when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"1104.06b"	"Agency Audiovisual Training Materials (Duplicate Copy)"		"Duplicate copies of photographic training media maintained by the DNWS Training Library for support to computer training library. Includes stock of extra film prints or optical disks, maintained for distribution and reference purposes only."	"Destroy when no longer needed."
"1104.06c"	"Agency Audiovisual Training Materials (Management and Administration)"		"Internal Agency training media associated with management and administration. Included are TQ films, role-playing, safety program (general procedures) or other management or supervisory instruction tapes or film."	"Destroy when superseded, obsolete, no longer needed."
"1104.07b"	"Graphic Art"		"Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction. Includes computer-generated graphic."	"Destroy when no longer needed for publication or reprinting."
"1104.08a"	"Briefings and Presentations (Audiovisual)"		"Motion pictures, still pictures, and videos used for official DTRA briefings, presentations, lectures, or seminars of historical value. (See 201.03 for textual records.)"	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives with related program records, IAW 36 CFR

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				1228.184.
"1104.08b"	"Briefings and Presentations (Audiovisual)"		"Non-historical motion pictures, still pictures, and videos."	"Destroy when longer needed for reference."
"1104.09"	"Environmental (Audiovisual)"		"Motion pictures, still pictures, and videos which document installation clean-up activities or projects. Records supplement or replace hard copy records categorized under 1504.04a."	"Permanent. Cutoff upon completion of project. Retain in Agency custody. Transfer to the National Archives 75 after cutoff, IAW 36 CFR 1228.184, pending the Agency Director's approval that Agency retention is no longer required."
"1104.10"	"News Media and Release (Audiovisual)"		"Motion pictures, still pictures, and videos released by DTRA to the public through various media sources."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, IAW 36 CFR 1228.184, upon the Agency Director's determination that Agency retention is no longer required."
"1104.11"	"Audiovisual Records Index"		"Index of audiovisual record material maintained by designated Offices of Record, for identification, retrieval, or use of audiovisual records. Index of film, videotapes, still photos or any other photographic media of temporary or permanent value."	"Cutoff and dispose of indices with related audiovisual material."
"1201.01"	"Reimbursable Travel Files"	"GRS 9, #3"	"Records related to reimbursing individuals, such as travel orders, per diem vouchers, and other supporting documents related to official Government travel, generated and maintained by administrative travel offices."	"Cutoff annually. Destroy when 6 years old."
"1201.02"	"Transportation"		"Documents appointing Agency Transportation Officers."	"Destroy 1 year after termination"

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	n Officer Appointment Files"			of an appointment."
"1202.01"	"Administrative Motor Vehicle Authorizations"	"GRS 10, #4"	"Correspondence maintained by Agency Transportation Officers, responsible for maintaining record of maintenance and operation of motor vehicles"	"Cutoff annually. Destroy when 2 years old."
"1202.02"	"Administrative Motor Vehicle Requisitions"		"Records related to requisition of motor vehicles."	"Destroy 4 years after vehicle leaves Agency custody."
"1301.01a"	"R&D Program Planning"		"R&D long range plans and forecasts, documents contributing to program development, upgrades, and formulation of new concepts. Included are project cost projections, objectives, technical analysis, tasks, status, time phasing and actual funds required."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"1301.01b"	"Joint Nuclear Atmospheric Test Readiness (JNATDR) Program"		"Safeguard C Program planning documentation. Includes scientific needs and objectives reports, OPLANS, supporting technical requirement plans, readiness capabilities and forecasting, and readiness facilities & site plans for each location."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"1301.01c"	"Joint Nuclear Underground Test Readiness (JNUTR) Program"		"Safeguard Program planning documentation. Includes scientific readiness plans and supporting test requirements, readiness capabilities and forecasting, and readiness site plans for each location."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency

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"1301.02"	"R&D DoD Committees"		"Documents relating to DTRA participation in, or relationship with various research coordinating committees or working groups of DoD. Included are agenda and minutes of meetings, memoranda reflecting DTRA's position and nomination of committee members."	retention is no longer required." "Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"1301.04a"	"Weapons Effects Test Schedules"		"Documents created in the development of coordinated, integrated, command-wide test schedules, maintained electronically or in hard copy. Includes reports or minutes of test scheduling conferences and symposiums (pre-post shot) and weekly activity reports."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"1301.04b"	"Weapons Effects Tests Executed"		"Complete history of US and foreign nuclear weapons effects testing, from initiation thru research, development, design, engineering, construction, instrumentation and experimentation, to completion. Includes pre-post shot records & lists of participants."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"1301.04c"	"Weapons Effects Test Reports"		"Preliminary and final scientific, technical, and intelligence reports related to US and foreign nuclear weapons test programs. Reports include program documents, test execution reports, preliminary results, summaries, and project officer reports."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"1301.05"	"R&D Scientific Raw Data"		"Laboratory logs, notebooks or other recorded information, maintained in hard copy or electronically, used to record R&D engineering and scientific procedural	"Destroy when Agency retention is no longer required."

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			data."	
"1301.06"	"Disapproved, Cancelled, or Terminated R&D Projects"		"Documentation and related media generated for planning specific projects, disapproved, cancelled, or terminated."	"Retain in Agency custody. Destroy 20 years after disapproval, cancellation, or termination of project."
"1401.01"	"FAR/DFAR Guidance"	"N1-374-89-5"	"Letters and policy guidance related to implementation of FAR and Defense FAR Supplement."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.02"	"Specific Procurement Policy"	"N1-374-89-5"	"Memoranda and policy guidance related to DoD Directives/OSD Memoranda, year-end spending, studies and analysis, consulting services, and Contract Advisor and Assistance Services."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.03"	"DTRA Procurement Instructions"	"N1-374-89-5"	"Correspondence, coordination and back up for DTRA procurement instructions issued by AM (other than those published under 208.16 series)."	"Cutoff annually. Retire to HQDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.04"	"Procurement SOPs"	"N1-374-89-5"	"Correspondence and back up supporting the issuance of SOP changes as they become necessary."	"Cutoff annually. Retire to HQDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.05"	"Field Command Procurement Policies"	"N1-374-89-5"	"Correspondence, back up, and guidance related to specific policies applicable to FCDTRA."	"Cutoff annually. Retire to FCDTRA RA if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.06"	"New Policy Directions"	"N1-374-89-5"	"Background and concept papers supporting potential shift in AM policy."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA

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				3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.07"	"DTRA Contracting Initiatives/Issues"	"N1-374-89-5"	"Back up and coordination related to development of AM policy in the following listed procurement initiatives: Options and source task ordering, source selection policy, PRDA/Broad Agency Announcements, FAST TRACK, and uncompensated overtime."	"Cutoff annually. Retire to HQDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.08"	"Executive Order 12352"	"N1-374-89-8"	"Back up, policy guidance, and support related to AM implementation of subject procurement executive order, agency-wide."	"Cutoff annually. Retire to HQDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.09"	"Technical Report Policy"	"N1-374-89-5 (1401.15)"	"Policy guidance and operational reports related to implementation of an effective Agency technical report policy."	"Cutoff annually. Retire to HQDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.10"	"Imprest Funds"	"N1-374-89-5"	"Information related to policy and operation of DTRA imprest fund(s)."	"Cutoff annually. Retire to HQDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.11"	"Profit Policy"	"N1-374-89-5"	"Policy guidance and operational reports related to AM implementation of DoD profit policy."	"Cutoff annually. Retire to HQDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.12"	"Small Purchases Under \$100,000.00"	"NC1-374-81-44"	"Contracts, delivery orders, purchase orders or comparable instruments for \$100,000.00 or less."	"Destroy 3 years after final payment, except records relating to contracts involved in appeals shall be destroyed 7 years after

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				Final board decision."
"1401.13"	"Ratification Approvals and Policy"	"N1-374-89-5 (1401.16)"	"Policy, reports, and copies of pertinent approval/disapproval of ratification actions by DTP AM."	"Cutoff annually. Retire to HQDTRA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old."
"1401.14"	"Individual Contracts Over \$100,000.00"	"NC1-374-81-44"	"Contracts, delivery orders, purchase orders or comparable instruments for amounts more than \$100,000.00."	"Cutoff ea FY. Retire to HQDTRA RA or FCDTRA RA 2 years after final payment. Destroy 6 years and 3 months after final payment, except contracts involved in appeals shall be destroyed 7 years after final decision. (Records are eligible for ret to an FRC.)"
"1402.01"	"Contractor Officer Designations"	"NC1-374-81-44"	"Documents reflecting designation and recession of contracting officers, contract technical managers or contract officer representatives and related procurement authority delegated."	"Destroy 6 years after recession or termination."
"1402.02"	"Contract Technical Managers Designations"	"N1-374-81-44"	"Documents reflecting appointments of CTMs within the DTRA system. Includes backup and status information related to appointments."	"Destroy 6 years after recession or termination."
"1402.03"	"Contractor General Information"		"Contract administration records and financial data such as balance sheets, profit/loss statements, cash forecasts, current and past production reports, personnel data, operational control plans, and similar documents."	"Retire to HQDTRA RA 2 years after final payment or to FCDTRA RA 5 years after final payment. Destroy 6 years and 3 months (or 7 years) after final payment, except contracts involved with appeals shall be destroyed 7 years after final board decision."

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"1402.04"	"Cost/Pricing (General)"	"NC1-374-81-44"	"Documents related to negotiating with commercial concerns as to future pricing methods for improving pricing on contracts and negotiating price adjustment required by contract clauses, such as price escalation and price redeterminations."	"Destroy 4 years after establishment of a revised pricing agreement or when the commercial concern is no longer considered a source of supply, whichever is earlier. (Records related to a specific contract will be filed therewith.)"
"1402.05"	"Debarred, Suspended, and Ineligible Contractors"	"N1-374-89-4"	"Record of suspension of bidders that prohibits contractual relationship with DoD. Includes lists of debarred, ineligible or suspended bidders, status reports and recommendations related to bidders; modifications, deletions, and additions to lists."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1402.06"	"Advanced Procurement Planning"	"NC1-374-81-44"	"Documents related to the release of advanced planning information to industrial firms or their use in future planning and to aid in submitting bids for required material. Includes synopses of advanced procurement planning, lists of bidders, and inquiries."	"Cutoff annually. Destroy when 6 years old."
"1402.07"	"Inter-Departmental Purchase Requests"	"NC1-374-81-44"	"Documents accumulated by staff offices and National Inventory Control Points related to procurement of supply items by DTRA for other departments or procurement by other elements of the Agency. Includes copies of purchase requests and amendments thereto."	"Cutoff annually. Destroy when 5 years old."
"1402.08"	"Determinations and Findings"	"NC1-374-81-44"	"Documents related to determinations and findings required prior to negotiation of contracts. Includes determinations, findings, and directly related correspondence."	"Cutoff annually. Destroy when 6 years old."
"1402.09"	"Contract Review Board"	"NC1-374-81-44"	"Documents related to reviewing contracts for legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Includes appointment of review board members, copies of contracts, worksheets, and related correspondence."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."

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"1402.10"	"Source Selection Evaluation Board"	"N1-374-89-4"	"Copies of supporting documentation reflecting the conduct of the Source Selection Board chaired by the Director, AM."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old. (Official copies of source selection memoranda will be maintained with individual contracts.)"
"1402.11"	"Synopsis Transmittals"	"N1-374-89-4"	"Record copy of all synopsis statements issued by DTRA AM to the Commerce Business Entry."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1402.12"	"Workload Reports"	"N1-374-89-4"	"Weekly PR Reports--follow-up reports issued by DTRA AM to assure PR cycle time is adhered to; contracts drafted monthly reflecting progress of contract drafter effort and End-of-Year correspondence and management tracking data used in closing out ea FY."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1402.13"	"Protest and Claims"	"NC1-374-81-44"	"Documents related to actions taken regarding correcting mistakes in bids and in settling protests of award. Includes copies of bids, contracts, and notices of awards; decisions; copies of statutes; and related papers."	"Destroy 10 years after final action or decision."
"1402.14"	"Contracts Completed and Closed-Out"	"N1-374-89-4"	"Backup coordination and procedural guidance supporting individual contract close-out work accomplished."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1402.15"	"Review of Field Command Procurement"	"N1-374-89-4"	"Policy and procedural direction related to HQ DTRA AM staff surveillance of Field Command Contracting. Includes delegations of general procurement authority."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."

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	Actions"			
"1402.16"	"Johnston Atoll (Former DOE Contract Support)"	"N1-374-89-4 (1402.26)"	"Correspondence and back up related to the Agency and DOE contracting and support of the Atoll. (DOE close-out of JA contract support was completed CY95.)"	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1402.17"	"SDIO (Procurement)"	"N1-374-81-44"	"Policy and procedural guidance related to handling SDIO procurements as an SDIO contracting agent. Includes AM Director's duties as member of the SDIO Contract Policy Steering Group."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1402.18"	"Procurement Action Reporting"	"N1-374-81-44"	"Reports and statistics concerning placement, status, delivery and settlement of procurement actions. Includes consolidated reports and summaries. (Reports related to individual contracts will be disposed of with related contracts.)"	"Destroy 2 years after the end of the FY of preparation."
"1402.19"	"Government Property/Facilities (Maintained by Contractors)"	"N1-374-89-4"	"Policy and procedural guidance and backup correspondence related to Government property in the possession of DTRA contractors (or the acquisition thereof)."	"Cutoff annually. Retire to HQDTRA RA or FCDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old. (See 1408.02 for Property Book Officer Appointments and 1408.06 for Property Book Inventories/Listings.)"
"1402.20"	"Tax Exemption Certificates"	"NC1-374-81-44"	"Documents related to the issue of tax exemption certificates which indicates proof of exemption of taxes excluded from the contract price under procurement regulations. Includes US Government tax exemption certificates and identification cards."	"Destroy 3 years after period covered by related account."
"1402.21"	"Rochester Institute of Technology"	"N1-374-89-4"	"Material related to FY86 Congressionally mandated grant to RIT."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."

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	Technology (RIT) and Grant Policy"			if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1402.22"	"DARPA (Procurement)"	"N1-374-89-4"	"Policy and procedural direction related to HQ DTRA AM staff surveillance of DARPA contracting. Includes delegations of general procurement authority."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1402.23"	"Contractor Handling of Classified Material"	"N1-374-89-4"	"Procedural guidance and correspondence related to contractor handling of classified material."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1402.24"	"Conflicts of Interest and Ethics (Procurement)"	"N1-374-89-4"	"Procedural guidance and samples related to both organizational conflicts of interest and personal conflicts and ethics."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1402.25"	"Johnston Atoll Deliverables (Current DoD BOS Contract)"	"NC1-374-95-2"	"Working copies of Base Operations Support Contract Deliverables maintained by FCDTRA (to include FCJ Island staff). Excluded are contract procurement and financial records maintained by the ROIC for retirement, IAW FAR guidance."	"Cutoff annually. Destroy when 5 years old. (Earlier disposal is authorized.)"
"1402.26"	"Contractors' Payroll Records"	GRS 23, #7"	"Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, antikickback affidavits, and other related papers."	"Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date."
"1403.01"	"Small and Disadvantaged Business"	"N1-374-89-11"	"General procurement policy and procedural guidance. Includes general information for small businesses, small business qualification files, small business innovation	"Cutoff annually. Destroy when 3 years old."

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	Utilization Program"		research, and correspondence related to small disadvantaged business program."	
"1403.02"	"Competition in Contracting"	"N1-374-89-11"	"Competition program and policy correspondence and background material. Includes competition advocate files, goal-setting, and reports."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1403.03"	"Historically Black Colleges and Universities (HBCU) Program"	"N1-374-89-11"	"General policy and procedural guidance related to the HBCU Program."	"Cutoff annually. Retire to HQDTRA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old."
"1404.01"	"Controlled Materials Allocation and Reporting"		"Record of distribution of controlled materials from DOD to DTRA includes materiel requirements, allocation decisions, tentative allocations, allocation requests, allocations, allotments, return of controlled materials and unused balances."	"Cutoff annually. Destroy when 5 years old."
"1404.02"	"Priority Rating Cases"		"Record of priority use of controlled materials by contractors and producers. Includes application requests for priority ratings, delivery, production and construction materials and equipment, rating certificates and other special requests."	"Cutoff annually. Destroy when 3 years old."
"1404.03"	"Material Stockpile References"		"Record of source of distribution, quantities, and comparable data on strategic and critical materials in, or to be included in the national stockpile. Includes data sheets, changes thereto, and related information."	"Destroy when superseded or obsolete."
"1404.04"	"Manufacturing Quality Control"		"Record of detection, prevention, and control of manufacturing defects. Includes in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects and related information."	"Destroy 2 years after completion of final product order for related component."

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"1404.05"	"Tool Drawings"		"Vellums, original drawings, and tracings used in manufacture of individual components with comparable documentation maintained as a record of tool design and to facilitate reference to drawings."	"Destroy when drawings become superseded or obsolete."
"1404.06"	"Preservation and Packing"		"Record of preservation and packaging of materiel."	"Destroy when superseded or obsolete or upon incorporation of data in procedural directives or similar system."
"1404.07"	"Materiel Quality Control"		"Record used for quality control of materiel related to detection, prevention, and control of defects in materiel. Includes inspection sheets, reports, rework data, charts, graphs, statistical data and similar information."	"Destroy when superseded, obsolete, or upon publication of data within standards or guidelines, or upon completion of procurement or production of pertinent item, whichever is first."
"1405.01"	"Materiel Standardization Plans"		"Record of development of formal plans for standardization of FSC classes of materiel or broad engineering areas. Plans include methods of operation, time schedule, and pertinent supply and engineering considerations for individual projects."	"Cutoff annually. Destroy when 5 years old."
"1405.02"	"Standardization Document Formulation"		"Record of preparation, coordination, approval, revision, and cancellation of Federal and military standards, specifications, standardization handbooks and adoption of industry standardization and background material under DTRA responsibility."	"Destroy when 10 years old or 2 years after supersession, revision, or cancellation. (See 201 series for general correspondence related to administration and participation in committees or meetings.)"
"1405.03"	"Military Supply Standards"		"Record of preparation of military supply standards and supplements for standard or nonstandard items. Includes lists and tabulations of items, reports of simplification studies, technical analyses and related information."	"Destroy upon revision or supersession of related military supply standard or supplement."
"1405.04"	"Standardization"		"Record of standardization actions, such as indexing	"Cutoff annually. Destroy when

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	on Reporting"		changes, status of standardization plans and projects, and significant accomplishments effected through standardization. Includes consolidated and individual feeder reports."	2 years old."
"1406.01"	"Supply Cataloging Advisory Group"	"NC1-374-81-49"	"Record of DTRA participation on advisory groups or committees concerned with assisting and advising in development of cataloging policies, rules, procedures, and schedules. Included are copies of agenda, minutes, and related information."	"Destroy when superseded, obsolete or NLN for reference. (See 201.04a for DTRA chairman or sponsor of committee.)"
"1406.02"	"Cataloging Activity Reporting"	"NC1-374-81-49"	"Recurring records of official data on cataloging activities, such as number of item identifications processed and number of supply manuals in existence, under preparation, or received and other cataloging information."	"Destroy consolidated or summarized reports when 5 years old. Destroy feeder reports when 2 years old."
"1406.03"	"Supply Item Identification"	"NC1-374-81-49"	"Record of proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, descriptions, references and illustrations for inclusion in supply catalogs."	"Cutoff at the close of each fiscal year. Destroy 4 years after cutoff."
"1406.04"	"Item identification Cards"	"NC1-374-81-49"	"Interim and approved supply item identification records containing basic source of catalog data for each supply item, such as name, number, description; illustrating sketches; reference to applicable drawings, specifications and standards of manufacturer."	"Destroy when superseded, obsolete, or no longer needed."
"1406.05"	"Property Disposition Account"	"NC1-374-81-49"	"Record to maintain account for receipt and disposition of property under responsibility of Property Officer. Includes voucher registers, vouchers, and supporting documents, inventory adjustment reports, stock record cards or related information."	"Cutoff annually. Destroy when 2 years old. (Description does not include contract property accounts or receipt, surplus, salvage, or scrap property from contractors.)"
"1406.06"	"Excess Property Reports"	"NC1-374-81-49"	"Record used to disseminate information concerning availability of excess property. Included are reports of excess personal property, listings, card forms, and similar information."	"Cutoff annually. Destroy when 1 year old."

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"1406.07"	"Surplus Salable Property Reporting"	"NC1-374-81-49"	"Record submitted to selling activities surplus property for sale. Included are property lists, transmittals letters, and related information."	"Destroy 1 year after disposal of property."
"1406.08"	"Due-In Documents"		"Record of quantity and type of materiel due in for notification of shipment or for purpose of warehouse space utilization planning. Includes requisition orders; purchase, shipping, and delivery orders; existing documents filed w/stock record accounts."	"Destroy 2 years after receipt of shipment."
"1406.09"	"Requisition Register"	"NC1-374-81-49"	"Register maintained to record requisitions submitted for supplies to be furnished DTRA by other governmental agencies."	"Cutoff annually. Destroy when 1 year old."
"1406.10"	"Requisition Register Reference Files"	"NC1-374-81-49"	"Extra copies of requisitions that are maintained by the activity responsible for initiating the requisitions."	"Destroy when no longer needed, but not later than 6 months after disapproval of requisition or completion of supply action."
"1406.11"	"Station Supply Reporting"	"NC1-374-81-49"	"Record of supply status, excess stock, and redistribution of stock, including stock status report and report on status of equipment."	"Cutoff annually. Destroy when 2 years old."
"1406.12"	"Material Handling Equipment Utilization"	"NC1-374-81-49"	"Record containing data for use in establishing utilization requirements for MHE. Includes daily records of MHE operations, copies of utilization reports and similar information."	"Cutoff annually. Destroy when 2 years old."
"1406.13"	"Warehouse Planning and Layout"	"NC1-374-81-49"	"Warehouse, shed, or open storage space planning and layout diagrams or comparable information."	"Destroy when superseded or obsolete."
"1406.14"	"Storage Reporting"	"NC1-374-81-49"	"Record of overall storage operations provided to higher headquarters. Includes depot space and operating reports, monthly materials handling reports and similar information."	"Cutoff annually. Destroy when 2 years old."
"1406.15"	"National	"NC1-374-81-49"	"Record of receipt, storage, and inventory of strategic and	"Destroy 2 years after out

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	Stockpile Account"		critical materials stored by the DTRA for GSA, Defense Materials Service. Includes inventory record cards (location, name, type) and vouchers, receiving and shipment and adjustments."	shipment of material."
"1406.16"	"National Stockpile Voucher Register"	"NC1-374-81-49"	"Registers maintained to assign voucher numbers in numerical sequence to vouchers relating to receiving, storage, and shipment of strategic and critical materials for account of GSA, Defense Materials Service."	"Destroy 6 years after individual sheets or individually bound books are filled."
"1406.17"	"National Stockpile Reporting"	"NC1-374-81-49"	"Record of storage space allocated and occupied by strategic and critical materials stored by DTRA for GSA, Defense Materials Service. Includes quantity of each commodity stored, last receiving report number and outbound report number."	"Cutoff annually. Destroy when 3 years old."
"1407.01"	"Major Item Files"	"N1-374-89-21"	"Documents which possess continuing value for period of time that the item remains in the supply system. Included are activity journal sheets, identification cards, nomenclature, descriptions, stock numbering actions, catalog and supply data."	"Destroy 1 year after obsolescence or removal of the supply item."
"1407.02"	"Major Item Forecasting"	"N1-374-89-21"	"Documents created in forecasting and computing gross quantitative requirements for individual major and selected items of material. Includes are material planning studies and other studies, analyses of replacement and consumption rates, readiness status."	"Destroy 3 years after supersession of specific documents or 1 year after obsolescence, discontinuance, or removal of the item."
"1407.03"	"Secondary Item and Repair Part Forecasting"	"N1-374-89-21"	"Record of forecasting quantity of an individual secondary item or repair part. Includes supply control forms, procurement data, requisition, supply control analyses, consolidated requirements, stock level changes, shipping, receiving, delivery and repair."	"Destroy 1 year after obsolescence, discontinuance, or removal of supply item."
"1408.01"	"Authorized Supply Codes"	"NC1-374-81-51"	"Documents related to assignment of authorized supply codes to activities authorized to maintain installation (contractor) property books. Included are registers and related information."	"Destroy 1 year after cancellation of all supply codes listed on sheets or in bound registers."

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"1408.02"	"Property Officer Designations"	"NC1-374-81-51"	"Documents reflecting the designation of property officers. Includes letters of appointment and revocation."	"Destroy upon new appointment."
"1408.03"	"Property Loss, Theft, and Recovery Reporting"	"NC1-374-81-51"	"Reporting loss, theft, and recovery of firearms, ammunition, and related items."	"Destroy 1 year after recovery of items. Destroy after 5 years for items unrecovered."
"1408.04"	"Property Accounting Deviations"	"NC1-374-81-51"	"Documents related to deviations from property accounting procedures. Includes requests for deviation, justification for deviation, coordination, comments, approvals, disapprovals, and related correspondence."	"Destroy 2 years after expiration or disapproval of deviation."
"1408.05"	"Supply or Equipment Authorization"	"NC1-374-81-51"	"Documents related to requests for authorization for allowances or authority to exceed or change existing authorizations."	"Destroy when incorporated in a numbered publication, or on rescission or discontinuance, whichever is earlier."
"1408.06"	"Property Book and Supporting Documents"	"NC1-374-81-51"	"Original Master property book listing and related receipt and turn-in of property for which contractor property book official is responsible."	"Transfer to Agency Property Officer or Contract Officer Representative upon termination of contract with final close-out and accountability of property. Destroy 2 years after property account reflects a zero balance."
"1408.07"	"Document Registers"	"NC1-374-81-51"	"Registers listing document number and type of supply action taken on documents that support entries to property book."	"Cutoff annually. Destroy when 2 years old."
"1408.08"	"Hand Receipts"	"NC1-374-81-51"	"Receipts reflecting acceptance of responsibility for items of property listed thereon. Includes individual receipts and listings."	"Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing, whichever is earlier."
"1408.09"	"Property Record"	"NC1-374-81-51"	"Reports of inspection of property records and related papers reflecting results of inspections, generated by	"Cutoff annually. Destroy when 3 years old. (See 101.07 for

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	Inspection Reporting"		offices conducting inspections."	offices being inspected.)"
"1408.10"	"Equipment Records"	"NC1-374-81-51"	"Perpetual inventory of selected major or end items of equipment, and record of maintenance and repair of related equipment. Includes inventories of real property installation equipment (RPIE) and spare parts."	"Destroy 6 months after transfer or other disposition of related equipment."
"1408.11"	"Loss, Destruction or Expenditure of Loan Account Materiel"	"(1408.19)"	"Record of the loss, destruction or expenditure of loan account materiel."	"Destroy 1 year after final action."
"1408.12a"	"Government-Furnished Material and Equipment"	"NC1-374-81-51"	"Contractor custody receipts or hand receipts, original listing and final inventory."	"Transfer to Agency Property Officer or Contract Officer Representative upon termination of contract upon termination of contract with final close-out report. Destroy upon turn-in or other satisfactory accounting for items involved."
"1408.12b"	"Government-Furnished Material and Equipment"	"NC1-374-81-51"	"Record of perpetual inventory of materials and equipment. Includes equipment manuals, preventive maintenance plans and schedules, equipment inventory cards, record of maintenance, repair, overhaul, utilization and spare parts reports."	"Destroy upon transfer or disposal of related equipment. Destroy plans when superseded or obsolete. Destroy inspection/status reports and schedules when 2 years old. Maintain current plans, manuals & other reference material in JA Technical Pubs Library."
"1408.13"	"Loan of Equipment"	"NC1-374-81-51"	"Documents related to loan of equipment, tools, or material to or from other Government agencies. Includes requests, approvals, reports, agreements, and related	"Destroy 2 years after turn-in, or other satisfactory accounting for items involved."

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			documents, maintained separately from items to be filed with property accounts."	
"1408.14"	"Administrative Management Financial Inventory Accounting"	"NC1-374-81-51"	"Documents relating to the administration and management of financial inventory accounting systems. Included are consolidated reports, supply management plans and reports, source material, posting media and related documents."	"Cutoff at the close of each fiscal year. Destroy 3 years after cutoff."
"1408.15"	"Financial Inventory Accounting"	"NC1-374-81-51"	"Documents created and maintained by offices responsible for financial inventory accounting for equipment and supplies in their custody. Included are category journals & ledgers, inventory control, financial supply management reports & statements."	"Cutoff at the close of each fiscal year. Destroy 1 year after cutoff."
"1408.16a"	"Reports of Survey"	"NC1-374-81-51"	"Reports describing circumstances and recommended pecuniary liability."	"Destroy 10 years after final action. (Records are eligible for retirement to an FRC, if volume warrants more than 1 cu ft over a 5-year period.)"
"1408.16b"	"Reports of Survey"	"NC1-374-81-51"	"Reports describing circumstance and no recommended pecuniary liability."	"Cutoff annually. Destroy when 3 years old."
"1408.17"	"Report of Survey Control Registers"	"NC1-374-81-51"	"Registers and related correspondence maintained to control reports of survey."	"Cutoff annually. Destroy when 10 years old."
"1411.01"	"Petroleum Supply Reporting"	"NC1-374-81-53"	"Petroleum supply program reports reflecting requirements, stock status, conservation data, and similar information (Use 1503.06b for Petroleum Product Analysis Testing Reports, fuel consumption and solid fuel control for receipt and storage information)."	"Cutoff annually. Destroy when 5 years old."
"1412.01"	"Port Extract Requisitions"	"NC1-374-81-54"	"Requisition, notification of availability, release, shipment of supplies, shipping orders, purchase orders, vendor's shipping documents, shipping ration requests, stock	"Cutoff annually. Destroy when 3 years old. (See 1504.05 for Port Harbor services for

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			control reports for port harbor operations of non-hazardous cargo shipments."	hazardous cargo shipments.)"
"1501.01"	"Installation Status Evaluation"	"NC1-374-81-55"	"Documents relating to selection of installations for activation, inactivation, designation as permanent, or other change in status of an installation. Includes studies evaluating suitability of location, infrastructure, and selection approval."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"1501.02"	"Master Plans"	"NC1-374-81-55"	"Installation Master Plans and revisions. Includes basic information maps and drawings; analysis of facilities; tabulation of existing/required facilities; preliminary land use; and development site plans, analytical reports and background materials."	"Permanent. Cutoff annually. Retain in Agency custody. Transfer to the National Archives when 75 years old, upon the Agency Director's determination that Agency retention is no longer required."
"1502.01"	"Real Property Utilization and Management"	"NC1-374-81-56"	"Documents related to the utilization and status of DoD real property, under DTRA host management control or property leased by DTRA. Includes related reports, correspondence, and studies."	"Destroy correspondence related to the overall management of property under DTRA control when 6 years old. Destroy reports when superseded or on transfer of related installation (or building) from DTRA control, whichever is earlier."
"1502.02"	"Maintenance Correspondence"	"NC1-374-81-56"	"Correspondence related to supervision and performance of property maintenance, but exclusive of specific categories of records described elsewhere in the 1502 series."	"Cutoff annually. Destroy when 6 years old."
"1502.03a"	"Building and Grounds Maintenance"	"NC1-374-81-56"	"Maintenance plans."	"Destroy 5 years after supersession."
"1502.03b"	"Building and Grounds Maintenance"	"NC1-374-81-56"	"Maintenance and repair projects; related surveys, and reports."	"Cutoff annually. Destroy when 6 years old."

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	Grounds Maintenance"		progress, inspection, & expenditure reports; work requests and summary of completed work orders. (See 1503.08 for minor work orders and 1503.11 for alteration projects.)"	5 years old."
"1502.04a"	"Entomology"	"NC1-374-81-56"	"Pest Control Management Plans."	"Destroy when superseded."
"1502.04b"	"Entomology"	"NC1-374-81-56"	"Herbicide application reports, quarterly pest control reports (DD Form 1532), inspection plans and control schedules."	"Cutoff annually. Destroy when 5 years old."
"1502.05"	"Sanitary Services"	"NC1-374-81-56"	"Information concerning disposal and monitoring non-hazardous waste. Includes monthly sewage situation monitoring reports and inspections (See 1504.03 for sanitary surveys and 1504.05 for disposal of hazardous waste.)"	"Cutoff annually. Destroy when 5 years old."
"1502.06"	"Custodial Services"	"NC1-374-81-56"	"Initial Custodial Service Work Schedule, with modification reports of schedule changes. (See 201.01a for Monthly Project Work Schedules.)"	"Cutoff annually. Destroy when 5 years old."
"1502.07"	"Installation Maintenance Progress and Inspections"	"NC1-374-81-56"	"Quality Assurance reports related to the progress and inspection of maintenance and repair activities, in connection with real and installed property. Includes progress, work and inspection reports."	"Destroy 2 years after project is completed, on discontinuance of installation, or when no longer needed for reference."
"1502.08a"	"Energy Conservation"	"NC1-374-89-9"	"Annual Energy Conservation Plans"	"Destroy when superseded."
"1502.08b"	"Energy Conservation"	"NC1-374-89-9"	"Energy Violation Reports"	"Cutoff annually. Destroy when 2 years old."
"1502.09"	"Space Management Control"	"NC1-374-89-9"	"Facilities space management control plans and utilization data, to include confined space entry plans."	"Cutoff annually. Destroy when 5 years old."
"1503.01"	"Facilities Engineering Correspondence"		"Records related to the criteria, standards, practices, and applications of the maintenance, repair, operation, conservation, and improvement of facilities at military installations, maintained by offices other than installation engineers."	"Cutoff annually. Destroy when 5 years old. Maintain engineering studies until no longer needed for reference."
"1503.02"	"Projects"		"Index of military construction projects, minor	"Destroy on discontinuance of

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	Control Register"		construction projects, and facilities engineering projects, maintained electronically or in hard copy, for purpose of retrieval of information."	installations
"1503.03"	"Military Construction Projects"		"Planning, design, specification, and construction. Includes authorizations, justifications, tests, investigations, geological reports, cement & foundation reports, drawings, logbooks, construction field layout books, computation & cross-section reports."	"Destroy installation copies of original 'as built' drawings for new or existing facilities upon discontinuance of installation. (See 604.04 for construction of radiation facilities where nuclear weapons were housed or tested.)"
"1503.04"	"Minor Construction Projects"		"Documents related to minor construction projects accomplished by troop units in overseas areas, other than those covered under 1503.11 for facilities upgrades, modifications, or alteration projects completed."	"Destroy 2 years after completion of project."
"1503.05"	"Project Authorizations"		"Documents describing work to be performed, cost limitations, and authorizing funds for obligation. (Records are often filed with project files--series applies to such records if they are maintained separate from project files.)"	"Cutoff annually. Destroy when 5 years old."
"1503.06a"	"Utility Operations"		"Utility Plant operating logs."	"Cutoff annually. Destroy when 1 year old."
"1503.06b"	"Utility Operations"		"Petroleum product analysis and test reports, solid fuel control records (includes receipt, storage, and use of solid fuels) and utility meter readings. (See 1504.04a for solid waste management plans.)"	"Cutoff annually. Destroy when 2 years old."
"1503.06c"	"Utility Operations"		"Operations and maintenance plans, water use contingency plans, and scheduled outage reports."	"Cutoff annually. Destroy when 5 years old."
"1503.06d"	"Utility Operations"		"History of major utility plants and systems. Includes maps, tables, drawings and unscheduled outage reports for electrical power production, distribution and auxiliary systems; steam and hot water heating; potable and non-	"Destroy on discontinuance of installation. (See 1501.01 or 1504.04a for utility studies and related environmental studies

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			potable water; and sewer systems."	and 1503.11 for modification or alteration of utility plants.)"
"1503.07"	"Facilities Engineering Project Estimates"		"Documents relating to the review and approval for maintenance, repair, or modification of buildings, grounds, improved areas, or other projects. Included are individual project estimates and requests, approvals/disapprovals, and related information."	"Disapproved Projects: Destroy when 2 years old. See 1503.08 or 1503.11 for approved project estimates."
"1503.08"	"Facilities Engineering Work Orders"		"Minor work orders."	"Destroy 2 years after completion of work."
"1503.09"	"Facilities Engineering Work Order Control"		"Copies of work orders used for follow-up of authorized work by section foreman."	"Destroy 1 month after completion of work."
"1503.10"	"Facilities Engineering Work Order Register"		"Register or index of work order numbers assigned, maintained electronically or in hard copy."	"Destroy 2 years after date of last entry."
"1503.11"	"Facilities Engineering Projects"		"Installation history of existing facilities. Includes modifications, upgrades, minor construction, structural repairs, and alteration projects; related work requests, surveys, maps, drawings, photos, inspections, completion notices and warranties."	"Destroy on discontinuance of installation. (See 1502.03 for building and grounds maintenance; 1503.03 for MILCON projects; 1503.06d for maintenance and repair of utility systems and 1503.08 for minor work orders.)"
"1503.12"	"Calibration Equipment Records"		"Information used to record repair, maintenance, or modification of non-radiation calibration and test equipment. (See 604.03 for radiation calibration and test equipment.)"	"Documents used to plan, record repair, maintenance or modification of equipment: Destroy when 20 years old. Evaluation studies: Destroy when 2 years old or upon

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				disposal of related equipment."
"1504.01"	"Fire Prevention"	"NC1-374-81-58"	"Documents related to the criteria, standards, practices, and application of fire prevention and protection practices and methods."	"Destroy 2 years after supersession."
"1504.02"	"Fire Reporting"	"NC1-374-81-58"	"Fire report summaries, message traffic, and fire incident reports."	"Transfer to FCDTRA RA when 5 years old. Destroy when 25 years old. (Records are eligible for retirement to an FRC.)"
"1504.03"	"Environmental Pollution Abatement"		"Spill prevention control and countermeasure plans, ozone-depleting substance chemical reports, sanitary surveys, SPC, chemical and bacteriological sampling/analysis. (Use 1504.04a for coliform, water quality and pollution reports; radionuclide analysis.)"	"Retire plans, sanitary surveys & chemical sampling/analysis to FCDTRA RA when 5 years old. DEST when 10 years old. DEST bacteriological sampling/analysis reports & corrective actions when 5 years old."
"1504.04a"	"Environmental Investigations and Reports"		"HW/HM management plans, permits, assessments, impact statements, investigations, summary reports, inspections, surveys, containment/release, monitoring, sampling, analysis, remediation/restoration. (Includes Johnston Atoll Plutonium Cleanup)"	"Permanent. Cutoff annually or upon completion of project. Retain in Agency custody. Transfer to the National Archives when 75 years old or 75 years after cutoff, upon the Agency Director's determination that Agency retention is no longer required."
"1504.04b"	"Environmental Investigations and Reports (Raw Data)"	"NC1-374-95-2"	"Johnston Atoll Plutonium Soil Clean-up Raw Data (contractor generated). Information is summarized in quarterly summary reports categorized under 1504.04a."	"Retire to FRC when 1 year old. Destroy 50 years after completion of project."
"1504.05"	"Hazardous Waste/Materials"		"Information accumulated in controlling receipt, use, transfer, storage (temporary), shipment and disposal of	"Retire to FCDTRA RA when 5 years old. Destroy when 50 years

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	al Management and Source Accounting"		hazardous waste/material. Includes instruction for movement, registers, issue receipts, manifests, inventories, disposal and exception reports."	old. (Records are eligible for retirement to an FRC.)"
"1504.06"	"Enewetak Records Collection"		"Published plans, reports, studies and other related information, as defined by the Director of the Agency, related to the radiological cleanup and rehabilitation of Enewetak Atoll (1972-1980)."	"Permanent. Cutoff upon completion of project. Retain in Agency Custody. Transfer to the National Archives when 75 years old, pending the Agency Director's determination that Agency retention is no longer required."
"1505.01"	"Conservation of Natural Resources"	"NC1-374-81-59"	"Special studies reports related to the conservation of natural resources, power development, flood management, fish and wildlife, forests, soil/beach erosion control, land and shore protection, water hyacinths, aquatic plants and agricultural land use."	"Permanent. Cutoff upon completion. Retain in Agency custody. Transfer to the National Archives 30 years after cutoff."
2301-01	Treaty Inspection and Monitoring Files.	NI-330-93-4	These files consist of inspection documents, reports, logs, treaty protocols, checklists, handbooks, site books, issue papers, and other documents pertaining to OSIA's inspection and monitoring responsibilities. (See AI-15)	Original Signature copies: Permanent. Transfer to the National Archives on SF 258 when no longer needed for reference purposes, or when 10 years old, whenever is sooner.
2301-01 (1)	Treaty Inspection and Monitoring Files	NI-330-93-4	Signature copies of inspection documents consisting of specifications of inspection sites, baseline reports, short-notice inspection reports, and elimination and closeout reports. Also includes monthly inspection reports and test site activity logs recording on-site inspections; hydrodynamic and seismic measurements; coordinated schedule for testing; and inventories of hydrodynamic and seismic equipment in use at test sites.	<u>Disposition</u> : Original signature copies: Permanent. Transfer to the National Archives on SF 258 when no longer needed for reference purposes, or when 10 years old, whichever is sooner.

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2301-01 (2)	Treaty Inspection and Monitoring Files	NI-330-93-4	Inspection reports consisting of weekly reports on activities at monitoring sites.	<u>Disposition:</u> Destroy 1 year after publication in monthly report.
2301-01 (3)	Treaty Inspection and Monitoring Files	NI-330-93-4	Site books, escort and/or inspection handbooks, and operational procedures, and related materials pertaining to the actual conduct of inspection, monitoring, and escort activities.	<u>Disposition:</u> Permanent. COFF at upon expiration of treaty or termination of monitoring/inspection function and retire to the WNRC. Transfer to NARA 30 years after cut off.
2301-01 (4)	Treaty Inspection and Monitoring Files	NI-330-93-4	Daily (Site) Activity Logs. These are logs maintained on-site containing entries cover every activity observed during a 24-hour period, including verification of vehicles exiting the site which are <u>not</u> required to be inspected under the terms of a treaty.	<u>Disposition:</u> Cut off at the end of each calendar year; retain in the current files 2 additional years and destroy.
2301-01 (5)	Treaty Inspection and Monitoring Files	NI-330-93-4	Intelligence report files. Copies of DIA/CIA intelligence reports on various weapons systems.	<u>Disposition:</u> Destroy when weapon concerned is removed from the inventory or when no longer needed for reference purposes, whichever is later.
2301-02 (1)	HQ and Command Operations Centers Files	NI-330-93-4	1. Duty Logs containing daily entries on all activities recorded by the operations centers personnel during every 24-hour period (NI-330-93-4).	<u>Disposition:</u> Permanent. Cut off after 90 days, hold in inactive file until no longer needed for reference, and retire to WNRC. Transfer to NARA 30 years after cut off.
2301-02 (2)	HQ and Command Operations	NI-330-93-4	2. State Department Notification Message Files. These are maintained by treaty and consist of American notification cables (ANC) and Soviet notification cables	<u>Disposition:</u> Cut off at the end of CY and destroy.

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	Centers Files		(SNC).	
2301-02 (3)	HQ and Command Operations Centers Files	NI-330-93-4	3. Inspection files. These files contain coordination sheets, notifications from the Risk Reduction Center informing the State Department when to transmit files and copies of actual cable transmissions. Also includes transcripts of telephone calls from inspectors in the field and other pertinent data about the deployed inspection teams.	<u>Disposition:</u> Permanent. Cut off at conclusion of inspection and retire to WNRC when no longer needed for current business. Transfer to NARA 30 years after cut off.
2301-04 (1)	Training Files		This file consists of: Records pertaining to individual military training such as FEOC, SAEDA, physical fitness tests, language enhancement training, marksmanship, CPR training, and general military subjects conducted by OSIA.	<u>Disposition:</u> Programs of instruction: Use 202-48.1a., retire to WNRC when course is revised or discontinued; destroy when 40 years old. All other records: Use GRS 1, Item 29b., cut off at the end of the CY, hold in current files 2 years and retire to the WNRC; destroy when 5 years old.
2301-04 (2)	Training Files		This file consists of: Records pertaining to ancillary training such as Space and Missile Orientation Course (SMOC), Rocket Motor Production Course (RMPC), arctic cold weather course, liquid rocket course, which are conducted by contractors.	<u>Disposition:</u> Programs of instruction: Use 202-48.1a., retire to WNRC when course is revised or discontinued; destroy when 40 years old. All other records: Use GRS 1, Item 29b., cut off at the end of the CY, hold in current files 2 years and retire to the WNRC; destroy when 5 years old.

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2301-04 (3)	Training Files		This file consists of: Records pertaining to treaty-specific training conducted by OSIA such as the history of individual treaties, inspection/escort requirements, rights and privileges of inspectors, etc.	<u>Disposition:</u> Programs of instruction: Use 202-48.1a., retire to WNRC when course is revised or discontinued; destroy when 40 years old. All other records: Use GRS 1, Item 29b., cut off at the end of the CY, hold in current files 2 years and retire to the WNRC; destroy when 5 years old.
2401-01	Electronic Mail and Word Processing System Copies	GRS 8, #30	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	<u>Disposition:</u> a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. Destroy/delete within 180 days after the recordkeeping copy has been produced. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. Destroy/delete when dissemination, revision, or updating is completed.

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