

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-374-07-1	
1. FROM (Agency or establishment) Defense Threat Reduction Agency		Date received <i>10-19-2006</i>	
2. MAJOR SUBDIVISION Chief of Staff		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Mission Support Branch, Information Management (CoSMI)		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Mary Beth Weaver, DTRA Records Manager	5. TELEPHONE NUMBER 703-767-4722	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>22</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> X is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 10/13/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>Eugene M. [Signature]</i>		TITLE DTRA Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. REVOKED OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
See Attached	This Schedule is to apply to all media and formats.  See Attached	See Attached	
<b>WITHDRAWN 9-27-07</b>			
<i>SA 11/28/07 copies sent to Agency, NWMD, NWMG, NWMAN, NE</i>			

Series	Series Title	NARA Approv	Series Description	Disposition
101.03	Security Administration	NC1-374-78-2 (101.05)	Information received for administering security programs and implementing procedures. Included are Security Manager's Handbooks and related correspondence.	Temporary. Destroy when superseded or obsolete.
101.04	Correspondence 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.	Temporary. Destroy when superseded or obsolete.
101.05	Read Files	NC1-374-78-2 (103.02)	Copies of in-coming/out-going messages and correspondence compiled for purposes of routing information to management, organizational elements and staff offices.	Temporary. Destroy when no longer needed for reference.
101.13	Record Access and Signature Authorization	NC1-374-78-2 (101.13)	Lists for personnel access to information (Interim and Consolidated Clearance Lists, Records Manager/Library Appointments), courier services, facility access control lists (includes ADP security).	Temporary. Destroy when authorization document is superseded or obsolete.
101.16	Policy and Precedent Files	NC1-374-78-2 (103.03)	Office copies of Command Policy Letters or Memorandums.	Temporary. Destroy individual documents when superseded or obsolete.
101.19	Office Property Records	NC1-374-78-2	Office copies of cards, lists, hand receipts, or comparable documents showing accountable property (other than equipment).	Temporary. Destroy when superseded or obsolete.
101.20	Office Equipment Records	NC1-374-78-2 (101.24)	Office copies of lists or comparable documents showing accountable equipment (includes ADP equipment).	Temporary. Destroy on turn-in or disposal of related equipment.
101.21	Publication Supply Distribution	NC1-374-78-2 (101.22)	Publications requisitions/receipts.	Temporary. Destroy 1 year after completion of action.
101.22	Reference Publications	NC1-374-78-2 (103.01)	Library copies of publications and published plans maintained solely for reference.	Temporary. Destroy when superseded, obsolete or no longer needed for reference.
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.	Temporary. Destroy when superseded or after next comparable inventory.

Series	Series Title	NARA Approv	Series Description	Disposition
201.01a	Administration - Comments on Publications	NC1-374-78-1 (201.01a)	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	Temporary. Destroy when 1 year old or when applicable instruction is rescinded or superseded, whichever is sooner.
201.01b	Administration - Interim Changes	NC1-374-78-1 (201.01b)	Messages used for expeditious interim changes to instructions.	Temporary. Destroy when applicable instruction is rescinded or superseded. Earlier disposal is authorized.
201.01c	Administration - Suggestion Evaluation	NC1-374-78-1 (201.01c)	Evaluation by office of suggestions that do not result in issuing an instruction or establishing a project.	Temporary. Destroy when 2 years old.
201.01d	Administration - Program and Budget Documents	NC1-374-78-1 (201.01d)	Program and budget documents (budget estimates and mid-year reviews), cost reduction reports, weekly activity reports, annual historical report input or comparable reports prepared to submit data to offices responsible for compiling final documentation.	Temporary. Destroy when 2 years old.
201.01e	Administration - ADPS	NC1-374-78-1 (201.01e)	Documents related to application of Automated Data processing Systems (ADPS) operations within office functional area.	Temporary. Destroy when 2 years old.
201.01f	Administration - General	NC1-374-78-1 (201.01f)	General administrative correspondence not identified elsewhere in common mission (201) series.	Temporary. Destroy when superseded or obsolete.
201.02	Agreements - Transfers of Personnel and Material	NC1-374-78-1 (201.02)	Agreements involving transfer of personnel spaces and materiel. (See 202.01 for international agreements.)	Temporary. Destroy 6 years after supersession, cancellation, or termination of agreement. Reviewing Offices: Destroy 1 year after supersession, cancellation, or
201.02b	Agreements	NC1-374-78-1 (201.02b)	Agreements not involving transfer of personnel and materiel (See 202.01 for international agreements).	Temporary. Destroy 3 years after supersession, cancellation, or termination of agreement. Reviewing Offices: Destroy 1 year after supersession, cancellation, or termination of agreement.
202.01	Arms Control Policy and Negotiations	NC1-374-81-1 (202.01)	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 determination that Agency retention is no longer required.

Series	Series Title	NARA Approv	Series Description	Disposition
204.01	Manpower Authorization Management Reports	NC1-374-81-3 (204.01)	Internal Agency authorization strength reports. Includes reports reflecting civilian high grades.	Temporary. Cutoff each fiscal year. Destroy when 5 years old. (Earlier disposal is authorized.)
204.02	Civilian Manpower Management	NC1-374-81-3 (204.02)	Correspondence and internal reports of civilian authorizations. Includes ceilings, reduction-in-force, and similar documents.	Temporary. Cutoff each fiscal year. Destroy when 5 years old. (Earlier disposal is authorized.)
204.03	Advanced Academic Degree Requirements	NC1-374-81-3 (204.03)	Records which support the establishment of advanced academic degree requirements.	Temporary. Destroy when superseded or no longer needed for administrative use.
204.05a	Manpower Change Requests	NC1-374-81-3 (204.05a)	Completed DTRA Forms 107, and related automated listings which identify the authorization 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 FRC. Transfer to the National Archives in 5 year blocks when 20-25 years old.
204.05b	Manpower Change Requests - Disapproved	NC1-374-81-3 (204.05b)	Disapproved manpower change requests and related background information.	Temporary. Cutoff annually. Destroy when 1 year old. (HQDTRA is Agency Office of Record.)
204.06a	Joint Manpower Program (JMP)	NC1-374-81-3 (204.06a)	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 FRC. Transfer to the National Archives in 5 year blocks when 20-25 years old.
204.06b	Joint Manpower Program (JMP) - Quarterly	NC1-374-81-3 (204.06b)	Joint Manpower Program quarterly published reports.	Temporary. Cutoff annually. Destroy when 5 years old. (HQDTRA is Agency Office of Record.)
204.06c	Joint Manpower Program (JMP) - Monthly	NC1-374-81-3 (204.06c)	Joint Manpower Program monthly published reports.	Temporary. Cutoff annually. Destroy when 1 year old. (HQDTRA is Agency Office of Record.)
204.07	Manpower Reviews	NC1-374-81-3 (204.07)	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 Management.)	Temporary. Destroy when superseded or no longer needed for reference.
205.01	Total Quality Management	NC1-374-81-3 (205.01)	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 review	Temporary. Destroy studies and related training material when superseded or no longer needed for reference.

Series	Series Title	NARA Approv	Series Description	Disposition
207.01	Coordination of Nuclear Surety (NWTI/DNSI) Inspections	NC1-374-81-6 (207.01)	Correspondence related to the coordination of planned inspections. Includes notifications of impending inspection dates, itineraries, and documents requesting administrative support.	Temporary. Cutoff annually. Destroy when 2 years old. (DTRA-ABQ is Office of Record.)
207.02	NWTI/DNSI After Action Reports	NC1-374-95-4 (207/02)	Nuclear Weapons Technical Inspections/Defense Nuclear Surety inspections conducted by DTRA-ABQ. Includes copy of report sent to inspected orgnztin for corrective action and correspondence from inspected organization indicating corrective actions taken.	Temporary. Cutoff annually. Retire to DTRA-ABQ 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 (207.03)	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 FRC. Transfer to the National Archives in 10 year blocks when 20-30 years old.
207.04a	Inspector General Complaint Investigations - Significant	NC1-374-81-6 (207.04a)	Files that pertain to cases that attract widespread public and /or congressional interest. Involve investigations of alleged violations of laws, executive orders, and directives defining the scope of US intelligence activities; investigations of espionage, sabotage, subversion; involve systemic problems of DTRA administration or result in significant changes in DTRA organization or policies; or are deemed to be historically significant by the DTRA IG. The OIG will review Complaint/Investigations files annually and select those that meet the description criteria.	Permanent. Cutoff upon completion of inspection. Retire to FRC. Transfer to the National Archives in 10 year blocks when 20-30 years old.
207.04b	Inspector General Complaint Investigations	NC1-374-81-6 (207.04b)	All other files that do not meet the criteria in 207.04a. The OIG will review Complaint/Investigations files annually and select those that meet the description criteria.	Permanent. Cutoff upon completion of inspection. Retire to FRC. Transfer to the National Archives in 10 year blocks when 20-30 years old.
208.02	Access to Information	NC1-374-81-7 (208.02)	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.	Temporary. Destroy 6 years after expiration of authorization.
208.09a	Director DTRA Chronological Reading Files - Mission Related	NC1-374-88-1 (208.09a)	Copies of mission-related documents signed by the Director DTRA.	Permanent. Cutoff annually. Retire to FRC. Transfer to the National Archives in 5 year blocks when 20-25 years old.

Series	Series Title	NARA Approv	Series Description	Disposition
208.10	Forms Management Reporting	NC1-374-81-7 (208.10)	Records relating to reports on progress in forms management. Includes worksheets and related correspondence.	Temporary. HQDTRA Forms Management Officer: Destroy when 5 years old. Field Command Forms Management Officer: Destroy when 2 years old.
208.14	Forms Number Register	NC1-374-81-7 (208.14)	Records used to control the assignment of form numbers, consisting of an entry in the register for each assigned form number.	Temporary. Destroy on discontinuance or obsolescence for all forms entered on the page or when a revised page has been prepared.
208.15	Forms and Publications Management Surveys	NC1-374-81-7 (208.15)	Record of staff assistance visits to provide assistance and evaluate the effectiveness of forms management programs. Includes notification visits, forms control and usage data, and reports of corrective actions taken.	Temporary. Destroy 5 years after next comparable survey. (Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.)
208.16a	Publication Records Set (Instructions) - Operations	NC1-374-81-7 (208.16a)	Original signed copy of DTRA, DTRA-ABQ, and Johnston Atoll (FCJ) Instructions, that are operational in nature and pertain to Agency program (mission) functions. Includes background coordination, review, concurrences, and related documentation.	Permanent. Cutoff upon supersession, obsolescence, or cancellation. Transfer to the National Archives in 5 year blocks when 20-25 years old.
208.16b	Publication Records Set (Instructions) - Administrative	NC1-374-81-7 (208.16b)	Original signed copy of DTRA, DTRA-ABQ, and Johnston Atoll (FCJ) Instructions that are administrative in nature. Includes background coordination, review, concurrences, and related documentation.	Temporary. Destroy when superseded or obsolete.
208.17	Personnel-Related Joint Service Publications	NC1-374-81-7 (208.17)	Agency publications issued by HQDTRA to disseminate information and instructions affecting the status of military personnel.	Temporary. Cutoff annually. Destroy when 5 years old.
208.18	Publication Reference Set	NC1-374-81-7 (208.18)	Current copy with posted changes of instructions, manuals, listings, and operational or mission-related publications (i.e., Agency Instructions, JNWPS, NARP, NARCL).	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
208.19	Permanent Order Record Set	NC1-374-81-7 (208.19)	Record Set of permanent orders issued by the Agency for awarding Joint Service Medals to military personnel. (DTRA-ABQ has authority to award Joint Service Achievement Medals. HQDTRA has authority to award all Joint Service Medals.)	Permanent. Cutoff annually. Retire to FRC. Transfer to the National Archives in 5 year blocks when 20-25 years old.

Series	Series Title	NARA Approv	Series Description	Disposition
208.20	Permanent Order Background Files	NC1-374-81-7 (208.20)	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.	Temporary. Cutoff annually. Destroy when 10 years old.
209.01	Printing and Duplicating Facilities Establishment Files	NC1-374-81-8 (209.01)	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.	Temporary. Destroy when 2 years old or on discontinuance, whichever is later.
209.05	Copyright Authorizations	NC1-374-81-7 (209.05)	Documents authorizing the use of copyright material, such as letters and agreements with publishers, authors, or copyright owners.	Temporary. Destroy when 56 years old. (Retain in current files area--56 year retention is less than 1 cubic foot of accumulation. DTRA-ABQ is Agency Office of Record.
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. Transfer to the National Archives in 5 year blocks when 25-30 years old.
210.05	Annual Historical Summaries		Documents relating to annual historical summaries prepared by DTRA staff elements and subordinate commands. Included are annual historical summaries with annexes and attachments and other related documents.	Permanent. Cutoff annually. Transfer to the National Archives in 5 year blocks when 25-30 years old.
210.06	Installation Historical Files	NC1-374-81-9 (210.06)	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. Transfer to the National Archives in 5 year blocks when 25-30 years old.
211.01	ADP Planning and Programming	NC1-374-81-10 (211.01)	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.	Temporary. Destroy approved program documents 5 years after supersession or termination of systems or programs. Destroy disapproved program documents when 2 year old.

Series	Series Title	NARA Approv	Series Description	Disposition
211.02	ADPE Acquisitions	NC1-374-81-10 (211.02)	Plans and preparation for initial acquisition. Includes selection, evaluation, procurement, and installation of ADP and auxiliary equipment; reports of readiness reviews, application studies, and benchmark computation and accounting information outputs.	Temporary. Destroy 5 years after performance evaluation or 5 years after determination that evaluation will not be made, or that the system will not be installed. Destroy benchmark computation info. outputs 1 year after eval or acceptance of system.
211.03	ADPS Specific Studies	NC1-374-81-10 (211.03)	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.	Temporary. 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 (211.04)	TEMPEST Inspection Reports, vulnerability assessments, and documents relating to annual system and installation recertification.	Temporary. Destroy after next comparable inspection or when 5 years old, whichever is sooner.
211.05	ADP Management Reporting	NC1-374-81-10 (211.05)	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.	Temporary. Destroy 5 years after completion of report.
211.06	ADPS Central Reference	NC1-374-81-10 (211.06)	Documents reflecting the acquisition of ADPS for various business type of applications which are maintained as a source of reference. Includes copies of feasibility and applications studies, system specifications, procurement proposals, procurement documents.	Temporary. Destroy on supersession, obsolescence, or when no longer needed for reference.
211.07	ADPE Inventory	NC1-374-81-10 (211.07)	Documents reflecting an inventory of ADP equipment available in DTRA and that which may become available in the event of mobilization or emergency conditions.	Temporary. Destroy on supersession, obsolescence, or when no longer needed for reference.
211.08a	ADP System Program Design and Specifications - Temp	NC1-374-81-10 (211.08a)	System documentation to include system instructions, user guide/manual, input/output report specifications, and records structure for electronic records or data designated as temporary.	Temporary. Destroy system documentation 5 years after supersession or termination of system or program. (See 1404-1407 series for retention of source documentation)
211.08b	ADP System Program Design and Specifications - Perm	NC1-374-81-10 (211.08b)	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 related electronic records transferred IAW 36 CFR 1228.270.

Series	Series Title	NARA Approv	Series Description	Disposition
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. Transfer to the National Archives 5 years after cutoff.
301.01a	Program and Budget Guidance - DTRA	N1-374-89-6 (301.01a)	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 FRC. Transfer to the National Archives in 5-year blocks when 20-25 years old.
301.01b	Program and Budget Guidance - DTRA-ABQ	N1-374-89-6 (301.01b)	DTRA-ABQ program and budget guidance issued in the form of markups to operating budgets; coordinating actions; operating schedules; and related documents.	Temporary. DTRA-ABQ guidance issued: Cutoff at end of FY. Destroy 6 years after cutoff. Destroy guidance received on incorporation in the DTRA-ABQ 5-year program or on supersession or rescission.
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.	Temporary. Destroy 3 years after the end of fiscal year involved.
301.03a	Congressional Budget Justification - HQ DTRA	N1-374-89-6 (301.03a)	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 FRC. Transfer to the National Archives in 5-year blocks when 20-25 years old.
301.04	Budget Programming and Planning	N1-374-89-6 (301.06)	Budget mid-year review and projected program plans. Includes Agency 5-year program plans.	Temporary. Cutoff each FY. Destroy when 2 years old.
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.	Temporary. 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.	Temporary. Cutoff annually. Destroy when 3 years old.

Series	Series Title	NARA Approv	Series Description	Disposition
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 101.23 for inventory reporting).	Temporary. Destroy 3 years after completion of next comparable report. Destroy bound books, ledgers, and journals 3 years after date of last entry therein. (See 308.01 for Johnston Atoll).
401.01	Legal Opinions	NC1-374-81-16 (401.01)	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. Transfer to the National Archives when 25 years old.
401.03	Litigation Case Files	NC1-374-81-17 (402.03)	Actual or potential legal proceedings. Reports include advisory, investigative, litigation, proposals and pleadings; and DTRA communication with Dept of Justice, US attorneys and other organizations and individuals within and without the Federal Government.	Permanent. Cutoff upon completion. Transfer to the National Archives 25 years after cutoff.
401.04	Patent and Proprietary Data	NC1-374-81-18 (403.01)	Documents related to general patent, proprietary data, and intellectual property activities; and the licensing and assignment of such right by or for the Government.	Temporary. Destroy when no longer needed for reference.
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.	Temporary. Cutoff annually. Destroy when 6 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.	Temporary. 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.	Temporary. 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.	Temporary. Destroy 2 years after retirement, transfer, separation, or death of the individual concerned, or on discontinuance, whichever is earlier.

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404.02	Congressional Visits and Inquiries	NC1-374-81-19 (404.02)	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.	Temporary. Cutoff annually. Destroy when 5 years old.
501.07	Visit Request Applications	N1-374-89-13 (501.07)	Files related to visits by personnel from other Federal Departments, such as DOD, DOE, and non-DTRA contractors to the Agency.	Temporary. Destroy upon obsolescence.
501.08	DOE Facility Request Applications	N1-374-89-13 (501.08)	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.	Temporary. Destroy upon obsolescence.
502.02	Physical Security Control and Policy	N1-374-89-14 (502.02)	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.	Temporary. 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 (502.03)	Documents relating to internal security operating procedures include appointment of security officials, policy and procedures for hand carrying classified materials and removal of government property.	Temporary. 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 (502.04)	Documents related to the policy and procedures used to facilitate access control and badging for personnel assigned to HQDTRA.	Temporary. Destroy when superseded or no longer needed for reference.
502.05	Facility Parking Control	N1-374-89-14 (502.05)	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.	Temporary. 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.	Temporary. Destroy briefing documents upon termination of assignment/employment with the Agency. Destroy termination statements 2 years after termination of employment with the Agency.

Series	Series Title	NARA Approv	Series Description	Disposition
504.01	COMSEC Supply Correspondence	N1-374-89-16 (504.01)	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.	Temporary. Cutoff annually. Destroy when 1 year old. (HQDTRA is Agency Office of Record.)
504.02	COMSEC Inventories	N1-374-89-16 (504.02)	Inventories verifying the continued protection and control of COMSEC material.	Temporary. Destroy on receipt of the certificate of verification for the previous reporting period.
504.03	COMSEC Accounting Reporting	NC1-374-81-23 (504.03)	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.	Temporary. 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 (504.04)	Registers used for recording pertinent information on persons entering the cryptofacility. Sheets of a register involved in security report or an investigation will become an integral part of the report or investigation.	Temporary. Cutoff annually. Destroy when 1 year old. (HQDTRA is Agency Office of Record.)
504.05	Signal Security Approvals	N1-374-89-16 (504.05)	Requests for approval to establish, alter, expand, or relocate a facility and requests for exceptions to AR 15-4. Includes questionnaires, reports of approval, and related papers.	Temporary. 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 (504.06)	Inspection reports and related correspondence, such as cryptofacility inspection, Red/Black wiring inspection, TEMPEST test report, periodic command inspection, and similar inspections.	Temporary. Destroy 1 year after receipt of related superseded inspection or after closing of account or facility, whichever is earlier. (HQDTRA is Agency Office
504.07	COMSEC Material Allocation	NC1-374-81-23 (504.07)	Documents reflecting allocation of COMSEC material held for distribution.	Temporary. Allocation cards: Destroy 1 year after final distribution of all material to which the form relates. Destroy ADP printouts after verification of allocation
504.08	COMSEC Material Distribution Reporting	NC1-374-81-23 (504.08)	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).	Temporary. Cutoff annually. Destroy when 1 year old. (Earlier disposal authorized if records have served their intended purpose.)

Series	Series Title	NARA Approv	Series Description	Disposition
504.09	System Status (COMSEC)	NC1-374-81-23 (504.09)	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.	Temporary. Cutoff semi-annually. COMSEC Records: Destroy 6 months after obsolescence of the related system. COMSEC Aids documents: 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 (505.01)	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 (505.02)	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.	Temporary. Cutoff annually. Destroy when 5 years old. (Earlier disposal is authorized.)
505.04	Routine Security Information Access Case Files	NC1-374-81-24 (505.04)	Documents related to the review of specific requests for access to classified files or equipment for purposes of research and study, exclusive of records filed under 505.01.	Temporary. Destroy 15 years after completion of action.
505.05	Routine Security Information Release Files	NC1-374-81-24 (505.05)	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.	Temporary. Cutoff annually. Destroy when 5 years old. (Earlier disposal is authorized.)
505.06	Security Information Exchange	NC1-374-81-24 (505.06)	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.	Temporary. Destroy when 20 years old, or when no longer needed for reference, whichever is later.
505.07b	Top Secret Material Accountability	NC1-374-81-24 (505.07b)	Forms accompanying documents to ensure continuing control, showing name of persons handling the documents, intra-office routing, and comparable data.	Temporary. Destroy when related document is downgraded, transferred, or destroyed.

Series	Series Title	NARA Approv	Series Description	Disposition
505.10	Classification Guides	NC1-374-81-24 (505.10)	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.	Temporary. Destroy when superseded, obsolete, or no longer needed for reference.
505.11	Security Education	N1-374-89-14 (505.11)	Documents related to training, education, and briefings given to Agency personnel on various security-related topics.	Temporary. Destroy when 2 years old, or when no longer needed for reference, whichever is later.
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.	Temporary. Cutoff annually. Destroy when 75 years old. (Records are eligible for retirement to an FRC.)
603.03	Dosimetry Control Records	NC1-374-88-6 (606.03)	Documents reflecting the issue and control of dosimeters (Post 1962). Includes requests for issue and turn-in, and similar documents.	Temporary. Cutoff annually. Destroy when 1 year old.
603.06	Nuclear Weapons Intrinsic Radiation (INRAD) Records	N1-374-98-1 (603.06)	Documents that can be used to develop dose reconstruction for DOD personnel involved in storage, maintenance, handling, transportation, and security activities associated with nuclear weapons. (Records contain information subject to the Privacy Act.)	Temporary. Cutoff annually. Destroy when 75 years old. (Records are eligible for retirement to an FRC.) (HQDTRA is the Agency Office of Record.)
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. Transfer to the National Archives when 25 years after cutoff.
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.	Temporary. Retire to DTRA-ABQ 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.	Temporary. Destroy 5 years after supersession or disposal of related sources of radiation.

Series	Series Title	NARA Approv	Series Description	Disposition
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. Transfer to the National Archives 25 years after cutoff.
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.	Temporary. 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.	Temporary. Cutoff annually. Destroy when 2 years old.
701.03	Special Achievement Awards	NC1-374-81-25 (601.03)	Documents reflecting the recommendation, review, and approval/disapproval of awards to individuals who have attended service schools, and to individuals or groups for achievements, such as participation in operational exercises.	Temporary. Cutoff annually. Destroy when 2 years old.
901.01	Radiobiological Effects Research Program	NC1-374-81-35 (901.01)	Documents which reflect the development of medical research programs relating to nuclear weapon effects; protection of friendly personnel from harmful nuclear effects and safety of nuclear staff from harmful effects on biological systems.	Permanent. Cutoff on completion. Transfer to the National Archives 25 years after cutoff.
901.02	Historical Studies Concerning Radiobiological Effects	NC1-374-81-35 (901.02)	Studies and related correspondence, memoranda, notes of interviews and other records accumulated in connection with the preparation of histories relating to the atmospheric test of nuclear weapons and its effects.	Permanent. Cutoff on completion. Transfer to the National Archives 25 years after cutoff.
901.03	Personnel Case Files	NC1-374-81-35 (901.03)	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.	Temporary. Destroy 75 years after close of case.
901.04	Human Response E	NC1-374-81-35 (901.04)	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).	Temporary. Destroy 5 years after completion of project.

Series	Series Title	NARA Approv	Series Description	Disposition
1001.01	Library Vouchers	NC1-374-81-52 (1409.01)	Library vouchers, supporting papers, and voucher register and inventory balance record of books.	Temporary. Cutoff annually. Destroy when 2 years old.
1101.01	Non-Tactical Telecommunications Projects	NC1-374-81-39 (1101.01)	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.	Temporary. 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 (1101.02)	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.	Temporary. Destroy 2 years after termination of lease.
1101.03	Radio Frequencies	NC1-374-81-39 (1101.03)	Documents related to the authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.	Temporary. Destroy upon supersession, cancellation, or discontinuance of assignment or use, whichever is earlier.
1102.02	Communications Accounts	NC1-374-81-40 (1102.02)	Billing services, vouchers, order inventories and correspondence on communications accounts.	Temporary. Cutoff annually. Destroy when 2 years old.
1102.03	Communications Equipment Maintenance	NC1-374-81-40 (1102.03)	Maintenance, repair, calibration, testing, meteorological equipment utilization and reports for operational spares, ADP system documentation, code books, user guides, test plans, analytical design and research.	Temporary. Destroy on disposal of related equipment.
1301.07	Exchanged Atomic Information Files	NC1-374-84-1 (1301.07)	Security classified records relating to the exchange of atomic information, including military reactor information, pursuant to United States agreements for cooperation for mutual defense purposes with foreign governments and regional defense organizations made in accordance with the Atomic Energy Act of 1954, as amended. Material includes U.S./UK/NATO member states security classified research and development reports, weapon system technical publications, minutes of information exchanged during approved visits, proceedings of meetings and conferences, JCS planning documents, atomic weapons production information, stockpile reports and correspondence relating to the foregoing.	These records are maintained by the Joint Atomic Information Exchange Group (JAIEG), HQ DTRA. Specific disposition instructions are in Series 1301.07a-g.

Series	Series Title	NARA Approv	Series Description	Disposition
1401.04	Procurement SOPs	N1-374-89-5 (1401.04)	Correspondence and back up supporting the issuance of SOP changes as they become necessary.	Temporary. Cutoff annually. Retire to HQDTRA 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 (1401.05)	Correspondence, back up, and guidance related to specific policies applicable to DTRA-ABQ.	Temporary. Cutoff annually. Retire to DTRA-ABQ if volume exceeds more than 1 cu ft. Destroy when 10 years old.
1401.07	DTRA Contracting Initiatives/Issues	N1-374-89-5 (1401.07)	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.	Temporary. Cutoff annually. Retire to HQDTRA 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 (1401.08)	Back up, policy guidance, and support related to AM implementation of subject procurement executive order, agency-wide.	Temporary. Cutoff annually. Retire to HQDTRA 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 (1401.11)	Policy guidance and operational reports related to AL implementation of DOD profit policy.	Temporary. Cutoff annually. Retire to HQDTRA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old.
1402.02	Contract Technical Managers Designations	N1-374-89-4 (1402.02)	Documents reflecting appointments of CTMs within the DTRA system. Includes backup and status information related to appointments.	Temporary. Destroy 6 years after recession or termination.
1402.04	Cost/Pricing (General)	NC1-374-81-44 (1402.04)	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.	Temporary. 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 therein).
1402.05	Debarred, Suspended, and Ineligible Contractors	N1-374-89-4 (1407.05)	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.	Temporary. Cutoff annually. Retire to HQDTRA or DTRA-ABQ when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old.

Series	Series Title	NARA Approv	Series Description	Disposition
1402.11	Synopsis Transmittals	N1-374-89-4 (1402.11)	Record copy of all synopsis statements issued by DTRA AL to the Commerce Business Daily.	Temporary. Cutoff annually. Retire to HQDTRA when 3 years after cutoff, if volume warrants more than 1 cu ft. Destroy when 10 years old.
1402.15	Review of Field Command Procurement Actions	N1-374-89-4 (1402.15)	Policy and procedural direction related to HQ DTRA AL staff surveillance of Field Command Contracting. Includes delegations of general procurement authority.	Temporary. Cutoff annually. Retire to HQDTRA 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 (1402.17)	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.	Temporary. Cutoff annually. Retire to HQDTRA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old.
1402.21	Rochester Institute of Technology (RIT) and Grant Policy	N1-374-89-4 (1402.21)	Material related to FY86 Congressionally mandated grant to RIT.	Temporary. Cutoff annually. Retire to HQDTRA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old.
1402.22	DARPA (Procurement)	N1-374-89-4 (1402.22)	Policy and procedural direction related to HQ DTRA AM staff surveillance of DARPA contracting. Includes delegations of general procurement authority.	Temporary. Cutoff annually. Retire to HQDTRA 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 (1402.24)	Procedural guidance and samples related to both organizational conflicts of interest and personal conflicts and ethics.	Temporary. Cutoff annually. Retire to HQDTRA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old.
1406.02	Cataloging Activity Reporting	NC1-374-81-49 (1406.02)	Recurring record of official data on cataloging activities, such as number of item identifications processed and number of supply manuals in existence, under preparation, or required and other cataloging information.	Temporary. 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 (1406.03)	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.	Temporary. Cutoff at the close of each fiscal year. Destroy 4 years after cutoff.

Series	Series Title	NARA Approv	Series Description	Disposition
1406.04	Item identification Cards	NC1-374-81-49 (1406.04)	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 manufacture	Temporary. Destroy when superseded, obsolete, or no longer needed.
1406.12	Material Handling Equipment Utilization	NC1-374-81-49 (1406.12)	Record containing data for use in establishing utilization requirements for MHE. Includes daily records of MHE operations, copies of utilization reports and similar information.	Temporary. Cutoff annually. Destroy when 2 years old.
1406.15	National Stockpile Account	NC1-374-81-49 (1406.15)	Record of receipt, storage, and inventory of strategic and critical materials stored by the DTRA for GSA, Defense Materials Service. Includes inventory record cards (location, name, type) and vouchers, receiving and shipment reports and adjustments.	Temporary. Destroy 2 years after out shipment of material.
1406.16	National Stockpile Voucher Register	NC1-374-81-49 (1406.16)	Registers maintained to assign voucher numbers in numerical sequence to vouchers relating to receipt, storage, and shipment of strategic and critical materials for account of GSA, Defense Materials Service.	Temporary. Destroy 6 years after individual sheets or individually bound books are filled.
1406.17	National Stockpile Reporting	NC1-374-81-49 (1406.17)	Records 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.	Temporary. Cutoff annually. Destroy when 3 years old.
1407.01	Major Item Files	N1-374-89-21 (1407.01)	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.	Temporary. Destroy 1 year after obsolescence or removal of the supply item.
1407.02	Major Item Forecasting	N1-374-89-21 (1407.02)	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.	Temporary. Destroy 3 years after supersession of specific documents or 1 year after obsolescence, discontinuance, or removal of the item.

Series	Series Title	NARA Approv	Series Description	Disposition
1407.03	Secondary Item and Repair Part Forecasting	N1-374-89-21 (1407.03)	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.	Temporary. Destroy 1 year after obsolescence, discontinuance, or removal of supply item.
1408.01	Authorized Supply Codes	NC1-374-81-51 (1408.01)	Documents related to assignment of authorized supply codes to activities authorized to maintain installation (contractor) property books. Included are registers and related information.	Temporary. Destroy 1 year after cancellation of all supply codes listed on sheet or in bound registers.
1408.02	Property Officer Designations	NC1-374-81-51 (1408.02)	Documents reflecting the designation of property officers. Includes letters of appointment and revocation.	Temporary. Destroy upon new appointment.
1408.03	Property Loss, Theft, and Recovery Reporting	NC1-374-81-51 (1408.03)	Reporting loss, theft, and recovery of firearms, ammunition, and related items.	Temporary. Destroy 1 year after recovery of items. Destroy after 5 years for items unrecovered.
1408.04	Property Accounting Deviations	NC1-374-81-51 (1408.04)	Documents related to deviations from property accounting procedures. Includes requests for deviation, justification for deviation, coordination, comments, approvals, disapprovals, and related correspondence.	Temporary. Destroy 2 years after expiration or disapproval of deviation.
1408.05	Supply or Equipment Authorization	NC1-374-81-51 (1408.05)	Documents related to requests for authorization for allowances or authority to exceed or change existing authorizations.	Temporary. 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 (1408.06)	Original Master property book listing and related receipt and turn-in of property for which contractor property book official is responsible.	Temporary. Transfer to Agency Property Officer or Contract Officer Representative upon termination of contract with final close-out and accountability of property.
1408.07	Document Registers	NC1-374-81-51 (1408.07)	Registers listing document number and type of supply action taken on documents that support entries to property book.	Temporary. Cutoff annually. Destroy when 2 years old.
1408.08	Hand Receipts	NC1-374-81-51 (1408.08)	Receipts reflecting acceptance of responsibility for items of property listed thereon. Includes individual receipts and listings.	Temporary. 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 Inspection Reporting	NC1-374-81-51 (1408.09)	Reports of inspection of property records and related papers reflecting results of inspections, generated by offices conducting inspections.	Temporary. Cutoff annually. Destroy when 3 years old. (See 101.07 for offices being inspected.)

Series	Series Title	NARA Approv	Series Description	Disposition
1408.11	Loss, Destruction or Expenditure of Loan Account Materiel	NC1-374-81-51 (1408.11)	Record of the loss, destruction or expenditure of loan account materiel.	Temporary. Destroy 1 year after final action.
1408.12a	Government-Furnished Material and Equipment	NC1-374-81-51 (1408.12a)	Contractor custody receipts or hand receipts, original listing and final inventory.	Temporary. Transfer to Agency Property Officer or Contract Officer representative upon termination of contract upon termination of contract with final close-out
1408.13	Loan of Equipment	NC1-374-81-51 (1408.13)	Documents related to loan of equipment, tools, or material to or from other Government agencies. Includes requests, approvals, reports, agreements, and related documents, maintained separately from items to be filed with property accounts.	Temporary. Destroy 2 years after turn-in, or other satisfactory accounting for items involved.
1408.14	Administrative Management Financial Inventory Accounting	NC1-374-81-51 (1408.14)	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.	Temporary. Cutoff at the close of each fiscal year. Destroy 3 years after cutoff.
1408.15	Financial Inventory Accounting	NC1-374-81-51 (1408.15)	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.	Temporary. Cutoff at the close of each fiscal year. Destroy 1 year after cutoff.
1408.16a	Reports of Survey w/ Recommended Pecuniary Liability	NC1-374-81-51 (1408.16a)	Reports describing circumstances and recommended pecuniary liability.	Temporary. 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 (1408.16b)	Reports describing circumstance and no recommended pecuniary liability.	Temporary. Cutoff annually. Destroy when 3 years old.
1408.17	Report of Survey Control Registers	NC1-374-81-51 (1408.17)	Registers and related correspondence maintained to control reports of survey.	Temporary. Cutoff annually. Destroy when 10 years old.
1411.01	Petroleum Supply Reporting	NC1-374-81-53 (1411.01)	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	Temporary. Cutoff annually. Destroy when 5 years old.

Series	Series Title	NARA Approv	Series Description	Disposition
1412.01	Port Extract Requisitions	NC1-374-81-54 (1412.01)	Requisition, notification of availability, release, shipment of supplies, shipping orders, purchase orders, vendor's shipping documents, shipping ration requests, stock control reports for port harbor operations of non-hazardous cargo shipments.	Temporary. Cutoff annually. Destroy when 3 years old. (See 1504.05 for Port Harbor services for hazardous cargo shipments.)
1501.01	Installation Status Evaluation	NC1-374-81-55 (1501.01)	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. Transfer to the National Archives when 25 years old.
1501.02	Master Plans	NC1-374-81-55 (1501.02)	Installation Master Plans and revisions. Include 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. Transfer to the National Archives when 25 years old.
1502.02	Maintenance Correspondence	NC1-374-81-56 (1502.02)	Correspondence related to supervision and performance of property maintenance, but exclusive of specific categories of records described elsewhere in the 1502 series.	Temporary. Cutoff annually. Destroy when 6 years old.
1502.04a	Entomology - Plans	NC1-374-81-56 (1502.04a)	Pest Control Management Plans.	Temporary. Destroy when superseded.
1502.04b	Entomology - Reports	NC1-374-81-56 (1502.04b)	Pesticide application reports, quarterly pest control reports (DD Form 1532), inspection plans and control schedules.	Temporary. Cutoff annually. Destroy when 5 years old.
1502.05	Sanitary Services	NC1-374-81-56 (1502.05)	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.)	Temporary. Cutoff annually. Destroy when 5 years old.
1502.06	Custodial Services	NC1-374-81-56 (1502.06)	Initial Custodial Service Work Schedule, with modification reports of schedule changes. (See 201.01a for Monthly Project Work Schedules.)	Temporary. Cutoff annually. Destroy when 5 years old.
1502.07	Installation Maintenance Progress and Inspections	NC1-374-81-56 (1502.07)	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.	Temporary. Destroy 2 years after project is completed, on discontinuance of installation, or when no longer needed for reference.

Series	Series Title	NARA Approv	Series Description	Disposition
1502.08a	Energy Conservation - Plans	NC1-374-89-9 (1502.08a)	Annual Energy Conservation Plans	Temporary. Destroy when superseded.
1502.08b	Energy Conservation - Reports	NC1-374-89-9 (1502.08b)	Energy Violation Reports	Temporary. Cutoff annually. Destroy when 2 years old.
1502.09	Space Management Control	NC1-374-89-9 (1502.09)	Facilities space management control plans and utilization data, to include confined space entry plans.	Temporary. Cutoff annually. Destroy when 5 years old.
1504.01	Fire Prevention	NC1-374-81-58 (1504.01)	Documents related to the criteria, standards, practices, and application of fire prevention and protection practices and methods.	Temporary. Destroy 2 years after expiration.
1504.02	Fire Reporting	NC1-374-81-58 (1504.02)	Fire report summaries, message traffic, and fire incident reports.	Temporary. Transfer to DTRA-ABQ when 5 years old. Destroy when 25 years old. (Records are eligible for retirement to an FRC.)
1504.04b	Environmental Investigations and Reports (Raw Data)	NC1-374-95-2 (1504.04b)	Johnston Atoll Plutonium Site Clean-up Raw Data (contractor generated). Information is summarized in quarterly summary reports categorized under 1504.04a).	Temporary. Retire to FRC when 1 year old. Destroy 50 years after completion of project.
1505.01	Conservation of Natural Resources	NC1-374-81-59 (1505.01)	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 us	Permanent. Cutoff upon completion. Transfer to the National Archives 30 years after cutoff.