

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO.  
**N1-374-88-6**  
DATE RECEIVED  
**9/21/88**

1. FROM (Agency or establishment)  
**Defense Nuclear Agency**

2. MAJOR SUBDIVISION  
**Command Services Directorate**

3. MINOR SUBDIVISION  
**Support Services Division (Asst Dir/Log & Engr)**

4. NAME OF PERSON WITH WHOM TO CONFER

**Pauline E. Korpanty**

5. TELEPHONE EXT.

**325-1162**

DATE

**1/17/89**

ARCHIVIST OF THE UNITED STATES

*[Signature]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

**25 Aug 88**

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Pauline E. Korpanty*

D. TITLE

**DNA Records Management Officer**

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

**606 Individual Radiation Protection Files**

Attached is one revised page (2) for DNAI 5015.4B, Defense Nuclear Agency Functional Filing System.

**N1-374-81-64, 606)**

Changes to disposition of Series 606.02 confirmed by phone con: P. Korpanty/DNA and RW Mackay/WIR 10/7/88.  
Rum.

(6 items)

**606** INDIVIDUAL RADIATION PROTECTION FILES. These files result from efforts to identify and minimize the hazards of ionizing radiation to individual personnel. They accumulate primarily at AFRRRI, with a small portion being maintained by the Health Physicist, FCDNA. (NC1-374-81-64, 606)

**606.01** USER LISTING FILES Documents reflecting the training, experience, and certification of individuals authorized to handle sources of ionizing radiation individuals authorized to handle sources of ionizing radiation (NC1-374-81-64, 606.01)

**DESTROY 75 YEARS AFTER TRANSFER OR SEPARATION OF THE INDIVIDUAL CONCERNED.**

**606.02** PERSONNEL DOSIMETRY FILES. Documents related to recording and reporting external exposures of individuals to ionizing radiation. Included are calibration control dosimeters and all dosimeters processed for evaluation, dosimeter logs, consolidated reports of dosimeter readings, NRC Forms 5 or equivalent, and similar documents.

Proposed Disposition

*Run*  
a. **MICROFICHE AFTER TRANSFER/RETIREMENT/DEATH OF INDIVIDUAL; RETIRE ~~PAPER COPY~~ TO WNRC IN 5-YEAR BLOCKS (I.E. 80-84 BLOCK IN 89); DESTROY 75 YEARS AFTER CREATION OF RECORD.** (Reference NRC Comprehensive Records Disposition Schedule, Item 2.a.)

b. **RETAIN A WORKING FICHE COPY OF RETIRED RECORDS ON SITE UNTIL DISCONTINUANCE OF FACILITY, THEN DESTROY.**

*Run*  
c. **Paper Record; Destroy upon verification of micro form copy.**

**606.03** DOSIMETRY CONTROL FILES. Documents reflecting the issue and control of dosimeters. Included are requests for issue and turn-in of dosimeters, documents used to record issues and turn-ins, and similar documents. (NC1-374-81-64, 606.03)

**CUT OFF AT THE END OF THE CY. RETIRE TO WNRC IN 5-YEAR BLOCKS. DESTROY 75 YEARS FROM DATE OF CUTOFF.** (Reference NRC Comprehensive Records Disposition Schedule, Item 2.a.)

**606.04** PERSONNEL BIOASSAY FILES. Documents related to recording and reporting internal exposures of individuals to radioactive materials. Included are analysis of biological specimens, whole-body counts, and similar documents.

Proposed Disposition

**CUT OFF AT THE CLOSE OF THE FY. RETIRE TO WNRC 5 YEARS AFTER CUTOFF. DESTROY 75 YEARS AFTER CUTOFF.** (Reference NRC Comprehensive Records Disposition Schedule, Item 2.a.)