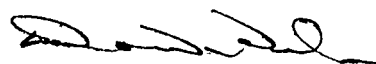
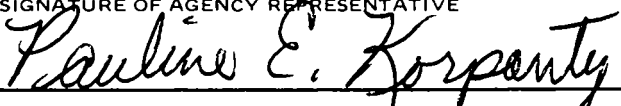


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO.	<b>N1-374-89-8</b>
1. FROM (Agency or establishment) <b>Defense Nuclear Agency</b>		DATE RECEIVED	<b>3-21-89</b>
2. MAJOR SUBDIVISION <b>Directorate for Command Services, Asst for Log &amp; Engr</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <b>Support Services Division</b>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Pauline E. Korpanty</b>	5. TELEPHONE EXT. <b>325-1162</b>	DATE <b>9/8/89</b>	ARCHIVIST OF THE UNITED STATES 
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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, 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 <b>16 Mar 89</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE <b>DNA Records Management Officer</b>	
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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<b>1503 MILITARY PLANNING, DESIGN, CONSTRUCTION, AND FACILITIES ENGINEERING FILES.</b> (See attached four pages.)  <i>change in transfer date from 20 to 30 years for F/N 1503.01.a agreed per phone con D. Moore DNACode LESS &amp; R.W. Mackay, NIR on 8/22/89</i> <i>Rum</i>	(new)	

**1503**

**MILITARY PLANNING, DESIGN, CONSTRUCTION, AND FACILITIES ENGINEERING FILES.** These files relate to providing complete staff work on all phases of activities dealing with military construction and the repair, maintenance, and alterations of structures and buildings on DNA installations, and other Government agency construction. They include files maintained by field elements which relate to military construction projects. (RETAIN -- PENDING APPROVAL OF DISPOSITION STANDARDS BY NATIONAL ARCHIVES AND RECORDS ADMINISTRATION)

**1503.01**

**STANDARD DESIGN REFERENCE FILES.** One full size reproducible copy or microfilm negative of standard drawings; standard specifications; and design analysis.

**Proposed Dispositions**

- a. Files relating to installations that have reactors or where nuclear materials are housed or tested:

PERMANENT. CUT OFF AT CLOSE OF CY. RETIRE TO WNRC. <sup>TRANSFER</sup> ~~OFFER~~ TO  
NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN MOST RECENT RECORDS ARE  
20 YEARS OLD (E.G. 1970-1974 BLOCK IN 1995).  
30 2005

- b. All others:

CUT OFF AT CLOSE OF CY. DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.

**1503.02**

**PROJECT AUTHORIZATION FILES.** Documents describing work to be performed, cost limitations, and authorizing funds for obligation. Included are design and construction directives issued to field offices with directly related papers.

**Proposed Dispositions**

- a. Design directives:

DESTROY AFTER 5 YEARS (I.E. FY 1987 IN OCTOBER 1992).

- b. Construction directives:

DESTROY 10 YEARS AFTER PHYSICAL COMPLETION OF THE LAST CONSTRUCTION PROJECT COVERED BY A DIRECTIVE SERIES.

NOTE: Copies of directives gathered by field offices or that support other functions are filed under other proper file numbers.

**1503.03** **MILITARY CONSTRUCTION PROJECT FILES.** Documents relating to the planning, design and construction of specific projects. Included are authorizations, justifications, tests, investigations, geological investigations, cement reports, foundation reports, logbooks, construction field layout books, computation and cross-section relocations, analyses of design, specification and addenda, original tracings, 'as built' drawings, progress photographs, inspections reports, completion reports, and related correspondence.

Proposed Dispositions

a. Radiation Facilities:

~~(SEE 605.11.)~~ *Permanent. Retain in CFA until radiation source is removed from facility then retire to WARC. Transfer to NARA 10 years after source removed.*

b. Other (Headquarters) (Maintain 'as built' drawings, progress photographs, inspection reports, completion reports, and related correspondence):

**CUT OFF AT CLOSE OF CY. DESTROY ON DISCONTINUANCE OF INSTALLATION.**

NOTES: (1) ~~Files not identified as being permanent will be disposed of when no longer needed for administrative purposes.~~  
(2) The host command maintains 'as built' drawings for AFRI.

**1503.04** **MINOR AND TROOP CONSTRUCTION PROJECT FILES.** Documents relating to minor construction projects accomplished by troop units in overseas areas. (See 1503.03 for listing of material included.)

Proposed Disposition

**DESTROY 2 YEARS AFTER COMPLETION OF PROJECT (PROJECTS COMPLETED IN FY 1987 DESTROY IN OCTOBER 1989).**

**1503.05** **FACILITIES ENGINEERING CORRESPONDENCE FILES.** Documents relating to the criteria, standards, practices, and application of the maintenance, repair, operation, conservation, and improvement of facilities engineering activities at military installations but exclusive of specific files described herein.

Proposed Disposition

**CUT OFF AT THE END OF EACH CY. DESTROY AFTER 20 YEARS IN CFA (I.E. CY 1987 DESTROY IN JANUARY 2008).**

**1503.06**    **UTILITIES OPERATION FILES.** Documents accumulated at installations and relating to the operation of plants and systems, such as water, sewer, electric, gas heating, boiler, ice manufacturing and cold storage, refrigeration and air conditioning, and fuel storage and distribution. Included are service economy reports of fuel consumption, and laboratory test reports.

Proposed Disposition

**CUT OFF AT THE CLOSE OF EACH CY. DESTROY WHEN 2 YEARS OLD OR ON DISCONTINUANCE OF THE INSTALLATION.**

**1503.07**    **FACILITIES ENGINEERING PROJECT ESTIMATE FILES.** Documents relating to the preparation, review and approval fo projects for the maintenance, repair, or modification of buildings, grounds, improved areas, or other facilities engineering projects. Included are individual project estimates and requests, approvals/disapprovals, and related documents.

Proposed Dispositions

a. Approvals:

**DESTROY WHEN 3 YEARS OLD OR ON DISCONTINUANCE.**

b. Disapprovals:

**DESTROY 2 YEARS AFTER DISAPPROVAL OF PROJECT OR ON DISCONTINUANCE.**

**1503.08**    **FACILITIES ENGINEERING SERVICE AND WORK ORDER FILES.** Originals and copies of service orders, work orders, and related papers maintained by the post engineer (or equivalent) activity which is authorized to perform repair, maintenance, minor construction and operational work.

Proposed Dispositions

a. Original forms and related papers:

**CUT OFF AT END OF CY. DESTROY 2 YEARS AFTER COMPLETION OF WORK.**

b. Copies of forms:

**DESTROY 1 MONTH AFTER COMPLETION OF WORK, OR EARLIER WHEN NOT REQUIRED FOR LOCAL MANAGEMENT PURPOSES.**

**1503.09**    **FACILITIES ENGINEERING WORK ORDER CONTROL FILES.** Copies of work orders used for such purposes as followup of authorized work by section foremen.

Proposed Disposition

**DESTROY 1 MONTH AFTER COMPLETION OF WORK.**

**1503.10** **WORK ORDER REGISTER FILES.** Documents used in the control of work order numbers. Such documents normally consist of ledgers, registers, or fastened sheets reflecting such data as job numbers, dates of receipt, approval, disapproval, scheduling, and completion; description, and cost. Also includes equipment calibration, repair, modification, and evaluation.

Proposed Disposition

**DESTROY 2 YEARS AFTER DATE OF LAST ENTRY.**

**1503.11** **FACILITIES ENGINEERING PROJECT FILES.** These files contain documents providing complete staff work, acquisition, justifications, ~~master~~ plans, correspondence on all phases of construction, repair, maintenance, alterations, upgrading, etc. of DNA facilities engineering projects, but not eligible for inclusion under specific numbers identified above.

Proposed Disposition

**CUT OFF AT THE CLOSE OF THE PROJECT. DESTROY <sup>when 10 years old.</sup> ON DISCONTINUANCE OF ~~INSTALLATION~~**

**1503.12** **CALIBRATION EQUIPMENT RECORDS**

a. Documents used to record repair, maintenance or modification of calibration and test equipment.

Proposed Disposition

**CUT OFF AT THE END OF EACH CY. DESTROY AFTER 20 YEARS IN CFA (i.e. CY 1987 DESTROY IN JANUARY 2008).**

b. Evaluation studies prior to purchase, repair, and modification (equipment or system).

Proposed Disposition

**DESTROY WHEN 2 YEARS OLD OR ON DISCONTINUANCE OF EQUIPMENT.**