

DNA RESEARCH AND DEVELOPMENT
RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	OFC OF R	SERIES DESCRIPTION	DISPOSITION
1104.04a	Historical Photographic Media (Test Events)	DASIAC	First generation original negatives of photographs, transparencies, original film or videotapes that document test events (includes related nuclear effects and scientific experiment information and accidental incidents).	Permanent. Retain at DASIAC. Offer to NARA when 50 years old. Maintain duplicates of photographic media in Institute library for reference until no longer needed.
1104.04b	Historical Photographic Media (Test Engineering and Construction)	DASIAC	Original negatives, slides, or other photographic medium imaged to document engineering and construction, modification or repair to radiation test facilities, and documentary footage shot for specific R&D projects, factfinding or recording incidents.	Permanent. Retain at DASIAC. Offer to NARA when 50 years old. Maintain duplicates of photographic media in Institute library until no longer needed for reference.
1104.04c	Historical Photographic Media (DASIAC Institute Library)	DASIAC	Institute Library material and reference copies of photographic media, provided by Agency personnel, experimenters, contractors, or other supporting personnel.	Destroy when no longer needed for reference.

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1104.05	Non-Historical Photographic Media	HQDNA FCDNA	Photographic media and formats to document routine mission-related activities, not important to mission research or training activities or historical value. Includes films, film strips, slide sets, videotapes, etc.	Destroy when no longer needed.
1104.06a	Agency Audiovisual Training Materials (Master Copy)	DASIAC	First generation (master copy) of films, slide sets, and videotapes developed or acquired for INWS training as part of the DNA mission, presented by INWS (includes Medical Effects of Nuclear Weapons Course etc.) to students, field sites and organizations.	Permanent. Retain at DASIAC. Offer to NARA when 50 years old.
1104.06b	Agency Audiovisual Training Materials (Duplicate Copy)	FCDNA	Duplicate copies of photographic training media maintained by the INWS or provided to Air Force Museum. Includes stock of extra film prints maintained for distribution and reference purposes.	Destroy when no longer needed for reference.

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1104.06c	Agency Audiovisual Training Materials (Management and Administration)	HQDNA FCDNA	Internal Agency personnel and administrative training media that does not reflect the mission of the Agency. Included are TQ films, role-playing, or other management or supervisory instruction tapes or film.	Destroy when no longer needed for reference.
1104.07a	Graphic Art (General)	HQDNA FCDNA	Viewgraphs, slides, routine artwork for printing and other graphics (includes posters), as well as original artwork.	Destroy upon final publication or when no longer needed.
1104.07b	Graphic Art (Print Plant Lithographic Art)	FCDNA	Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.	Destroy when no longer needed for publication or reprinting.

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1104.07c	Graphic Art (Computer generated)	HQDNA FCDNA	Computer-generated presentation graphics. (See 201.03 for graphics generated to support DNA briefings and presentations.)	Destroy graphics maintained on floppy disks when no longer needed for future use (reuse disks as appropriate.)
1104.08a	Briefings and Presentation Audiovisual Records (Historical)	DASIAC	Master copy of films, film strips, slide sets, videotapes or vu-graphs developed or acquired from DNA contractors, used for official DNA briefings, presentations, lectures, or seminars of historical value. (See 201.03 for script or text.)	Permanent. Transfer to DASIAC one year after presentation completed. Offer to NARA when 50 years old. Maintain Institute library copies until no longer needed for reference. (See 1301.04 for test-related photographic presentation media.)
1104.08b	Briefings and Presentation Audiovisual Records (Non-historical)	HQDNA FCDNA DASIAC	Master copy of films, film strips, slide sets, videotapes or vu-graphs developed for or acquired by contractors to support briefings, presentations, lectures, or seminars, routine or administrative in nature. (See 201.03 for script or text.)	Retain locally until no longer needed for reference or transfer to DASIAC for library reference.

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1301.01	R&D Program Planning	HQDNA	R&D long range plans and forecasts; documents contributing to program development, upgrades, and formulation of new concepts. Included are project cost projections, objectives, tasks, status and time-phasing, funds required, and similar documents.	Permanent. Cutoff when superseded. Retire to WNRC after 2 years. Offer to NARA 20 years after cutoff.
1301.02	R&D DoD Committee Files	HQDNA	Documents relating to DNA's participation in, or relationship with various research coordinating committees or working groups of DoD. Included are agenda and minutes of meetings, memoranda reflecting DNA's position and nomination of committee members.	Permanent. Cutoff annually. Transfer to WNRC after 3 years. Offer to NARA when 30 years old.
1301.03a	R&D Project Register (DASIAC)	DASIAC	Register, list, index or electronic tracking of history of all DNA projects and test events completed.	Permanent. Retain at DASIAC. Offer to NARA after 50 years with transfer of final R&D case file reports, either electronic version or hard copy.

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1301.03b	R&D Project Register (Individual Projects)	HQDNA FCDNA	Register, listing, index or electronic tracking of individual projects from initiation to completion. Includes project name, task, project number, project office, contract number, etc. (See 1400 series for Contract Technical Manager (CTM) records.)	Destroy 5 years after completion of final event.
1301.04a	R&D Project Case Files (Test Schedules)	HQDNA FCDNA	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. Transfer to DASIAC upon completion of final event. Offer to NARA when 50 years old.
1301.04b	R&D Project Case Files (Test Events)	DASIAC	Complete history of projects from initiation through research, development, design, engineering, construction, instrumentation, and experimentation of nuclear weapons and effects testing, to completion. Includes pre-post shots and lists of participants.	Permanent. Transfer to DASIAC upon completion of final event. Offer to NARA when 50 years old.

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1301.04c	R&D Project Case Files (Test Reports)	DASIAC	Preliminary and final scientific, technical, and environmental reports of each test event, to include final Project Officer Reports.	Permanent. Transfer to DASIAC upon completion of final event. Offer to NARA with individual R&D project case files when 50 years old. Transfer one non-record copy to DTIC. Maintain Institute library copies until no longer needed for reference.
1301.05	R&D Scientific and Raw Data	HQDNA FCDNA DASIAC	Laboratory logs or notebooks from experimenters and engineers used to record engineering and scientific procedural data. Data used to provide legal evidence of date of conception of invention which may be essential in establishing patent rights.	Laboratory notebooks reviewed by experimenters and determined to be routine or of no future value: Destroy after 1 year. Transfer valuable notebooks to DASIAC 1 year after completion of final event for permanent 1301.04 file or destroy after 25 years.
1301.06	Disapproved, Cancelled, or Terminated R&D Projects	HQDNA FCDNA	Documentation and related media generated for planning specific projects, disapproved, cancelled, or terminated.	Retain in CFA. Destroy 20 years after disapproval, cancellation, or termination of project.

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1301.07	Exchanged R&D Information	HQDNA FCDNA DASIAC	US/UK/NATO and other foreign government exchange of security classified and government-sensitive unclas R&D (atomic or nuclear) information and participation in events. Includes JCS planning documents, weapons production, military reactor information etc.	Permanent. Cutoff annually or upon completion of final event. Records created and received by FCDNA: Transfer to DASIAC. Offer to NARA when 50 years old. Records created or received by HQDNA: Cutoff annually. Offer to NARA when 30 years old.
1301.08a	DNA Institute Technical Library (DASIAC)	DASIAC	DNA Institute Library reference documentation maintained solely for the purpose of historical reference.	Destroy when no longer needed for reference.
1301.08b	DNA Institute Technical Repository (DASIAC)	DASIAC	Nuclear weapons and effects testing and readiness documentation, and INWS training materials maintained as DNA/NARA-approved 50-year Record Center until records are electronically transferred to National Electronic Records Center (see 1104 & 1301 series).	Permanent. Retain at DASIAC. Offer to NARA when 50 years old.