

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEFENSE SPECIAL WEAPONS AGENCY

2. MAJOR SUBDIVISION

HEADQUARTERS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

LINDA M. POWELL

5. TELEPHONE

(703) 325-1167

SAVE BLANK (NARA use only)

JOB NUMBER

N1-374-97-1

DATE RECEIVED

7-27-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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

SIGNATURE OF AGENCY REPRESENTATIVE

TITLE

16 Jul 98

Linda M. Powell
LINDA M. POWELL

RECORDS OFFICER

DEFENSE SPECIAL WEAPON AGENCY

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

COMPREHENSIVE SCHEDULE FOR RECORDS OF THE DEFENSE SPECIAL WEAPONS AGENCY

WITHDRAWN

WHEN APPROVED, THE PROVISIONS OF THIS SCHEDULE WILL BE INCORPORATED INTO DSWA INSTRUCTION 5015.

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

JUN 30 1999 *Withdrawn*

DSWA 5015.4
IS:LPDSWA INSTRUCTION 5015.4

Subj: Defense Special Weapons Agency Records Management Program

- Ref:
- (a) Title 44, U.S.C., Chapters 21, 29, 31, and 33
 - (b) Title 41, Code of Federal Regulations, Chapter 201
 - (c) Title 36, Code of Federal Regulations, Chapter 12
 - (d) General Records Schedules 1 through 23, August 1995
 - (e) GSA Records Management Handbook, Disposition of Federal Records, 1981
 - (f) GSA Records Management Handbook, Files Operations, 1981
 - (g) GSA Records Management Handbook, File Stations, 1980
 - (h) GSA Records Management Handbook, Federal Archives and Records Centers, 1979
 - (i) GSA Records Management Handbook, Subject Filing, 1981
 - (j) GSA Records Management Handbook, Files Equipment and Supplies, 1981
 - (k) DoD Directive 5015.2, Records Management Program, March 22, 1991
 - (l) DNA Instruction 5200.1D, Defense Nuclear Agency Supplement to the DoD Information Security Program Regulation, 23 Jun 1988
 - (m) DNAI 5010.29E, Enewetak Records Center, 3 Nov 1995
 - (n) DNAI 5400.7C, Defense Nuclear Agency (DNA) Freedom of Information Act (FOIA) Program, 13 Dec 1990
 - (o) DNAI 5400.11B, Defense Nuclear Agency Privacy Program, 12 Jan 1995

- Encl:
- (1) Index of Records Series and Titles
 - (2) DSWA Records Schedules and Disposition Instructions
 - (3) JA Records Schedules and Disposition Instructions
 - (4) Records Systems Operating Procedures
 - (5) Standard Form 135, Records Transmittal and Receipt
 - (6) Standard Form 277, Computer Magnetic Tape File Properties

1. PURPOSE: This Instruction:

a. Implements the provisions of references (a) through (d) and (k) above which require agencies to establish and maintain active, continuing programs for the economical and efficient management of Agency records.

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b. Provides guidance for a standardized and comprehensive records management program for the maintenance and disposition of DSWA records.

c. Assigns responsibilities for implementation and maintenance of the Records Management Program within DSWA.

d. Distributes revised records control schedules.

2. CANCELLATION: DNA Instruction 5015.4B, Defense Nuclear Agency Functional Filing System (DNAFFS), 12 March 1986, w/CT1, 18 September 1986, and FCDNA Supplement 1, 1990.

3. APPLICABILITY: The provisions of this Instruction apply to Headquarters, Defense Special Weapons Agency (HQ, DSWA) and Field Command, Defense Special Weapons Agency (FCDSWA).

4. GENERAL: Responsibility for the management and disposal of Federal Records is based on statutory authority. Records accumulated by DSWA in the course of the performance of official business become public records and, as such, may not be destroyed other than as provided for by this Instruction and reference (d). Public law provides for stringent penalties for the willful and unlawful destruction or removal of public records.

5. DEFINITIONS:

a. Records - A record consists of information in any medium detailing operational and support transactions in peacetime and wartime. As defined in 44 U.S.C. 3301, "records" includes all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them...."

b. The term "office," as used above, includes any military, civilian, or contractor personnel who is conducting operational or support transactions anywhere within or for the office.

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c. Non-record Materials. Materials that do not meet the statutory definition. This includes materials that are (1) not created or received under Federal law or in connection with government business; (2) not preserved or considered appropriate for preservation because they lack evidence of Agency activities or information of value; or (3) extra copies of documents kept only for convenience of reference, stocks of publications and processed documents, and library or museum materials intended solely for reference or exhibit.

d. Electronic Records - All electronic information generated by, or contained in, an automated information system is considered an electronic record. Any information recorded on any type of medium capable of being read by a computer satisfies the definition of an electronic record. DSWA electronic records with dispositions of permanent, as specified in enclosure one, shall be transferred annually via the DSWA/FCDSWA Records Officials, to the National Electronic Records Center located at the Archives II, College Park, Maryland.

e. National Archives and Records Administration (NARA) - The Federal Agency/Organization responsible for appraising, accessioning, preserving, and making available permanent records. One or more Federal buildings where permanent records are located after being accessioned by an archival agency.

f. Federal Records Center - A facility for the low-cost storage and servicing of records, pending their disposal or transfer to the National Archives. Includes NARA-authorized agency records centers and NARA-operated Federal Record Centers.

g. FCDSWA Records Holding Area (RHA) - An Agency-approved local Record Holding Area.

6. POLICY:

a. The objectives of the DSWA Records Management Program are to:

(1) preserve all records of continuing and historical value;

(2) systematically remove less active or noncurrent records from files to ensure that document holdings are maintained at the minimum level necessary to support current operations; and

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(3) increase information retrieval capabilities through standardized storage procedures.

b. The program will provide for a continuous set of records reflecting the organizational functions, policies, procedures, operations, and other actions having historical, legal, research, or public interest value.

c. The program will also establish policies, standards, criteria, and procedures required to ensure DSWA compliance with the statutes applicable to the creation, maintenance, use, preservation, and disposal of official records.

d. The provisions of this Instruction shall also apply to the management of DSWA machine-readable records.

e. All Offices/Directorates/Departments with responsibilities for records must realize that records management functions are essential in the accomplishment of the overall Agency mission.

7. RESPONSIBILITIES: Records management officials will be appointed, in writing, at Headquarters and Field Command to properly administer the DSWA records management program.

a. One copy of written communication appointing a Records Administrator for Field Command will be forwarded to the Director, DSWA, ATTN: ISA, 6801 Telegraph Road, Alexandria, VA 22310-3398.

b. The Records Officer, DSWA, will:

(1) formulate and publish policy governing the management of records created by DSWA;

(2) maintain liaison with records management officials at NARA and other Federal Agency officials for the purpose of procuring current information concerning records management policy and procedures;

(3) serve as the authorized DSWA representative in certifying DSWA records schedule submissions on SF 115, Request for Records Disposition Authority, in accordance with paragraph 1228.20b, reference (c);

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(4) develop records disposition standards that support current operational requirements for information, and reduce record holdings to the minimum level that will support those requirements;

(5) serve as point of contact for obtaining information and records from the Washington National Records Center (WNRC) and the National Archives. Take priority action to assist concerned officials in retrieving records in response to such requirements as Freedom of Information Act (FOIA) requests or in support of pending litigation;

(6) exercise staff supervision over the Records Management Program at FCDSWA;

(7) review draft DSWA instructions which have records management implications and provide written comments as required; and

(8) serve as Records Administrator for HQ, DSWA with additional duties as follows:

(a) supervise a training program provided by Agency or contractor personnel, performing records management duties; and

(b) conduct records management assistance surveys at least once every two years. Purpose of surveys will be to:

1 review the extent of compliance with applicable instructions;

2 evaluate overall effectiveness of the DSWA Records Management Program;

3 offer assistance in the application of records management procedures;

4 inspect all records, regardless of classification, physical form or characteristics, to ensure proper organization, maintenance, and disposition;

5 provide Records Management Assistants all reports of findings and recommended actions, as appropriate; and

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g maintain close liaison with security managers in executing a program to reduce classified holdings to the absolute minimum required for current operations.

c. The FCDSWA Records Administrator, under direct supervision of the DSWA Records Officer, will:

(1) direct the Records Management Program for FCDSWA and its field organizations;

(2) maintain liaison with other Federal agency officials which operate jointly with Field Command organizations concerning records management issues;

(3) maintain liaison with Field Command contractor records managers which perform records management responsibilities under the DSWA Records Management Program;

(4) evaluate, assess, and develop records disposition schedules for Field Command and its field organizations which support current operational requirements and submit formal changes to the DSWA Records Officer for approval;

(5) serve as Field Command point of contact for retrieval of records from appropriate Federal Records Centers, for records transferred from Field Command or its field organizations;

(6) provide assistance and conduct research, as required, in support of FOIA or Nuclear Test Personnel Review (NTPR) requests or inquiries--responses shall be provided in writing only to DSWA offices of primary responsibility for FCIA and/or NTPR programs;

(7) conduct records management staff assistance visits to Field Command areas of responsibility, and provide reports of findings and recommend actions as appropriate, and evaluate overall effectiveness of FCDSWA areas of responsibility;

(8) provide one-on-one records management training to Field Command Records Management Assistants and inprocessing personnel;

(9) maintain liaison with FCDSWA Records Management Assistants for each functional area, as needed, and maintain record of all FCDSWA Records Management Assistant appointments;

and (10) manage a Field Command Records Holding Area;

(11) ensure records are prepared for retirement prior to transfer as follows:

(a) ensure records are properly dispositioned in accordance with DSWA schedules, and that records are labeled accordingly, to include: record series, title, description, calendar or fiscal year, and disposition;

(b) ensure records or collections are complete, and classified records have been reviewed and downgraded to the lowest classification possible prior to transfer and are marked accordingly;

(c) ensure records transmittal and receipts, SF 135, (or comparable transmittals for electronic records) are complete with detailed listings or indexes for temporary as well as permanent records, and that physical form or characteristics and related requirements (i.e., appropriate system documentation and code books are included for transfer of electronic records) of records retired meet NARA standards for acceptance;

(d) provide HQ, DSWA Records Officer copies of all transmittals for records retired into the NARA system, maintaining record copies of completed transmittals and updated NARA accession lists of DSWA records retired, update location of accession changes provided by NARA, as required, and maintain FCDSWA records management database for tracking retirement of records; and

(e) retrieve records, as requested by FCDSWA Records Management Assistants, via electronic retrieval or hard-copy requests (OF 11).

d. Each office will designate, in writing, Records Management Assistants. Such assignment should be given to persons with files or files supervision experience. Additionally, the assignment should be given to someone whose duties do not prevent them from performing their records management duties. A copy of the designation will be forwarded to the appropriate Records Administrator. Records Management Assistants will:

(1) Notify the Records Administrator, in writing, of any major organizational changes, or changes in the office of record.

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(2) Be responsible for the declassification or downgrading of records to the greatest extent possible before retirement.

(3) Ensure that all records eligible for retirement to a records center are properly labeled and detailed transmittals are submitted.

(4) Provide a current copy of file plans, upon request, to the Records Administrator for approval.

(b) Ensure all electronic records are maintained and preserved in accordance with current NARA standards and formats for the transfer of electronic media, along with appropriate documentation (Current NARA standards include the maintenance of permanent records on open reel magnetic tape or cartridges or Compact Disk, Read Only Memory (CD-ROM). NARA also has requirements for the transfer of data files, databases, and electronic textual documents. Electronic indexes in database format will include, at a minimum, fields of entry for calendar year/fiscal year for the year record(s) is created; record series; series title, subject, date, and author, to allow for the retrieval and annual retirement of records indexed.

e. All DSWA personnel are responsible for:

(1) being familiar with the policies and procedures contained in this Instruction;

(2) disposing of materials only in accordance with the disposition standards established in this Instruction; and

(3) maintaining personal papers as follows:

(a) Federal regulations specify that papers of a private or unofficial character that pertain only to an individual's personal affairs and that are kept in the office of a Federal official will be clearly designated as unofficial and will be maintained separately from the official records of the office at all times.

(b) Correspondence designated "confidential," "private," or "personal reference," but relevant to the conduct of public business, is nonetheless an official record subject to the provisions of Federal law pertinent to the maintenance and disposal of such records. Official business mentioned in personal correspondence will be extracted and made a part of the official record.

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(c) Any information placed in a record that is subject to the Privacy Act becomes PART OF THE OFFICIAL RECORD, and may not be removed.

(4) removing from records only these items:

(a) Personal and private letters that do not contain official business.

(b) Personal diaries, logs, handwritten notes, and memorandums of tapes of personal telephone calls, provided they contain no classified information or any official information.

(c) Reference books and other personal items obtained from private sources.

(5) ensuring the following materials are not removed from DSWA as personal or private papers:

(a) The official record copy of any document.

(b) Any classified documents.

(c) Diaries that contain official schedules of meetings, appointments, field trips, or other official activities.

(d) Any copies of a document containing information exempted from public release under the FOIA or the Privacy Act as well as any document marked "For Official Use Only."

(e) Any material, including nonrecord, whose absence would create a gap in the file or impair the logical sequence of essential documentation.

(f) Any audio-visual material including slides, video tapes, photographs, and other similar materials which constitute the sole record copy. This material should be provided to LED for appropriate retention/copying.

(g) Any record required to transact official business for DSWA or required to assist in the decisionmaking process.

(6) assessing the value of all E-Mail transmitted or received and are required to print a hard copy with transmission data for appropriate disposition of the information, in paper form, prior to deleting E-Mail.

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8. Offices throughout the Agency maintain many different types of records. Some of these are common series; e.g., suspense files, reference files, policy files, etc., that are found in most offices. There are also those type records that are specific or peculiar to a single office; e.g., accounting, litigation, project files, audio-visual service records, etc. It is important to realize that each office will have a mixture of record series that are necessary for daily operations -- each of the series must be reported. The Index of Records Series and Titles is at Enclosure (1).

FOR THE DIRECTOR:

MICHAEL R. CALLAWAY
Colonel, USAF
Chief of Staff

DISTRIBUTION: D

DSWA RECORDS INDEX

15-May-98

RECORD GROUP	TITLE
101	Office Management and Administration
201	Common Mission
202	Arms Control Policy and Negotiations, Counter-Proliferation of Weapons of Mass Destruction, Force Protection, and Cooperative Threat Reduction
203	Privacy Act
204	Manpower Management
205	Total Quality Management
206	Strategic Planning
207	Defense Nuclear Surety Inspections
208	Information Management (Records, Forms, Instructions, Military Awards, Director's Files)
209	Publishing and Editing
210	Historical Summaries and Reports
211	Information Systems (ADP Management)

RECORD GROUP**TITLE**

212	Nuclear Operations and Stockpile Management
213	Emergency Planning and Reporting (Nuclear Operations and Natural Disasters)
301	Budet Programming and Planning
302	Finance and Accounting
303	GAO Auditing
304	Non-Appropriated Funds
401	Legal Opinions and Litigation
402	Congressional Inquiries
403	Public Affairs (News Media and Release)
404	Protocol
405	Freedom of Information Act (FOIA)
501	Security (Visitor Control)
502	Physical Security (Facilities)

RECORD GROUP**TITLE**

503	Personnel Security
504	COMSEC Material Accountability
505	Security Classification and Law Enforcement
506	Operations Security
601	Defense Nuclear Weapons School
602	Occupational, Safety, and Health (Plans, Inspections, Training)
603	Personnel Radiation Monitoring (NTPR Program)
604	Radioactive Material Licenseing and Calibration
701	Unit Awards
702	Military Personnel
801	Civilian Personnel
901	Medical Services (See Johnston Atoll Schedule)
1101	Signal Communications

RECORD GROUP	TITLE
1102	Electronic Communications Systems
1103	Postal Activities
1104	Historical Photographic Media
1105	Airfield Operations (See Johnston Atoll Schedule)
1201	Travel
1202	Vehicle Management
1203	Food Services (See Johnston Atoll Schedule)
1204	Laundry Services (See Johnston Atoll Schedule)
1301	Weapons Effects Testing
1401-1403	Procurement and Contract Administration
1404-1406	Management of Nuclear Materiel (Standardization, Supply, and Cataloging)
1406	Property Accountability
1501	Installation Status, Evaluations, and Master Plans (See Johnston Atoll Schedule)

RECORD GROUP**TITLE**

1502	Buildings and Grounds Maintenance
1503	Civil Engineering (Facility Engineering and Military Construction Projects)
1504	Environmental Monitoring, Restoration/Remediation, Management of Hazardous Waste/Materials
1505	Conservation of Natural Resources

DEFENSE SPECIAL WEAPONS AGENCY RECORDS MANAGEMENT PROGRAM

*18-May-98***(RECORDS SERIES AND DISPOSITION INSTRUCTIONS)**

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
101.01	Suspenses	GRS 23, #6	Written note or communication (EMAIL) of date action is required.	Destroy when 30 days old or 30 days after cutoff.
101.02	Transitory	GRS 23, #7	Administrative correspondence or information received of short-term interest where no action is required.	Cutoff monthly or quarterly. Destroy when 30-90 days old.
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.	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.	Destroy when superseded or obsolete.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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 FCDSWA 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.
101.08	Office Military Personnel Files	NC1-374-78-2 (102.13)	Documents related to supervision of military personnel performance/duty such as classification, promotion, orders, sponsors, indebtedness, leave, applications for outside employment, academic and individual training reports, 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)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 Pending Files	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. (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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
101.13	Record Access and Signature Authorization	NC1-374-78-2	Lists for personnel access to information (Interim and Consolidated Clearance Lists, Records Manager/Library Appointments), courier services, facility access control lists (includes ADP security).	Destroy when authorization document is superseded or obsolete.
101.14	Mail Control Receipts	GRS 12, #5	Office copies of incoming and outgoing mail receipts, other than receipts maintained by postal activities or unit mailroom. Includes transmittal receipts for classified material.	Destroy when 1 year old.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.)	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 Equipment Records	NC1-374-78-2 (101.24)	Office copies of lists or comparable documents showing accountable equipment (includes ADP equipment).	Destroy on turn-in or disposal of related equipment.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
101.21	Publication Supply Distribution	NC1-374-78-2 (101.22)	Publications requisitions/receipts.	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.	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.)	Destroy when superseded or after next comparable inventory.
101.24a	Classified Document Container Security	GRS 18, #17	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list or upon turn-in of containers.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
101.24b	Classified Document Container Security	GRS 18, #17	Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Includes SF 701s and SF702s.	Destroy 3 months following the last entry on the form.
201.01a	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.
201.01b	Administration	NC1-374-78-1	Messages used for expeditious interim changes to instructions.	Destroy when applicable instruction is rescinded or superseded. Earlier disposal is authorized.
201.01c	Administration	NC1-374-78-1	Evaluation by office of suggestions that do not result in issuing an instruction or establishing a project.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
201.01d	Administration	NC1-374-78-1	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.	Destroy when 2 years old.
201.01e	Administration	NC1-374-78-1	Documents related to application of Automated Data Processing Systems (ADPS) operations within office functional area.	Destroy when 2 years old.
201.01f	Administration	NC1-374-78-1	General administrative correspondence not identified elsewhere in common mission (201) series.	Destroy when superseded or obsolete.
201.02a	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
201.02b	Agreements	NC1-374-78-1	Agreements not involving transfer of personnel and materiel. (See 202.01 for international agreements.)	Destroy 3 years after supersession, cancellation, or termination of agreement. Reviewing Offices: Destroy 1 year after supersession, cancellation, or termination of agreement.
201.03a	Briefings and Presentations		Documentation/scripts (includes hard copy computer-generated graphics) used by Agency personnel for participation in presentations at outside agencies, in-house, or non-federal institutions relating to mission-related projects of historical importance.	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.
201.03b	Briefings and Presentations	NC1-374-78-1	Documentation/scripts (includes hard copy computer-generated graphics) used by Agency personnel for participation in presentations at outside agencies, non-Federal institutions, as well as in-house briefings of no historical importance.	Destroy when superseded or obsolete or no longer needed for reference.
201.04a	Conference and Committee Records	N1-374-89-3	Records relating to the establishment, organizational policy, membership, and participation in intragency, advisory, or international (i.e., NATO) or intergovernmental (i.e., Great Britain) committees, conferences, or working groups.	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 APPROVAL	SERIES DESCRIPTION	DISPOSITION
201.04b	Conference and Committee Records	N1-374-89-3	Records created by committees or conferences: agenda, minutes, final reports, and related documentation of accomplishments of participation maintained by the Agency command sponsor or secretariat.	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.
201.04c	Conference and Committee Records	N1-374-89-3	Scientific conferences and meetings hosted or sponsored by the Agency. Records are maintained by project office responsible for planning/organization and conduct of conference. Included are budget matters, lists of attendees, and final reports.	Destroy when 3 years old.
201.04d	Conference and Committee Records	N1-374-89-3	Information copies of periodic reports received by Agency members of committees and working groups (members other than Agency representatives, chairman, or recording secretary).	Destroy when superseded, obsolete, or NLN for reference, or transfer to replacement committee or destroy upon termination of committee.
201.05a	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
201.05b	Reference Files	NC1-374-78-1	Copies of mission-related published plans, reports, and similar reproduced materials that do not fall within the description for reference publications.	Destroy when superseded, obsolete, or no longer needed for reference.
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 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.
203.01a	Privacy Act Requests	GRS 14, #21	Requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(1). Includes original request, copy of reply thereto, and related supporting documents.	Destroy 2 years after date of reply.
203.01b	Privacy Act Requests	GRS 14, #21	Requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(1). Includes original request, record of denying access to all or part of records requested.	Destroy 5 years after date of reply.
203.02a	Privacy Act Amendments	GRS 14, #22	Individual request to amend a record pertaining to that individual as provided under 5 U.S.C., 552a(d)(2). Includes Agency's approval to amend subject record.	Destroy 4 years after Agency's agreement to amend subject record.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
203.02b	Privacy Act Amendments	GRS 14, #22	Individual request to amend a record pertaining to that individual, as provided for under 5 U.S.C. 552a(d)(2). Includes record of refusal by the Agency to amend a record, requested by an individual and record of appeal.	Destroy 3 years after determination is made by the Agency or 4 years after final adjudication by courts, whichever is later.
203.03	Privacy Act Accounting of Disclosure	GRS 14, #23	Records created under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency. Includes Agency Privacy Act reports submitted to Congress.	Destroy 5 years after the disclosure for which the accountability was made.
203.04	Privacy Act Control	GRS 14, #24	Records maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.	Destroy 5 years after date of last entry.
203.05	Privacy Act System Notices	GRS 14, #26	Records related to the general Agency implementation of the Privacy Act, including system notices, memoranda, routine correspondence, and related records.	Retain system notices as long as system of records exists (includes original and revised notices published in the Federal Register). Destroy other records when 2 years old or when no longer needed for administrative reference, whichever comes first.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
203.06	Privacy Act Reports	GRS 14, #25	Recurring reports and one-time information requirement relating to Agency implementation. Includes Agency reports submitted to OSD, and the report of new systems at all levels.	Destroy when 2 years old.
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 Degree Requirements	NC1-374-81-3	Records which support the establishment of advanced academic degree requirements.	Destroy when superseded or no longer needed for administrative use.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
204.04	Manpower Change Request Input		Manpower change requests prepared by FCDSWA and published FCDSWA Joint Manpower Program (JMP) documents, submitted to HQDSWA for approval.	Destroy 1 year after incorporation into final document.
204.05a	Manpower Change Requests	NC1-374-81-3	Completed DSWA Forms 107, and related automated listings which identify the authorizations and organizational changes requested, justification, coordination, and approval. Includes FC requests submitted to HQDSWA 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.	Destroy when 1 year old. (HQDSWA 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 DSWA. 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
204.06b	Joint Manpower Program (JMP)	NC1-374-81-3	Joint Manpower Program quarterly published reports.	Destroy when 5 years old. (HQDSWA is Agency Office of Record.)
204.06c	Joint Manpower Program (JMP)	NC1-374-81-3	Joint Manpower Program monthly published reports.	Destroy when 1 year old. (HQDSWA 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 Management.)	Destroy when superseded or no longer needed for reference.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
206.01	Management Improvement and Feasibility Studies	GRS 16, #9	Feasibility studies completed at all levels of the Agency prior to the installation of any technology or equipment associated with information management systems, such as automated information/electronic imaging systems, micrographics, and communications.	Destroy when 5 years old.
207.01	Coordination of Nuclear Surety (NWT/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.	Destroy when 2 years old. (FCDSWA is Office of Record.)
207.02	NWT/DNSI After Action Reports	NC1-374-95-4	Nuclear Weapons Technical Inspections/Defense Nuclear Surety Inspections conducted by FCDSWA. Includes copy of report sent to inspected organization for corrective action and correspondence from inspected organization indicating corrective actions	Retire to FCDSWA RA when 5 years old. Destroy when 10 years old. Copies of reports sent to HQDSWA: Destroy when 5 years old.
207.03	Command/General Inspections	NC1-374-81-6	Documents related to planned HQDSWA 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
207.04	Inspector General Complaint Investigations		Documents accumulated by HQDSWA 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 inspection. 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 or corrective actions taken, training materials and records manager appointment letters.	Destroy when 6 years old. (Earlier disposal is authorized for records 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.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
208.08	Reports Control Register	NC1-374-81-7 (208.09)	Records controlling assignment of Agency published plans or reports scientific or technical in nature, approval of one-time reporting requirements, and related documents.	Destroy 2 years after the report is discontinued.
208.09	Director DSWA Chronological Reading Files	NC1-374-88-1 (208.30)	Copies of documents signed by the Director DSWA. Includes printed copies of EMAIL transmitted or received, with related transmission data. 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 worksheets and related correspondence.	HQDSWA 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 rescission of specific forms. Includes requests for approval and instructions governing use of the form.	Destroy 3 years after cancellation of form.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 Publications Management Surveys	NC1-374-81-7	Record of staff assistance visits to provide assistance and evaluate the effectiveness of forms management programs. Includes notification of visits, forms control and usage data, and reports of corrective actions taken.	Destroy 5 years after next comparable survey. (Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
208.16b	Publication Records Set (Instructions)	NC1-374-81-7	Original signed copy of DSWA, FCDSWA, and Johnston Atoll (FCJ) Instructions that are administrative in nature. Includes background coordination, review, concurrences, and related documentation.	Destroy when superseded or obsolete.
208.16a	Publication Records Set (Instructions)	NC1-374-81-7	Original signed copy of DSWA, FCDSWA, 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.
208.16c	Publications Records Set (JNWPS)	NC1-374-81-7	Joint Nuclear Weapons Publication System (JNWPS) manuals and published changes. FCDSWA 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
208.17	Personnel-Related Joint Service Publications	NC1-374-81-7	Agency publications issued by HQDSWA to disseminate information and instructions affecting the status of military personnel.	Destroy when 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. (FCDSWA has authority to award Joint Service Achievement Medals. HQDSWA has authority to award all Joint Service Medals.)	Permanent. Cutoff annually. Retire to 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.	Destroy when 10 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	Destroy when 5 years old.
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. (FCDSWA is Agency Office of Record.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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. FCDSWA 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. (FCDSWA 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. (FCDSWA 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 DSWA and Commander, Field Command DSWA 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.
210.01b	Policy and Precedence	NC1-374-81-9 (210.06)	Agency and command-wide policy letters, published by the Director DSWA and Commander, FCDSWA, 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 HQDSWA and FCDSWA.	Permanent. Cutoff upon supersession or obsolescence. Retain in Agency custody. Transfer to the National Archives in 5-year blocks when 20-25 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 retention is no longer required.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
210.07	Advisory Committee on Human Radiation Experiments (ACHRE) Documentation		Copies of DSWA 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 ADP 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.
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 DSWA 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.
212.01a	Nuclear Weapons Contingency Operations Module (NUCOM)		Nuclear weapons accountability, status, capability, and location and movement of allocated nuclear weapons, maintained by serial number of every nuclear warhead and major component in the DoD arsenal from 1945 to present, recorded on the NUMIS system.	Permanent. Cutoff annually. Retain in Agency custody (1945-66-paper, 67-97-migrated to NUCOM). Transfer to the National Archives when 75 years old, IAW 36 CFR 1228.188, upon the Agency Director's determination that Agency retention is no longer required.
212.02a	Stockpile Program Planning		Record of current and proposed nuclear weapons allocations, deployments, and retirements.	Retain locally (HQDSWA). Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 Commander or the JCS.	Retain locally (HQDSWA). Destroy when 20 years old.
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 FCDSWA: 48M, 49M, 119M, 170M, and ERH.	Retain locally (FCDSWA). Destroy when information has been consolidated into comparable HQDSWA reports.
212.04b	Stockpile Reports		Stockpile reports from 1947 to present related to more than one weapon/system, maintained or originated by HQ: 28M, 229M, 234M, Annual Weapons Report and DOE Master Nuclear Schedule. (See 212.04 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 Administration		Site R Administration and general correspondence.	Retain locally. Destroy when 5 years old.
212.07c	Stockpile Emergency Verification Exercises		Procedures to conduct stockpile emergency verification exercises and records of previous tests.	Destroy when 3 years old.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.
212.08	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 DSWA, 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 Surety Program		Nuclear weapons quality assurance and reliability 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.	Destroy 2 years after completion of audit or completion of final report.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 HQDSWA. 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)).	Destroy when 10 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
213.04	Nuclear Accident Training Exercises		Joint Nuclear Accident Training Exercises sponsored by DSWA to assess nuclear accident response capability. Includes exercise concept of operations plans and after action reports. See 603 for personnel exposure; 1504 for environmental monitoring.	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.
301.01a	Program and Budget Guidance	N1-374-89-6	Development, review, approval, and issue of program and budget guidance by all echelons of DSWA. 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	FCDSWA program and budget guidance, issued in the form of markups to operating budgets; coordinating actions; operating schedules; and related documents.	FCDSWA guidance issued: Cutoff at end of FY. Destroy 6 years after cutoff. Destroy guidance received on incorporation in the FCDSWA 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
301.03a	Congressional Budget Justification	N1-374-89-6	Documents accumulated by HQDSWA in defending DSWA 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 FCDSWA and submitted to HQDSWA for defending budget estimates.	Cutoff at end of FY. Destroy when 2 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.	Cutoff each FY. Destroy when 2 years old.
301.05	Budget Reporting	GRS 5, #5	Consolidated budgetary reports, maintained electronically or in hard copy, which reflect the status of appropriations and/or fund accounts. Reports are prepared by directives issued by OMB, Treasury Department, GAO, or DoD.	September reports: Cutoff each FY and destroy when 5 years old. Destroy other reports when 3 fiscal years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
301.06	Pay Comparability Records (Civilians)	GRS 1, #41	Written narratives and computerized transaction registers documenting use of retention, relocation and recruitment bonuses, allowances, and supervisor differentials under Federal Employees Pay Comparability Act.	Cutoff quarterly. Destroy after 3 subsequent reports have been filed.
302.06	Accounting Documents	GRS 6, #1a	Documents posted to books of original entry for foreign/domestic programs. Includes allotments, obligations, disbursement vouchers, collection, adjustments, blocking tickets, checklistings, check reconciliation, exception notices, certificates of deposit.	Cutoff at close of period covered by account (Fiscal Year). Retire to HQDSWA RA or FCDSWA RA 2 years after cutoff. Destroy 6 years and 3 months after close of fiscal year involved.
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.	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.	Destroy when 3 years old.

SERIES	SERIES TITLE	NARA APPROVAL	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).	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.
401.02	Financial Disclosure Reports	GRS 1, #24	Documents which reflect Government employment, private employment, and financial interest of civilian employees and military personnel, required to file such statements under Federal statutes. Includes supplementary statements and reports of changes.	Destroy when 6 years old; except documents needed in an ongoing investigation will be retained until no longer needed in investigation.
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 DSWA communciations with Dept of Justice, US attorneys and other organizations and individuals withn/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 Agency retention is no longer required.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.
401.06	Equal Employment Opportunity Complaint Background Files	GRS 1, #25	Background records related to but not filed in the Official Discrimination Complaint Case Files under 401.05.	Destroy 2 years after final resolution of case.
401.07	Equal Employment Opportunity Compliance Reviews	GRS 1, #25	Documents related to conducting surveys on the implementation and effectiveness of programs for equal opportunity for military personnel and EEO for civilian employees. Includes reviews, appraisals, recommendations, and final reports.	Destroy compliance review records when 7 years old. Destroy compliance reports/surveys when 3 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
401.08	Employment Statistics (EEO)	GRS 1, #25	Employment/opportunity statistics related to race, sex, age, or handicap. Includes statistical and narrative reports, training report information, summaries, consolidations, and related documents.	Destroy when 5 years old.
401.09	EEO Affirmative Action Plans	GRS 1, #25	Agency copy of consolidated Affirmative Action Plan.	Destroy 5 years after date of plan.
402.01	Standards of Conduct	GRS 1, #27	Correspondence, memoranda, reports, forms and all other records relating to codes of ethics and standards of conduct.	Destroy when superseded or obsolete.
402.02	Hispanic Employment Program	GRS 1, #25	Documentation of planning and management of the DSWA Hispanic Employment Program. Includes meetings with DSWA management and employees, participation in special observances commemorating the program, and related documents.	Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 DSWA contracts or activities accomplished by the contract.	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 DSWA and the civilian community.	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
403.05	Agency News Publications		Official periodic newsletter publications of interest to Agency employees (e.g., DSWA Today and FCDSWA Informer, created in 1995).	Permanent. Cutoff annually. 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 (NC1-374-81-19)	NC1-374-81-19	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 DSWA.	Destroy when 5 years old.
405.01	FOIA Requests	GRS 14, #11	Documents related to requests for information under the Freedom of Information Act. Includes original requests; copy of Agency reply thereto granting access, stating inability to identify or nonexistence of requested records, and indicating fees charged.	Destroy when 2 years old if not appealed. If appealed, withdraw and file under 405.03. (Records contain information subject to the Privacy Act)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
405.02	FOIA Requests Denial Files	GRS 14, #12 (406.02)	Documents related to requests for information under the FOIA for which access to all or part of the requested record is denied. Includes original request, copies of reply thereto and supporting documentation for denial, and related documents.	Destroy when 5 years old if not appealed. If appealed, withdraw and file under 405.03. ((Records may contain Privacy Act information)
405.03	FOIA Appeals	GRS 14, #12 (406.03)	Documents related to administrative appeals under the provisions of the FOIA. Includes appellant's letter, copy of reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	Destroy 4 years after final denial by the Agency, or 3 years after final adjudication by courts. Dispose file copy of records under appeal IAW approved Agency disposition instructions or with the related FOIA request, whichever is later.
405.04	FOIA Reports	GRS 14, #14 (406.05)	Documents related to recurring reports and one-time information requirements relating to implementation of the FOIA, including annual reports to Congress, submitted by HQDSWA.	Destroy when 2 years old or sooner if no longer needed for administrative use. HQDSWA is Agency Office of Record.
405.05	FOIA Controls	GRS 14, #13	Records maintained for control purposes inresponding to requests. Includes registers and similar listings reflecting date, nature, and purpose of request and name and address of requester.	Cutoff annually. Registers or listings: Destroy 6 years after date of last entry.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
501.01	Escort/Non-Escort Identification and Badging	N1-374-89-13	Documents which identify approvals and disapprovals for non-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.
501.02	Control Accountability of Identification Cards and Badges		Documents such as registers used to maintain accountability for identification cards and badges.	Destroy upon discontinuance of badge or system.
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.
501.04	Personal Property Accountability	GRS 18, #15	Files related to accountability for personal property lost or stolen. Includes reports, loss statements, receipts and other documents related to lost and found articles.	Destroy when 1 year old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
501.05	Access Register Control Files	GRS 18, #17	Registers, logs, or tape media used to record names of all personnel to included employees, admitted to the Agency and controlled areas within the Agency.	Destroy 5 years after final entry or date of document, as appropriate.
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-DSWA 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 DSWA personnel and DSWA contractor personnel to DOE facilities.	Destroy upon obsolescence.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
501.09	Installation Clearance Program		Record of approved clearance requests and related documentation for controlling entry/exit to and from the installation during installation environmental clean-up projects in the Pacific area, other than Johnston Atoll.	Destroy when 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 HQDSWA.	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 HQDSWA. 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)
502.06a	Classified Document Container Security	GRS 18, #7	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list or upon turn-in of containers.
502.06b	Classified Document Container Security	GRS 18, #7	Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Includes SF 701s and SF702s.	Destroy 3 months following the last entry on the form. (Note: Forms involved in investigations will be retained until completion of the investigation.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
503.01	Personnel Security Clearances	GRS 18, #22 (503.03)	Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and contractors, who require access to Government facilities or to sensitive data.	Destroy upon notification of death or not later than 5 years after separation or transfer of employee, or no later than 5 years after contract expires, whichever is applicable. (Records contain Privacy Act information.)
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 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.	Destroy when 1 year old. (HQDSWA 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	Destroy when 1 year old. (HQDSWA 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. (HQDSWA 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. (HQDSWA is Agency Office of Record.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 relates. Destroy ADP printouts after verification of allocation record.
504.08	COMSEC Material Distribution Reporting	NC1-374-81-23	Documents submitted to the DSWA COMSEC Central Office of Record to report allocation, assets, and holder information for specified items of COMSEC material (equipment and associated material).	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	Destroy when 5 years old. Earlier disposal is authorized.
505.03	Classified Material Access Files	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 Information Access Case Files	NC1-374-81-24	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.	Destroy 15 years after completion of action.
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 DSWA, such as manuscripts, photos, lecture, radio, television scripts.	Destroy when 5 years old. Earlier disposal is authorized.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.
505.08	Security Violations Case Files	GRS 18, #24b	Documents related to investigations of alleged security violations (i.e., missing documents, unauthorized disclosure of information, unattended open security containers, and documents not properly safeguarded). Includes incidents at contractor facilities.	Destroy 2 years after completion of final corrective or disciplinary action. Records of violations of a sufficiently serious nature, classified as felonies: Dispose of IAW NC1-330-76-1. (Records contain information subject to the Privacy Act)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 DSWA 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 topics.	Destroy when 2 years old, or when no longer needed for reference, whichever is later.
506.01a	Threat Assessments (OPSEC)		General threat information and DSWA-generated threat assessments related to operations security.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
601.02	Defense Nuclear Weapons School Course Accrediations	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.
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 FCDSWA 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 Reports	N1-374-95-1	DNWS course enrollments and completion statistics reported to the services.	Retire to FCDSWA RA when 5 years old. Destroy when 20 years old. (Records are eligible for retirement to an FRC.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
601.05	Defense Nuclear Weapons School Course Publications (Supplementary 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 Conservation, Asbestos, Lead, Radiation Safety, and Safety and Industrial Hygiene Plans.	Permanent. Cutoff upon publication or revision. Retain in Agency custody. Transfer to 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 FCDSWA 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.)
602.04a	Safety Training, Qualification, and Verification		Electronic record of individual annual training requirements and training completed (on-site/off-site) as required by OSHA standards for a specific position. Records may supplement training records where certificate of completion is not required.	Backup monthly. Cutoff annually and print hard copy for 602.04b. Destroy electronic record when 5 years old.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
602.04c	Safety Training, Qualification, and Verification		Attendance rosters maintained for each course completed with original signatures.	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.)	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 (MSDSs)		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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	Destroy when 75 years old. (Records are eligible for retirement to an FRC.)
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 FCDSWA 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	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.	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 FCDSWA 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)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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.)	Destroy when 75 years old. (Records are eligible for retirement to an FRC.) (HQDSWA is the Agency Office of Record.)
604.01	Radiation Committees	NC1-374-81-62 (605.01)	Documents/minutes of DSWA 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 FCDSWA RA upon decommission. Destroy 75 years after decommissioning. (Records are eligible for retirement to an FRC.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	Destroy when 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 208.19 Permanent Order Records Set for JSAM, JSCM, DMSM, and other Joint Service Awards.)	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.	Destroy when 6 years old. (Records may contain Privacy Act Information)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 DSWA.	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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.
702.12	Alcohol and Drug Abuse Program (Military)	GRS 1, #26b	Records created in planning, coordinating, and directing an alcohol and drug abuse program.	Destroy when 3 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
703.01a	Training Records (Agency-Sponsored)	GRS 1, #29	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)	GRS 1, #29	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.
802.01	Official Personnel Folders (Civilian)	GRS 1, #1	Records filed on the right side of Official Personnel Folder (OPF), covering employment terminated after 31 December 1920, excluding those selected by the NARA for permanent retention.	Separated Employees: Trf to NPRC, St Louis, MO, 30 days after latest separation. Destroy 65 years after separation from Federal service. (HQ and FC Federal Civilian OPFs are disposed of by servicing civilian personnel offices IAW GRS 1, #1.)
802.02	Temporary Individual Employee Records	GRS 1, #10	All copies of correspondence and forms maintained on the left side of the Official Personnel Folder (OPF) IAW with Gapter 3 of the Guide to Personnel Recordkeeping, excluding performance-related records. (HQ or Servicing Civilian Personnel Offices only.)	Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner. (See 801.05 for performance-related records.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
802.03	Supervisor's Personnel Files and Duplicate OPF Documentation	GRS 1, #18	Correspondence, forms, and other records related to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in the OPF, maintained by FCDSWA Civilian Personnel.	Review annually and destroy superseded or obsolete documents, or destroy file related to an employee 1 year after separation or transfer. (FCDSWA Civilian OPFs are maintained by servicing CPO.)
802.04	Employee Medical Folders (Civilian EPFs)	GRS 1, #21	Long-term medical records as defined in 5 CFR Part 293, Subpart E. (Records apply to HQ or Servicing CPO for FCDSWA only.)	See 5 CFR Part 293, Subpart E for employees trf. Separation: Trf to NPRC, St Louis, MO, 30 days after sep. NPRC will DEST 75 years after DOB of employee; 60 years after date of earliest docu if DOB is unknown; or 30 years after sep, whichever is later.
802.05a	Employee Performance System Records (Civilian Non-SES Appointees)	GRS 1, #23	Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected and all related documents, for non-SES appointees (as defined in 5 USC 4301(2). (Records apply to HQ or Servicing CPO for FCDSWA only.)	Destroy after the employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. (Records may contain Privacy Act information)
802.05b	Employee Performance System Records (Civilian Non-SES Appointees)	GRS 1, #23	Performance records superseded through an administrative, judicial, or quasi-judicial procedure. (Records apply to HQ or Servicing CPO for FCDSWA only.)	Destroy when superseded. (Records may contain Privacy Act information)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
802.05c	Employee Performance System Records (Civilian Non-SES Appointees)	GRS 1, #23	Performance-related records pertaining to a former employee. Includes latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating. (Records apply to HQ or Servicing CPO for FCDSWA only.)	Place records on left side of OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates. (Records may contain Privacy Act information)
802.05d	Employee Performance System Records (Civilian Non-SES Appointees)	GRS 1, #23	All other performance plans and ratings.	Destroy when 4 years old or when no longer needed, whichever is sooner. Destroy supporting documents 4 years after date of appraisal or when NLN, whichever is sooner. (Records may contain Privacy Act information)
802.06a	Employee Performance System Records (Civilian SES Appointees)	GRS 1, #23	Performance records superseded through an administrative, judicial, or quasi-judicial procedure. (Records apply to HQ and Servicing CPO for FCDSWA only.)	Destroy when superseded. (Records may contain Privacy Act information)
802.06b	Employee Performance System Records (Civilian SES-Appointees)	GRS 1, #23	Performance-related records pertaining to a former SES appointee. Includes latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating. (Records apply to HQ or Servicing CPO for FCDSWA only.)	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service. (Records may contain Privacy Act information)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
802.06c	Employee Performance System Records (Civilian SES-Appointees)	GRS 1, #23	All other performance ratings and plans. (Records apply to HQ or Servicing CPO for FCDSWA only.)	Destroy when 5 years old, or when no longer needed, whichever is sooner. (Records may contain Privacy Act information)
802.06d	Employee Performance System Records (Civilian SES Appointees)	GRS 1, #23	All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, excluding those for SES appointees serving on a Presidential appointment (5 CFR 214). (Records apply to HQ and Servicing CPO for FCDSWA.)	Destroy 5 years after date of appraisal. Destroy supporting documents 5 years after date of appraisal or when NLN, whichever is sooner. (Records may contain Privacy Act information)
802.07	Notifications of Personnel Actions (Civilian)	GRS 1, #14	Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF. (Records apply to HQ and FC Civilian Personnel Offices.)	Destroy when 2 years old. (Records contain Privacy Act information)
802.08	Employment Applications (Civilian)	GRS 1, #15	Applications, including OF 612, resumes, and other application that an agency may develop for unique jobs with specialized requirements, and related records. (Records apply to HQ and Servicing CPO for FCDSWA only.)	Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier. (Records may contain Privacy Act information)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
802.09	Interview Records (Civilian)	GRS 1, #8	Correspondence, reports, and other records related to interviews with employees. (Records apply to HQ and Servicing CPO for FCDSWA only.)	Destroy 6 months after transfer or separation of employee. (Records may contain Privacy Act information)
802.10a	Offers of Employment (Civilian)	GRS 1. #4	Correspondence, including letters and telegrams, offering appointments to potential employees for offers accepted. (Records apply to HQ and Servicing CPO for FCDSWA only.)	Accepted Offers: Destroy when no longer needed. ((Records may contain Privacy Act Information)
802.10b	Offers of Employment (Civilian)	GRS 1. #4	Correspondence, including letters and telegrams, offering appointments to potential employees that are declined.	Return to OPM with reply and application. Temporary or excepted appointments: File with application. Destroy all others immediately. (Records may contain Privacy Act information)
802.11	Civilian Payroll (Time and Attendance Input Records) (Federal Civilians)	GRS 2, #8	Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by the Agency or payroll processor. (Records contain Privacy Act information.)	Destroy after GAO audit or when 6 years old, whichever is sooner. (FCDSWA time cards are submitted to and retained by the servicing Air Force Civilian Payroll Office; copies of time cards maintained by FCDSWA timekeepers fall under 101.06)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
802.12	Leave Applications (Federal Civilians)	GRS 2, #6	SF 71 or equivalent plus any supporting documentation of requests and approvals of leave. Records are maintained by HQ and FCDSWA individual timekeepers.	Time cards initialed by employee: Destroy at end of following pay period. Time Cards not initialed by employees: Destroy after GAO audit or when 3 years old, whichever is sooner. (Records contain Privacy Act information)
802.13	Donated Leave Program Case Files (Civilain)	GRS 1, #37	Record of receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, and leave donation records (leave transferred, payroll notification, termination).	Records generated after Jan 94: Destroy 1 year after the end of the year in which the file is closed. (Records may contain Privacy Act information)
802.14	Certificate of Eligibles (Civilian)	GRS 1, #5	Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible. (Records apply to HQ or Servicing CPO for FCDSWA.)	Destroy when 2 years old. (Records may contain Privacy Act information)
802.15	Position Classification Standards (Civilian)	GRS 1, #7a	Correspondence and other records related to the development or standards for classification of positions peculiar to the agency, and OPM approval or disapproval. (Records apply to HQ and Servicing CPO for FCDSWA only.)	Destroy case files 5 years after position is abolished or description is superseded. Review Files: Destroy when 2 years old. (Records may contain Privacy Act information)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
802.16	Position Descriptions (Civilian)	GRS 1, #7b	Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents. (Records apply to HQ and Servicing CPO for FCDSWA only.)	Destroy 2 years after position is abolished or description is superseded. (Records may contain Privacy Act information)
802.17	Position Classification Surveys (Civilian)	GRS 1, #7c	Classification survey reports on various positions prepared by classification specialists, including periodic reports. (Records apply to HQ or Servicing CPO for FCDSWA only.)	Destroy when 3 years old or 2 years after regular inspection, whichever is sooner. (Records may contain Privacy Act information)
802.18	Time and Attendance Source Records (Federal Civilians)	GRS 2, #7	All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flextime records; leave applications for jury and military duty; and authorized premium pay or overtime.	Destroy after GAO audit or when 6 years old, whichever is sooner. (Records are maintained by Agency timekeepers, with the exception of FCDSWA time cards which fall under 802.11; copies of time cards maintained by FCDSWA timekeepers fall under 101.06.)
803.01	Wage Surveys (Civilian)	GRS 1, #38	Wage survey reports and data, background documents and correspondence pertaining to area wages paid for employees; authorizations, direction, and analysis of wage surveys; development and implementation of wage schedules; and specific wage rates.	Destroy after completion of second succeeding wage survey.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 Radiobiological Effects	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 atmospheric test of nuclear weapons and its effects.	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.
901.03	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.
1001.01	Library Vouchers	NC1-374-81-52 (1409.01)	Library vouchers, supporting papers, and voucher register and inventory balance record of books.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.
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.
901.05	Health Unit Control Records	GRS 1, #20	Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units. (Records are maintained by HQDSWA Nurse.)	Destroy information summarized on statistical reports 3 months after last entry. Destroy information not summarized 3 years after last entry.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
902	Johnston Atoll BOS Contract - Medical Services	N1-374-95-2	See Johnston Atoll Records Schedule	Destroy when superseded by a new form or list or upon turn-in of containers.
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	Communications Accounts	NC1-374-81-40	Billing services, vouchers, vender inventories and correspondence on communications accounts.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1102.03	Communications Equipment Maintenance	NC1-374-81-40	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.	Destroy on disposal of related equipment.
1102.04a	Administrative Communications Services		Internal operations of administration of telephone services.	Destroy when 1 year old.
1102.04b	Administrative Communications Services		Tele-communications service requests (TSRs).	Destroy on deactivation of circuit.
1102.05	Electronic Communications 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1102.06	Tracer Actions		Records pertaining to tracing messages.	Destroy when 1 year old.
1102.07	Overnight Storage Control		Record of receipt and pick-up of classified messages from Telecommunications Center.	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).	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1102.10	Communications Performance Records		Station, circuit, traffic status, and operator performance.	Destroy when 6 months old.
1102.11	Communications Operational Records		Service logs and messages.	Destroy when 2 months old.
1102.12	Originated Messages		Messages transmitted from TCC.	Destroy when 2 months old.
1102.13	Received Messages		Messages (hard page copies) received by TCC.	Destroy when 2 months old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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.	Destroy when 3 months old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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		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)		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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 DSWA 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 1228.184.
1104.08b	Briefings and Presentations (Audiovisual)		Non-historical motion pictures, still pictures, and videos.	Destroy when longer needed for reference.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 DSWA 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.	Destroy when 6 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1201.02	Transportation Officer Appointment Files		Documents appointing Agency Transportation Officers.	Destroy 1 year after termination of 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.	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.
1202.03	Motor Vehicle Reports	GRS 10, #4	Reports on motor vehicles other than accident, operating, and maintenance reports.	Destroy 3 years after date of report.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1202.04	Vehicle Identification Plate Files		Documents accumulated in connection with requesting, transferring, issuing, and disposing of local identification plates or license plates.	Destroy 2 years after disposal of plates.
1202.05	Motor Vehicle Costs Files	GRS 10, #3	Motor vehicle ledgers and worksheets providing cost and expense data, maintained electronically or in hard copy.	Destroy 3 years after discontinuance of ledger or date of worksheet.
1202.06	Motor Vehicle Operations and Maintenance	GRS 10, #2	Vehicle deadline reports, vehicle appraisal and requirements reports, inspection and test schedules, and street sweeping schedules.	Destroy when 3 months old.
1202.07	Motor Vehicle Release Files	GRS 10, #6	Records relating to transfer, sale, donation, or exchange of vehicles.	Destroy 4 years after vehicle leaves Agency custody.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1202.08	Motor Vehicle Operations	GRS 10, #7	Operator Certifications.	Destroy 3 years after separation of employee or 3 years after rescision of authorization to operate Government-owned vehicle, whichever is sooner.
1202.09	Motor Vehicle Accidents	GRS 10, #5	Records related to motor vehicle accidents, maintained by Agency Transportation Officers. Includes operator's report of motor vehicle accident; investigation reports of motor vehicle accidents; and statement of witness.	Destroy 6 years after case is closed.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 retention is no longer required.
1301.02	R&D DoD Committees		Documents relating to DSWA participation in, or relationship with various research coordinating committees or working groups of DoD. Included are agenda and minutes of meetings, memoranda reflecting DSWA's position and nomination of committee members.	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.
1301.03	R&D Electronic Imaging System (DARE)		Agency Electronic Imaging System (DARE) for accessing and preserving records and data related to the history of nuclear weapons development (212 series), testing (1301.04, 1301.05), and training (208.16d).	Permanent. Cutoff annually. Convert selected records to CD-ROM when 75 years old (earlier conversion authorized). Transfer to the National Archives when 75 years old, upon the Agency's Director 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 data.	Destroy when Agency retention is no longer required.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 HQDSWA RA or FCDSWA 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 HQDSWA RA or FCDSWA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old.
1401.03	DSWA Procurement Instructions	N1-374-89-5	Correspondence, coordination and back up for DSWA procurement instructions issued by AM (other than those published under 208.16 series).	Cutoff annually. Retire to HQDSWA 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 HQDSWA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1401.05	Field Command Procurement Policies	N1-374-89-5	Correspondence, back up, and guidance related to specific policies applicable to FCDSWA.	Cutoff annually. Retire to FCDSWA 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 HQDSWA RA or FCDSWA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old.
1401.07	DSWA 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 HQDSWA 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 HQDSWA RA 3 years after cutoff if volume exceeds more than 1 cu ft. Destroy when 10 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 HQDSWA 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 DSWA imprest fund(s).	Cutoff annually. Retire to HQDSWA 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 HQDSWA 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 final board decision.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1401.13	Ratification Approvals and Policy	N1-374-89-5 (1401.16)	Policy, reports, and copies of pertinent approval/disapproval of ratification actions by DSWA AM.	Cutoff annually. Retire to HQDSWA 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 HQDSWA RA or FCDSWA 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	N1-374-89-4	Documents reflecting appointments of CTMs within the DSWA system. Includes backup and status information related to appointments.	Destroy 6 years after recession or termination.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 HQDSWA RA 2 years after final payment or to FCDSWA 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.
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 HQDSWA RA or FCDSWA 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.	Destroy when 6 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 DSWA for other departments or procurement by other elements of the Agency. Includes copies of purchase requests and amendments thereto.	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.	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 HQDSWA RA or FCDSWA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old.
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 HQDSWA RA or FCDSWA 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.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1402.11	Synopsis Transmittals	N1-374-89-4	Record copy of all synopsis statements issued by DSWA AM to the Commerce Business Daily.	Cutoff annually. Retire to HQDSWA 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 DSWA 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 HQDSWA 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 HQDSWA RA or FCDSWA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1402.15	Review of Field Command Procurement Actions	N1-374-89-4	Policy and procedural direction related to HQ DSWA AM staff surveillance of Field Command Contracting. Includes delegations of general procurement authority.	Cutoff annually. Retire to HQDSWA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old.
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 HQDSWA RA or FCDSWA 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 HQDSWA 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 of 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 DSWA contractors (or the acquisition thereof).	Cutoff annually. Retire to HQDSWA RA or FCDSWA 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 (RIT) and Grant Policy	N1-374-89-4	Material related to FY86 Congressionally mandated grant to RIT.	Cutoff annually. Retire to HQDSWA RA 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	Policy and procedural direction related to HQ DSWA AM staff surveillance of DARPA contracting. Includes delegations of general procurement authority.	Cutoff annually. Retire to HQDSWA RA when 3 years old, if volume warrants more than 1 cu ft. Destroy when 10 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 HQDSWA 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 HQDSWA 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 FCDSWA (to include FCJ Island staff). Excluded are contract procurement and financial records maintained by the ROIC for retirement, IAW FAR guidance.	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1403.01	Small and Disadvantaged Business Utilization Program	N1-374-89-11	General procurement policy and procedural guidance. Includes general information for small businesses, small business qualification files, small business innovation research, and correspondence related to small disadvantaged business program.	Destroy when 3 years old.
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 HQDSWA 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 HQDSWA 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 DSWA. Includes materiel requirements, allocation decisions, tentative allocations, allocation requests, allocations, allotments, return of controlled materials and unused balances.	Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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 DSWA 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.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 Reporting		Record of standardization actions, such as indexing changes, status of standardization plans and projects, and significant accomplishments effected through standardization. Includes consolidated and individual feeder reports.	Destroy when 2 years old.
1406.01	Supply Cataloging Advisory Group	NC1-374-81-49	Record of DSWA 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 DSWA chairman or sponsor of committee.)
1406.02	Cataloging Activity Reporting	NC1-374-81-49	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.	Destroy consolidated or summarized reports when 5 years old. Destroy feeder reports when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 Disposal 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.	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.	Destroy when 1 year old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 copies; purchase, shipping, and delivery orders; excluding documents filed w/stock record account.	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 DSWA by other governmental agencies.	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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.	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.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1406.15	National Stockpile Account	NC1-374-81-49	Record of receipt, storage, and inventory of strategic and critical materials stored by the DSWA for GSA, Defense Materials Service. Includes inventory record cards (location, name, type) and vouchers, receiving and shipment and adjustments.	Destroy 2 years after out 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 receipt, 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 DSWA for GSA, Defense Materials Service. Includes quantity of each commodity stored, last receiving report number and outbound report number.	Destroy when 3 years old.
1406.18a	Nuclear Inventory Management and Cataloging System (NIMACS)		DSWA on-line system which interfaces with the military services, Defense Logistics Information System (DLA), DOE and its vendors for electronically tracking materiel, cataloging, standardization, and technical library functions.	Maintain backup media until next tape rotation. Destroy data and system documentation 5 years after supersession or termination of system. (See 1404-1407 for disposal of source documentation or data, maintained either electronically or in hard copy.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1406.18b	Nuclear Inventory Management System (NIMS)		Independent operating system within NIMACS for tracking logistic support of stock control functions and inventory management (DoD Master Items; DOE Base Spares; LLCs; Retrofit Materiel for WR Weapons, military spares, training weapons and components.)	Maintain backup media until next tape rotation. Destroy data and system documentation 5 years after supersession or termination of system. (See 1404-1407 for disposal of source documentation or data, maintained either electronically or in hard copy.)
1406.18c	Nuclear Integrated Data System (NIDS)		Independent cataloging system within NIMACS designed to process nuclear ordnance data from the time items are introduced into the DoD inventory until they exit the supply system. Includes NIIN, reference number, encoded characteristics and usage data.	Maintain backup media until next tape rotation. Destroy data and system documentation 5 years after supersession or termination of system. (See 1404-1407 for disposal of source documentation or data, maintained either electronically or in hard copy.)
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 Inspection Reporting	NC1-374-81-51	Reports of inspection of property records and related papers reflecting results of inspections, generated by offices conducting inspections.	Destroy when 3 years old. (See 101.07 for 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 documents, maintained separately from items to be filed with property accounts.	Destroy 2 years after turn-in, or other satisfactory accounting for items involved.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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).	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 control reports for port harbor operations of non-hazardous cargo shipments.	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	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1502.01	Real Property Utilization and Management	NC1-374-81-56	Documents related to the utilization and status of DoD real property, under DSWA host management control or property leased by DSWA. Includes related reports, correspondence, and studies.	Destroy correspondence related to the overall management of property under DSWA control when 6 years old. Destroy reports when superseded or on transfer of related installation (or building) from DSWA 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, 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.)	Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	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.)	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.)	Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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	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.	Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.	Destroy when 5 years old. Maintain engineering studies until no longer needed for reference.
1503.02	Projects Control Register		Index of military construction projects, minor construction projects, and facilities engineering projects, maintained electronically or in hard copy, for purpose of retrieval of information.	Destroy on discontinuance of installation.
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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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.)	Destroy when 5 years old.
1503.06a	Utility Operations		Utility Plant operating logs.	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.)	Destroy when 2 years old.
1503.06c	Utility Operations		Operations and maintenance plans, water use contingency plans, and scheduled outage reports.	Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 auxillary systems; steam and hot water heating; potable and non-potable water; and sewer systems.	Destroy on discontinuance of installation. (See 1501.01 or 1504.04a for utility studies and related environmental studies 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
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 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1504.02	Fire Reporting	NC1-374-81-58	Fire report summaries, message traffic, and fire incident reports.	Transfer to FCDSWA 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 violation reports; radionuclide analysis.)	Retire plans, sanitary surveys & chemical sampling/analysis to FCDSWA 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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1504.05	Hazardous Waste/Material Management and Source Accounting		Information accumulated in controlling receipt, use, transfer, storage (temporary), shipment and disposal of hazardous waste/material. Includes instruction for movement, registers, issue receipts, manifests, inventories, disposal and exception reports.	Retire to FCDSWA RA when 5 years old. Destroy when 50 years 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.

DEFENSE SPECIAL WEAPONS AGENCY RECORDS MANAGEMENT PROGRAM

*15-May-98***(JA RECORDS SERIES AND DISPOSITION INSTRUCTIONS)**

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
101.01	Suspenses	N1-374-95-2	Written note or communication (EMAIL) reflecting a date action is required.	Destroy when 30 days old or when report has been submitted or action taken.
101.02	Transitory	N1-374-95-2	Administrative correspondence or information received of short-term interest where no action is required.	Destroy when 30-90 days old.
101.03	Security Administration	N1-374-95-2	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	Correspondence Preparation Procedures	N1-374-95-2	Policy and procedures for preparing administrative correspondence, messages, and other administrative processes. Includes Agency Administrative Guides or Handbooks.	Destroy when superseded or obsolete.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
101.05	Read Files	N1-374-95-2	Copies of in-coming/out-going 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	N1-374-95-2	Information related to organization and functions of an office. Included are rosters, additional duties, office copies of JMP, functional charts, hours of work, notices of training, maintained electronically or in hard copy.	Destroy when no longer needed for reference. (Records contain information subject to the Privacy Act)
101.07	Management Survey Reports	N1-374-95-2	Documents received pertaining to surveying or inspecting office management procedures. Included are announcements of impending inspections, extracts of IG, GAO, safety, security, unit risk assessments and CAIRA reports.	Destroy after next comparable survey or inspection.
101.08	Office Military Personnel Files	N1-374-95-2	Documents related to supervision of military personnel performance/duty such as classification, promotion, orders, sponsors, indebtedness, leave, applications for outside employment, academic and individual training reports, and similar documents.	Destroy 1 year after transfer or separation of personnel or offer to individual prior to departure. (Records contain information subject to the Privacy Act)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
101.09	Office Civilian Personnel Files	N1-374-95-2	Supervisor copies of performance appraisals, letters of appreciation/commendation maintained in official personnel files and copies of time and attendance cards (timecards) processed through an electronic payroll system by designated finance activity.	Destroy when 2 years old. (Records contain information subject to the Privacy Act)
101.10	Civilian Personnel Action Pending Files	N1-374-95-2	Requests for personnel actions such as position changes, rate of pay changes, leave, separation and other related requests.	Destroy upon receipt of notification of completion of requested personnel action. (Records contain information subject to the Privacy Act)
101.11	Job Descriptions	N1-374-95-2	Government civilian or contractor job descriptions.	Destroy when position is abolished or description is superseded.
101.12	Records Transmittals	N1-374-95-2	Records transferred to Government for retirement (Completed SF 135s).	Retire original transmittal with records sent. Maintain installation copy. Transfer installation copies to ROIC upon termination of contract. Destroy when records thereon have been destroyed.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
101.13	Record Access and Signature Authorization	N1-374-95-2	Lists for personnel access to information (Interim and Consolidated Clearance Lists, Records Manager/Library Appointments), courier services, facility access control lists (includes ADP security).	Destroy when authorization document is superseded or obsolete. (Records may contain Privacy Act Information)
101.14	Mail Control Receipts	N1-374-95-2	Office copies of mail control receipts, other than receipts maintained by postal activities or unit mailroom.	Destroy when 2 years old.
101.15	Classified Document Register/Control	N1-374-95-2	Record of identity and location of classified documents for which offices are accountable, maintained electronically or in hard copy. Includes internal receipts, certificates of destruction, and transfer. (See 101.12 for records retired.)	Destroy 2 years after classified records listed thereon have been transferred, destroyed, or declassified.
101.16	Policy and Precedent Files	N1-374-95-2	Office copies of command or installation policy letters or memorandums. Includes copies of FCJ Instructions. (See 208.16 for record set of FCJ Instructions.)	Destroy individual copies when superseded or obsolete.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
101.17	Temporary Duty Travel	N1-374-95-2	Office copies (other than authenticating and issuing offices) of requests for travel, completed TDY orders, vouchers, and similar documents. (See 1201.01 for authenticating and issuing original orders.)	Destroy when 1 year old. (Records contain information subject to the Privacy Act)
101.18	Office Service/Repair Requests	N1-374-95-2	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	N1-374-95-2	Office copies of cards, lists, hand receipts, or comparable documents showing accountable property (other than equipment). Excluded are records generated and maintained by property book officer or representative.	Destroy when superseded or obsolete.
101.20	Office Equipment Records	N1-374-95-2	Office copies of lists or comparable documents showing accountable equipment (includes ADP equipment). Excluded is master property and/or equipment lists maintained by property book officer or representative.	Destroy on turn-in or disposal of related equipment.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
101.21	Publication Supply Distribution	N1-374-95-2	Publications requisitions/receipts.	Destroy 1 year after completion of action.
101.22	Reference Publications	N1-374-95-2	Library copies of federal and non-federal publications and other library materials maintained solely for reference. (See 201.05 for reference copies of documents or published plans and reports.)	Destroy when superseded, obsolete or no longer needed for reference.
101.23	Inventory Reporting	N1-374-95-2	On-going records and annual publication/library inventories and automated or electronic tracking of inventories. (See 1408.06 & 1408.12 for retention of original inventories for master property, materials, and equipment (includes ADPE and vehicles).	Destroy when superseded or after next comparable inventory.
201.01c	Administration	N1-374-95-2	FCJ staff financial reporting of annual budget estimates and mid-year reviews, and FCJA input to FCDSWA Annual Historical Report.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
201.01e	Administration	N1-374-95-2	DSWA contractor's financial reporting, spending plan, status of funds reports, reimbursements, and close-out reports and related background financial data, other than the JA BOS Contract. (See 1401.01 and 1402.03 for COR contract records schedules.)	Trf to DSWA Contracting Officer Rep (COR) upon completion of term of the contract (SF135 required) or upon termination of contract, whichever comes first. Trf to designated Records Official for retirement to FRC. Destroy 7 years after final payment.
201.02a	Agreements	N1-374-95-2	Interservice support agreements, Memorandums of Understanding or Memorandums of Agreement involving transfer of personnel, spaces, or materiel. (See 210.06 for agreements maintained by FCDSWA Office of Record with historical or legal value.)	Destroy 6 years after supersession, cancellation, or termination of agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of agreement. (FCRPI is Office of Record)
201.02b	Agreements	N1-374-95-2	Interservice support agreements, Memorandums of Understanding or Memorandums of Agreement not involving transfer of personnel spaces and materiel. (See 210.06 for agreements maintained by FCDSWA Office of Record with historical or legal value.)	Destroy 3 years after supersession, cancellation, or termination of agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of agreement. (FCRPI is Office of Record)
201.02c	Agreements	N1-374-95-2	Foreign agreements involving mutual support to foreign and domestic personnel under specific US/foreign government programs. Includes Russian On-site Verification Program.	Permanent. Transfer to NARA 20 years after supersession, cancellation, or termination of the Agreement. (FCRPI is Office of Record)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
201.03a	Briefings and Presentations	N1-374-95-2	Documents (scripts) used by DSWA personnel for participation in presentations at outside agencies, non-Federal institutions, and in-house briefings of no historical or legal value. (See 1104 series for audiovisual briefing and presentation media.)	Destroy when superseded, obsolete, or no longer needed for reference.
201.03b	Briefings and Presentations	N1-374-95-2	Documents (scripts) used by DSW personnel for participation in presentations at outside agencies, inter or intra-agency conferences of historical or legal value which document policy or decisions. (See 1104 series for audio-visual briefing material.)	Permanent. Transfer to NARA under appropriate record series and disposition instructions for mission-related program records.
201.04	Conference and Committee Records	N1-374-95-2	Minutes and coordination documents which support DSWA participation in inter and intra-agency conferences or committees or non-federal institutions.	Destroy after termination of committee or when no longer needed for reference. (See 210.06 or 604.01 for minutes of historical or legal value which document Agency policy or decisions, or transfer to FRC/NARA with mission-related program records.)
201.05	Reference Files	N1-374-95-2	Copies of mission-related and similar reproduced materials that do not fall within the description for reference publications. Includes copies of published documents maintained solely for reference purposes.	Destroy when superseded, obsolete, or no longer needed for reference.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
207.04a	IG Complaint Investigations	N1-374-95-2	Investigations of alleged violations of laws, EOs and directives (i.e., FCJ Instructions); involve systemic problems of administrative policies; or investigations which result in significant changes in organizational procedures or policies.	Permanent. Cutoff on completion of investigation. Transfer to FCDSWA RA 2 years after cutoff. Retire to FRC after 10 years. Transfer to NARA in 10-year blocks when 20-30 years old.
207.04b	IG Complaint Investigations	N1-374-95-2	Other complaints/investigations than those described under 207.04a.	Destroy 1 year after completion and close of case.
208.16a	Publication Record Set	N1-374-95-2	FCDSWA (FCJ) Johnston Atoll Published Instructions directing policy operational in nature. (FCJA is Office of Record)	Permanent. Transfer to FCDSWA RA after supersession, cancellation or termination. Retire to FRC after 5 years. Transfer to NARA in 5-year blocks when 20-25 years old.
208.16b	Publication Record Set	N1-374-95-2	FCDSWA (FCJ) Johnston Atoll Published Instructions directing policy, administrative in nature. (FCJA is Office of Record)	Destroy when superseded or obsolete.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
208.18	Publication Reference Set	N1-374-95-2	FCDSWA (FCJ) Reference Set of all current Published Instructions. (FCJA is Office of Record)	Destroy when superseded, obsolete, or no longer needed for reference.
210.06	Installation Historical Records	N1-374-95-2	Records maintained to reflect a chronological record of noteworthy events of interest from an historical standpoint. Includes FCJ staff submission of Weekly Activity Reports. (FCJA is Office of Record.)	Permanent. Transfer to FCDSWA RA after 5 years. Retire to FRC after 10 years. Transfer to NARA in 10-year blocks when 20-30 years old.
211.01	ADP Planning and Programming	N1-374-95-2	Strategic and tactical summary plans, system security and summary plans, concept of operations, master plans, 5-year ADP plan and supporting studies.	Destroy when superseded or obsolete.
211.04	ADP Tests and Inspections	N1-374-95-2	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
211.05	ADP Management Reporting	N1-374-95-2	Operational reviews, telecommunications standard engineering practices, hardware contracts, logistics support, and miscellaneous supporting and reference material.	Destroy when superseded or obsolete. (See 101.23 for ADP inventory reporting.)
211.08a	ADP System Program Design and Specifications	N1-374-95-2	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	N1-374-95-2	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. Transfer system documentation to the National Archives with electronic records and data transferred IAW 36 CFR 1228.188.
213.02	Emergency Planning and Reporting	N1-374-95-2	JA Disaster Preparedness Plan, Contingency Plan and related documentation for support to Disaster Recovery Operating Plan, contractor-generated Annex for JA Disaster Preparedness Plan, and other installation emergency plans and reports.	Permanent. Transfer record copy to FCDSWA RA upon publication or revision for retirement to FRC. Transfer to NARA when 25 years old. Maintain current copy in JA Technical Publications Library.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
302.06	Accounting Documents	N1-374-95-2	Documents posted to books of original entry. Includes allotments, obligation documents, dispersement vouchers, collection documents, including cash collections, adjustments, check reconciliations, deposits, and comparable documents.	Cutoff each FY. Transfer to FRC 2 years after cutoff (SF135 required). Destroy 6 years and 3 months after close of FY involved.
304.01	GAO Audit Reports	N1-374-95-2	Documents relating to reports of audit made by the GAO. Includes notices of intent to audit, report of findings and recommendations, final reports, comments or responses to final reports, and comparable documents.	Destroy when 10 years old.
308.01a	Non-Appropriated Fund Accounts (Cashier Services)	N1-374-95-2	Cashier Services: Cash receipts, check books, cancelled checks, deposit slips, bank statements, vouchers, invoices, authorization control, and financial statements and reports.	Destroy after 3 fiscal years.
308.01b	Non-Appropriated Fund Accounts (MWR Services)	N1-374-95-2	Morale, Welfare and Recreation Services: Internal control, administration, and utilization reports. Includes Public Library, Barber Shop, Swimming Pool, Marina, Arts & Crafts, Sports Complex, Outdoor Theater, Bowling Alley, Softball Field and Club System.	Destroy 3 years after completion of next comparable audit. Destroy bound books, ledgers, and journals 3 years after date of last entry therein. (See 101.23 for inventory reporting).

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
402.03	Litigation Case Files	N1-374-95-2	Actual or potential legal proceedings in which DSWA, including its instrumentalities, has an interest. Includes advisory, investigative and litigation reports; processes and pleadings; communications with Dept of Justice, US Attorneys and other agencies.	Permanent. Transfer to FCDSWA RA 2 years after case is closed for ret to FRC. Transfer to NARA in 5-year blocks 20-25 years after cases are closed. (Includes matters related to patents, copyrights, trademarks, proprietary data; FCGC is Office of Record.)
404.01	Congressional Inquiries	N1-374-95-2	Documents accumulated as a result of congressional inquiries on all matters related to the Defense Nuclear Agency. Includes documents from congress persons or their staffs requesting information and related documents reflecting disposition of requests.	Destroy when 5 years old or when no longer needed, whichever is later. (FCDSWA/FCXP (PAO) is Office of Record.)
404.02	Congressional Visits	N1-374-95-2	Documents accumulated as a result of a visit to the DSWA or any of its facilities or controlled installations by a member of congress or a congressional staff member.	Destroy when 5 years old or when no longer needed, whichever is later. (See 501.09 for record of dates of visit(s); FCJA is Office of Record.)
405.01	News Media and Release	N1-374-95-2	Documents relating to the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, press releases, speeches, radio, television, motion pictures public appearances, and other media of dissemination.	Permanent. Transfer to FCDSWA RA after 5 years for retirement to FRC. Transfer to NARA when 20 years old. (FCDSWA/FCXP (PAO) is Office of Record.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
405.02	Contractor Information Releases	N1-374-95-2	Documents related to procedures governing release of information by manufacturers, colleges, universities, advertising agencies, and similar commercial entities relative to DSWA contracts or DSWA-funded contracts or activities accomplished by contracts.	Destroy when 6 years old.
501.01	Escort, Non-Escort Identification and Badging	N1-374-95-2	Documents which identify approvals and disapprovals for non-escort badging, waivers for uncleared personnel; badging for contractors; and related procedural matters.	Destroy 3 months after expiration of request or turn-in of badge.
501.02	Control Accountability of Identification Cards and Badges	N1-374-95-2	Documents such as registers used to maintain accountability for identification cards and badges.	Destroy upon discontinuance of badge or system.
501.09a	Johnston Atoll Island Clearance Program	N1-374-95-2	Record of approved/disapproved Island Clearance Requests, managed by FCDSWA Island staff, received in hard copy form or via EMAIL. Information is consolidated into a database.	Destroy 6 months after date of last electronic entry. Data entered into database shall be inclusive of all information received from original requests. Destroy disapproved requests after 6 months.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
501.09b	Johnston Atoll Island Clearance Program	N1-374-95-2	FCDSWA (FCJA) database for electronic tracking of Johnston Island Clearance Requests and Authorizations. Includes Last Name, First Name, MI, SSN or passport number if applicable, nationality, citizenship, clearance status, dates and purpose of visits.	Backup monthly. Cutoff annually and print hard copy. Transfer printed copy to FCDSWA RA after 5 years for retirement to FRC. Destroy when 50 years old.
505.01	Security Classification Guidance	N1-374-95-2	Documents relating to the security classification/grading systems. Includes formal classification guides published by DSWA relating to specific programs and projects, release, access, or downgrading policy, used by DSWA and its affiliated contractors.	Permanent. Transfer to FCDSWA RA for retirement to NARA (SF135 required) with specific program records or collections, as appropriate.
505.12a	Johnston Atoll Law Enforcement	N1-374-95-2	Installation Security Plan, Security Training Plan, Service Plans, and Alarm Monitoring Procedures. (See 804.05 for training qualification or course completion records for individuals.)	Destroy 2 years after supersession. Maintain current plans in JA Technical Publications Library.
505.12b	Johnston Atoll Law Enforcement	N1-374-95-2	Information on traffic enforcement activities, major or minor offenses, arrest, search, detainment and transfer of custody, installation security (surveillance, inspections, or surveys conducted), internal control and related financial reports.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
505.13	Johnston Atoll Security Incident Reports	N1-374-95-2	Police Blotter and Incident/Complaint Reports, Unauthorized Discharge of Firearms Report and Monthly Law Enforcement Summary Reports (See 1408.03 for reports of loss, theft, or damage to firearms or ammunition.)	Destroy when 5 years old.
505.14	Johnston Atoll Security and Registration	N1-374-95-2	Record of issue and authorization for issuance of firearms and bicycle registration/deregistration.	Destroy 3 months after deregistration of bicycles or upon expiration of authorization for firearms.
602.01	Safety and Health Plans	N1-374-95-2	JA Medical Plan, JACADS Medical Support Plan, Contractor Medical Plan, Base Safety, Respiratory, Hearing and Noise Abatement, Personal Protective Equipment, Sight Conservation, Asbestos, Lead, Radiation Safety, and Safety and Industrial Hygiene Plans.	Permanent. Transfer to FCDSWA RA upon publication or revision of final plans for retirement to FRC. Transfer to NARA when 30 years old. Maintain copy of current plans JA Technical Publications Library.
602.02	Safety Surveys and Inspections	N1-374-95-2	Annual Noise Hazard Survey Reports, Semi-Annual Outstanding DoD Risk Assessment Code Deficiency Reports, Monthly Safety and Health Inspections, Safety and Industrial Hygiene Inspections, Radiological Surveys and Annual Safety Summary.	Transfer to FCDSWA RA upon publication or receipt of final inspections or surveys for retirement to FRC. Destroy when 75 years old. Maintain reference copies until no longer needed.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
602.03	Safety Awareness Protective Training Materials	N1-374-95-2	Training Course Materials related to occupational exposure for safe handling, storage and movement of chemical, biological, radiological contaminants, explosives or other hazardous materials.	Permanent. Cutoff upon supersession or obsolescence. Transfer record copy to FCDSWA RA for retirement to FRC. Transfer to NARA in 10-year blocks when 20-30 years old. Maintain current course materials in JA Technical Publications Library.
602.04a	Safety Training, Qualification, and Verification	N1-374-95-2	Electronic record of individual annual training requirements and training completed (on-site/off-site) as required by OSHA standards for a specific position. Records may supplement training records where certificate of completion is not required.	Backup monthly. Cutoff annually and print hard copy for 602.04b and subsequent consolidation with 804.05 upon separation. Destroy electronic record when 5 years old.
602.04b	Safety Training, Qualification, and Verification	N1-374-95-2	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).	Upon separation of contract employee, consolidate indiv training records into personnel records (804.05). Transfer records to FCDSWA RA (SF135 required) 1 year after separation, for retirement to FRC. Destroy 75 years after separation.
602.04c	Safety Training, Qualification, and Verification	N1-374-95-2	Attendance rosters maintained for each course completed with original signatures.	Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
602.05	Accident Experience Statistical Reporting	N1-374-95-2	Accident Reports, OSHA 200 Logs. (Use 602.06 for accident reports involving harmful exposure to personnel or incidents involving contamination to the environment.)	Destroy when 5 years old.
602.06	Accidents and Incidents	N1-374-95-2	Accidents resulting in harmful chemical, biological, radiological exposure or other physical hazards or explosive accidents involving personnel, or incidents involving environmental hazards or contamination.	Permanent. Transfer to FCDSWA RA (SF135 required) upon completion of final report or investigation for retirement to FRC. Transfer to NARA when 30 years old.
603.01	Radiation Protection User Listings	N1-374-95-2	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.	Transfer to FCDSWA RA after 5 years (SF135 required). Destroy when 75 years old. (Records are eligible for retirement to an FRC.)
603.02	Personnel Dosimetry Records	N1-374-95-2	Record of reporting external exposures of individuals to ionizing radiation, maintained electronically and in hard copy. Includes record of dosimeters processed for evaluation, logs and consolidated automated (printed) reports.	Transfer record copy to FCDSWA RSO after 3 months for electronic tracking. Transfer (hard copy) to FCDSWA RA after 1 year. Destroy when 75 years old. Destroy electronic record when NLN. (Records contain Privacy Act information)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
603.03	Dosimetry Control Records	N1-374-95-2	Documents reflecting the issue and control of dosimeters. Included are requests for issue and turn-in, and similar documents.	Transfer to FCDSWA RA after 5 years (SF135 required). Destroy when 75 years old. (Records are eligible for retirement to an FRC.)
603.04	Personnel Bioassay Records	N1-374-95-2	Record of reporting internal exposures of individuals to radioactive materials, maintained electronically and in hard copy. Includes laboratory analysis results of biological specimens and whole body counts and related statistical data (printed reports).	Transfer record copy to FCDSWA RSO after 3 months for electronic tracking. Transfer (hard copy) to FCDSWA RA after 1 year. Destroy when 75 years old. Destroy electronic record when NLN. (Records contain Privacy Act information)
604.01	Radiation Committee Files	N1-374-95-2	Documents/minutes of DSWA 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. Transfer to FCDSWA RA after 5 years (SF135 required). Transfer to NARA 30 years after decommissioning. (Records are eligible for retirement to an FRC.)
604.02	Radioactive Material Licensing	N1-374-95-2	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.	Transfer to FCDSWA RA following decommissioning of facilities. Destroy 75 years after decommissioning. (See 1503.03 for facilities where sources of radiation are received or stored temporarily or where nuclear weapons were housed or tested.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
604.03	Instrument and Source Calibration	N1-374-95-2	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. (See 1503.12 for non-radiation calibration.)	Transfer to FCDSWA RA following decommissioning or disposal of related sources of radiation. Destroy 75 years after completion of event. (Records are eligible for retirement to an FRC.)
702.04	Leave of Absence (Military)	N1-374-95-2	Copies of service forms (DA 31, AF Form 988, and Navy Form 3065)	Cutoff ea Fiscal Year. Destroy 1 year after cutoff. (Records contain information subject to the Privacy Act)
702.05	Leave Control Log (Military)	N1-374-95-2	Control log for tracking leave of military personnel, maintained electronically and in hard copy.	Backup electronic record monthly. Cutoff annually by fiscal year. Destroy electronic and hard copy records 1 year after cutoff. (Records contain information subject to the Privacy Act)
902.01	Johnston Atoll Contractor Medical Surveillance and Occupational Exposure Records	N1-374-95-2	Individual contractor employee records which include forms, laboratory test results and x-ray findings, related to the employee's history of occupational exposure to radiation, toxic chemicals or other physical hazards, while employed on Johnston Atoll.	Maintain on JA until trf or sep of personnel. Transfer to FCDSWA RA (SF135 required) 1 year after separation for retirement to FRC. Destroy 75 years after transfer or separation of personnel from Johnston Atoll. (Records contain Privacy Act information)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
902.02	Johnston Atoll Military Medical and Dental Records	N1-374-95-2 (902.03)	Individual U.S. Military Medical and Dental Records (includes record of personnel exposure, examinations, treatment, PRP reports, x-rays and patient treatment film.)	Maintain on JA until trf or sep of personnel. Provide original records to military personnel or units upon departure IAW service regulations and agreements. (Records contain Privacy Act information)
902.03	Johnston Atoll Government Civilian Medical and Dental Records	N1-374-95-2 (902.04)	Individual U.S. Government Civilian Medical and Dental Records (includes record of personnel exposure, examinations, treatment, x-rays and patient treatment film.)	Maintain on JA until trf or sep of personnel. Forward original records to servicing U.S. Government Civilian Personnel Office upon transfer or separation of Government civilian personnel from Johnston Atoll. (Records contain Privacy Act information)
902.04	Johnston Atoll Foreign Government Officials Medical and Dental Records	N1-374-95-2 (902.05)	Individual Foreign Government Officials (Military and Civilian) Medical and Dental Records (includes record of personnel exposure, examinations, treatment, x-rays and patient treatment film.)	Maintain on JA until trf or sep of personnel. Return original records to foreign government upon transfer or separation of personnel from Johnston Atoll in accordance with US/Foreign Government agreement.
902.05a	Johnston Atoll Emergency Medical Services	N1-374-95-2 (902.06a)	Emergency Medical Services Plan and Recall Plan.	Transfer record copy to FCDSWA RA upon publication or revision. Destroy when 10 years old. Maintain current plans in JA Technical Publications Library.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
902.05b	Johnston Atoll Emergency Medical Reports	N1-374-95-2 (902.06b)	Ambulance Emergency Reports and Monthly Summary of Emergency Treatment On and Off-Duty Reports.	Transfer to FCDSWA RA after 5 years (SF135 required). Destroy when 10 years old. Destroy reference copies after 5 years.
902.06	Johnston Atoll Routine Medical Services Plans	N1-374-95-2 (902.07)	Pharmacy Plan; Blood Program Plan; Storage and Maintenance Plan for Drugs, Medical Supplies and Equipment; and Controlled Substance Plan. (See 602.02 JAMP, JACADS, Contractor Medical Plans and other related Health Plans, and 213.02 for Disaster PP Annex.	Transfer record copy to FCDSWA RA upon publication or revision. Destroy when 10 years old. Maintain current plans in JA Technical Publications Library.
902.07	Johnston Atoll Clinic Controlled Drug Registers	N1-374-95-2 (902.08)	Information reflecting narcotics and controlled drugs issued to wards, clinics, and dispensaries. Included are narcotic and controlled drug registers, controlled drug inventory certifications, and similar information.	Transfer to FCDSWA RA after 5 years (SF135 required). Destroy when 10 years old.
902.08	Johnston Atoll Physical Medicine Treatment Records	N1-374-95-2 (902.09)	Information relating to patients treated in medical facilities or clinics at DoD installations. Included are cards, forms, and similar information.	Destroy 1 year after completion of treatment. (Do not destroy until pertinent information has been incorporated into the patient's medical record.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
902.09	Johnston Atoll Medical and Pharmacy Supply and Stock Records	N1-374-95-2 (902.10)	Information used for requisitioning items for supply (includes use of Telemedicine for routine and emergency treatment). Included are issue slips, requests for issue or turn-in, receipt and expenditure of all controlled substance stock records.	Destroy when 5 years old.
902.10	Johnston Atoll Medical Prescriptions	N1-374-95-2 (902.11)	Information relating to medical prescriptions which accumulate in Pharmacy. Included are bulk drug orders, prescriptions for narcotic drugs, ethyl alcohol, alcoholic liquors, and other perscriptions and narcotics and controlled drugs issued to patients.	Destroy when 5 years old.
902.11	Johnston Atoll Clinic Dental Stock Records	N1-374-95-2 (902.12)	Information reflecting receipt and expenditure of all precious metals and special interest metals. Included are stock record cards, document control registers, prosthodontics prescriptions, and similar documents.	Destroy 3 years after date of last transaction.
902.12	Johnston Atoll Preventive Dentistry	N1-374-95-2 (902.13)	Information relating to establishment and definition of professional policies, standards, and practices for preventive dentistry. Included are reports of attendance at professional meetings, associations, societies, and commercial concerns.	Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
902.13	Johnston Atoll Clinic Diagnosis, Operation, Death, or Similar Indices	N1-374-95-2 (902.14)	Information used to facilitate selection of records of cases having a specific diagnosis, undergoing a specified surgical procedure, or separated under provisions of specific regulations.	Transfer to FCDSWA RA after 5 years (SF135 required) for retirement to FRC of required Indexes: Destroy when 20 years old. Special Indexes: Maintain at JA and destroy when no longer needed.
902.14	Johnston Atoll Emergency Medical Treatment Vouchers	N1-374-95-2 (902.15)	Public vouchers and comparable and supporting documents accumulated in emergency medical treatment of military and civilian personnel by civilian doctors, hospitals, and clinics. Records are accumulated by other than fiscal offices.	Destroy completed and approved vouchers when 5 years old.
902.15	Johnston Atoll Patient Disposition Reports	N1-374-95-2 (902.16)	Information related to notifying unit commander of patient's status on discharge from a hospital or clinic.	Destroy 3 months after release of patient or 3 months after expiration of date for follow-up examination.
902.16	Johnston Atoll Clinic Prosthetic Case Records	N1-374-95-2 (902.18)	Information reflecting type of denture work completed. Included are dental prosthetic case forms prepared for each individual and similar documents.	Destroy when 3 months old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
902.17	Johnston Atoll Clinic Occupational Health Reports	N1-374-95-2 (902.19)	Information on incidence of disease and injury, staffing and operational data relating to occupational health services facilities and equipment, and comparable data (includes Baseline Exam Summaries for Occupational, Audio and Respiratory Reports.)	Transfer to FCDSWA RA after 5 years (SF135 required) for retirement to FRC. Destroy when 30 years old. (Use 602.02 for Occupational Health Surveys maintained by the U.S. Army Environmental Protection Agency.)
902.18	Johnston Atoll Clinic Epidemic Disease Reports	N1-374-95-2 (902.20)	Information reflecting epidemic diseases, occurring at military stations or field units. Included are letters, forms, telegraphic messages, and similar information.	Permanent. Transfer to FCDSWA RA after 5 years (SF135 required) for retirement to FRC. Transfer to NARA when 30 years old.
902.19	Johnston Atoll Clinic Inspection Reports	N1-374-95-2 (902.21)	Information relating to internal sanitary inspections of hospitals, such as inspections of wards or quarters. Included are inspection reports, reports of corrective action taken, reclamation, and similar information.	Destroy when 1 year old.
902.20	Johnston Atoll Clinic Preventive Medicine	N1-374-95-2 (902.24)	Professional data related to occupational and preventive medicine, nursing, industrial hygiene, chemistry and sanitary engineering, radiation protection, atmospheric and stream pollution, entomology, toxicology, vision and hearing conservation.	Transfer to FCDSWA RA after 5 years (SF135 required) for retirement to FRC. Destroy when 75 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
902.21	Johnston Atoll Clinic Preventive Medicine Inquiries	N1-374-95-2 (902.25)	Information related to furnishing routine technical data on preventive medicine matters to individuals, installations, and activities. Included is information related to handling, storage, and disposition of radioactive materials and toxic chemicals.	Destroy when 5 years old.
902.22	Johnston Atoll Toxicity Tests	N1-374-95-2 (902.26)	Information related to field and laboratory investigations, and use tests of the toxicity of chemicals and related contact, inhalation, ingestion, or absorption adversely affecting the health of personnel.	Transfer to FCDSWA RA after 5 years (SF135 required) for retirement to FRC. Destroy when 75 years old.
902.23	Johnston Atoll X-ray Indices	N1-374-95-2 (902.27)	Information used for locating x-ray films.	Transfer with x-ray records to which they pertain.
902.24	JA Medical Records Access and Release of Medical Information	N1-374-95-2 (902.29)	Information related to authorizing access to medical records. Included are requests for access, agreements, approvals or authorizations, and information relating to release of medical information.	Transfer to FCDSWA RA after 5 years (SF135 required) for retirement to FRC. Destroy when 25 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1102.01	Telephone Service Work Orders	N1-374-95-2	Work Orders, priority telephone repair lists.	Destroy 1 year after completion of work.
1102.02	Communications Accounts	N1-374-95-2	Billing Services	Destroy when 2 years old.
1102.03	Communications Equipment Maintenance	N1-374-95-2	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.	Destroy on disposal of related equipment.
1102.04a	Administrative Communications Services	N1-374-95-2	JA Telephone Directory, Internal operations, administration, and training.	Destroy when 1 year old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1102.04b	Administrative Communications Services	N1-374-95-2	Telecommunications systems service requests (TSRs).	Destroy on deactivation of circuit.
1102.05	Electronic Communications Systems	N1-374-95-2	Installation history of electronic communications network systems. Includes maps, tables, drawings, and studies for communications, radar, weather, and Island warning systems.	Destroy on discontinuance of installation. Maintain current plans in JA Technical Publications Library. (See 1408.12 for maintenance and operation of electronic systems equipment and 211.08 series for related systems documentation.)
1102.06	Tracer Actions	N1-374-95-2	Records pertaining to tracing messages.	Destroy when 1 year old.
1102.07	Overnight Storage Control	N1-374-95-2	Record of receipt and pick-up of classified messages from Telecommunications Center.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1102.08	Address Indicating Group Records	N1-374-95-2	AIG Listings.	Destroy when recapped or cancelled.
1102.09	General Message Distribution Instructions	N1-374-95-2	Messages designed to meet recurring requirements for dissemination of information to a predetermined wide standard distribution (TCC and Customer Agency general messages).	Destroy when 2 years old.
1102.10	Telecommunications Performance Records	N1-374-95-2	Station, circuit, traffic status, and operator performance.	Destroy when 6 months old.
1102.11	Telecommunications Operational Records	N1-374-95-2	Service logs and messages.	Destroy when 2 months old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1102.12	Originated Messages	N1-374-95-2	Messages transmitted from TCC.	Destroy when 2 months old.
1102.13	Received Messages	N1-374-95-2	Messages (hard page copies) received by TCC.	Destroy when 2 months old.
1102.17	Meterological Operations	N1-374-95-2	Meterological 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 meterological observation data and daily aviation weather observation reports when 1 year old.
1103.01	Postal Directory	N1-374-95-2	Locator cards used in maintaining a locator system to facilitate the delivery of mail to individuals.	Destroy cards 6 months after departure of personnel.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1103.02	Accountable Mail Receipts	N1-374-95-2	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.	Destroy when 2 years old.
1104.04d	Engineering and Construction Photographic Media	N1-374-95-2	Motion pictures, still pictures, and videos which document engineering and construction, modification or repairs (other than photographic media related to nuclear testing construction and engineering).	Destroy when no longer needed for reference or on discontinuance of installation. (See 1503.03 for specifications, drawings, and related MILCON project records.)
1104.06	Agency Audiovisual Training Materials	N1-374-95-2	Photographic training media acquired to supplement installation training.	Destroy when no longer needed for reference.
1104.07	Graphic Art (Computer-generated)	N1-374-95-2	Computer-generated presentation graphics to support briefings and presentations.	Destroy graphics maintained on floppy disks when no longer needed for future use (reuse disks as appropriate).

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1104.08a	Briefings and Presentations (Audiovisual)	N1-374-95-2	Master copy of motion pictures, still pictures, and videos developed or acquired from contractors, used for official briefings and presentations of historical value. Photos supplement installation records under 210.06, 213.02, and JNATDR.	Permanent. Retire to FCDSWA RA (SF135 required) 1 year after presentation is completed. Transfer to NARA when 10 years old IAW 36 CFR 1228.184.
1104.08b	Briefings and Presentations (Audiovisual)	N1-374-95-2	Non-historical motion pictures, still pictures, and videos developed or acquired by contractors.	Retain locally until no longer needed for reference.
1104.09	Environmental Audiovisual Records	N1-374-95-2	Master copy of motion pictures, still pictures, and videos which document installation clean-up activities, surveys or projects. Records supplement hard copy records categorized under 1504.04a and 1505.01.	Permanent. Retire to FCDSWA RA (SF135 required) upon completion of project. Transfer to NARA 10 years after completion of project IAW 36 CFR 1228.184.
1105.01	Johnston Atoll Airfield Certifications	N1-374-95-2	Reports of original commissioning, landing permits, restrictions, and associated waivers. (FCJOA is Office of Record.)	Destroy 3 months after commissioned facility is decommissioned.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1105.02a	Johnston Atoll Flight Inspections	N1-374-95-2	FAA Inspections. (FCJOA is Office of Record.)	Destroy 3 months after commissioned facility is decommissioned.
1105.02b	Johnston Atoll Flight Inspections	N1-374-95-2	Checklists, reports of finding, and records pertaining to periodic inspections of airfield facilities.	Destroy 3 months after discrepancies are corrected, whichever is later.
1105.03a	Johnston Atoll Flight Line Security	N1-374-95-2	Airfield Security Plan and Vehicle Flight Line Authorization.	Destroy 2 years after supersession. Maintain current Airport Security Plan in JA Technical Publications Library.
1105.03b	Johnston Atoll Flight Line Security	N1-374-95-2	Flight line badges for aircrew personnel.	Destroy upon transfer, separation, or decertification of personnel.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1105.04	Johnston Atoll Airfield Operations, Correspondence and Reports	N1-374-95-2	Aircraft schedules, traffic logs, manifests (personnel, mail, general cargo, traffic and shipment reports for non-hazardous cargo. (See 1504.05 for receipt/shipment of hazardous waste cargo & 600 series for personnel safety & handling hazardous waste.)	Destroy when 1 year old.
1105.05	Johnston Atoll Baggage Inspections and Clearances	N1-374-95-2	Baggage Inspection Summary Reports.	Destroy when 2 years old.
1201.01	Travel Requests	N1-374-95-2	Documents pertaining to requests and authorizations for personnel to perform temporary duty and permanent change of station travel. Includes FCJ staff travel orders and related vouchers, invitational travel orders, and contractor travel orders.	Destroy when 3 years old. (FCJA is Office of Record)
1202.06	Motor Vehicle Operating and Maintenance Records	N1-374-95-2	Vehicle deadline reports, vehicle appraisal and requirements reports, inspection and test schedules, and street sweeping schedules.	Destroy when 1 year old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1202.08	Motor Vehicle Operation Records	N1-374-95-2	Operator Certifications.	Destroy 3 years after separation of employee or 3 years after rescision of authorization to operate Government-owned vehicle, whichever is sooner.
1203.01a	Johnston Atoll Dining Facility Operations Plans	N1-374-95-2	Policies and procedures for food service handlers and master menu development reports.	Destroy 2 years after supersession.
1203.01b	Johnston Atoll Dining Facility Operations, Administration	N1-374-95-2	Internal administration, production reports, requests, delivery, issue and turn-in slips, and accounting status information.	Destroy after 1 fiscal year.
1203.02	Johnston Atoll Dining Facility Inspections	N1-374-95-2	Internal and external inspection of the Dining Facility. Includes weekly sanitary inspection reports.	Destroy after 1 fiscal year.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1203.03	Johnston Atoll Weekly Menus	N1-374-95-2	Published weekly menus.	Destroy when 1 year old.
1203.04	Johnston Atoll Food Sanitation Program	N1-374-95-2	Copies of Food Handler Certifications maintained by the Dining Facility (Contractor medical examinations required for food handler certification shall be maintained in contractor medical records by the Clinic under 902.01).	Transfer original certifications to 804.05 upon transfer or separation of personnel. Destroy copies maintained elsewhere upon transfer or separation.
1204.01a	Johnston Atoll Laundry Services	N1-374-95-2	Documents reflecting total receipts and workload and laundry operations and related financial reports (See 902.01 for Laundry personnel medical certificates and examinations.)	Destroy when 2 years old.
1401.12	Small Purchases under \$100,000.00 (Procurement)	N1-374-95-2	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 final board decision.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1401.14	Individual Contracts over \$100,000.00 (Procurement)	N1-374-95-2	Contracts, delivery orders, purchase orders or comparable instruments for amounts more than \$100,000.00.	Cutoff ea FY. Transfer to designated Records Official (SF135 req) 2 years after final payment for retirement to FRC. Destroy 6 years and 3 months after final payment, except contracts involved in appeals shall be destroyed 7 years after final decision.
1402.01	Contracting Officer Designations	N1-374-95-2	Documents reflecting designation and recession of contracting officers, contract technical managers or contract officer representatives and related procurement authority delegated, for contracts other than the JA BOS Contract.	Destroy 6 years after recession or termination.
1402.03	Contractor, General Information	N1-374-95-2	DSWA contracts operating independently of the BOS Contract. Includes financial data such as balance sheets, profit/loss statements, cash forecasts, current and past production reports, personnel data, operational control plans, and similar documents.	Transfer to designated Records Official 2 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.
1402.25	Contract Deliverables (Johnston Atoll)	N1-374-95-2	Working copies of Base Operations Support Contract Deliverables maintained by DSWA/FCDSWA. Excluded are contract procurement and financial records maintained by the ROIC for retirement by PACDIV, IAW FAR guidance.	Destroy when 5 years old. (Earlier disposal is authorized.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1406.06	Excess Property Reports	N1-374-95-2	Excess Property Reports	Destroy when 1 year old.
1407.01	Major Items	N1-374-95-2	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	N1-374-95-2	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.
1408.01	Authorized Supply Codes	N1-374-95-2	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.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1408.03	Property Loss, Theft, and Recovery Reports	N1-374-95-2	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.
1408.06	Property Book and Supporting Documents (Contractor Property Account)	N1-374-95-2	Original Master property book listing and related receipt and turn-in of property for which contractor property book official is responsible.	Destroy 2 years after property accounts reflects a zero balance.
1408.07	Document Registers	N1-374-95-2	Registers listing document number and type of supply action taken on documents that support entries to property book.	Destroy when 2 years old.
1408.12a	Government Furnished Materials and Equipment	N1-374-95-2	Contractor custody receipts or hand receipts, original listing and final inventory.	Destroy upon turn-in or other satisfactory accounting for items involved.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1408.12b	Government Furnished Materials and Equipment	N1-374-95-2	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.
1408.14	Administrative and Management Financial Inventory Accounting Records	N1-374-95-2	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.	Destroy after 3 fiscal years.
1408.15	Financial Inventory Accounting Records	N1-374-95-2	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.	Destroy after 1 fiscal year.
1408.16a	Reports of Survey	N1-374-95-2	Reports describing circumstances and recommended pecuniary liability.	Transfer to FCDSWA after 5 years (SF135 required). Destroy 10 years after final action.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1408.16b	Reports of Survey	N1-374-95-2	Reports describing circumstance and no recommended pecuniary liability.	Destroy when 3 years old.
1408.19	Loss, Destruction or Expenditure of Loan Account Materiel	N1-374-95-2	Record reflecting loss, destruction or expenditure of loan account material.	Destroy 1 year after completion of final action.
1411.01	Petroleum Supply Reporting	N1-374-95-2	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).	Destroy when 5 years old.
1412.01	Port Extract Requisitions	N1-374-95-2	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.	Destroy when 3 years old. (See 1504.05 for Port Harbor services for hazardous cargo shipments and 600 series for safety related stevedoring (loading and unloading) training and certification records.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1501.01	Installation Status Evaluation	N1-374-95-2	Documents related 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, etc., and selection approval.	Permanent. Transfer record copy to FCDSWA RA upon publication or revision for retirement to FRC. Transfer to NARA in 5-year blocks when 20-25 years old. Maintain installation copies of published studies until discontinuance of installation.
1501.02	Johnston Atoll Master Plans	N1-374-95-2	Installation master plans. Includes basic information maps (200:1 scale JA MP published by FCDSWA); analysis of existing facilities; tabulation of existing/required facilities; preliminary land use; future development site plans and background materials.	Permanent. Transfer record copy to FCDSWA RA upon publication or revision for retirement to FRC. Transfer to NARA when 30 years old. Maintain installation copies of engineering studies until discontinuance. Maintain current plans in JA Tech Pubs Library.
1502.03a	Building and Grounds Maintenance	N1-374-95-2	Annual Grounds Maintenance Plan, Facility Maintenance Plan, Long Range Base Painting Plan, Roof Coating Renewal Plan, and Metal Building Wash Down Plan.	Destroy 5 years after supersession. Maintain current plans in JA Technical Publications Library.
1502.03b	Building and Grounds Maintenance	N1-374-95-2	Maintenance and repair projects; related surveys, 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.)	Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1502.04a	Entomology Services Plans	N1-374-95-2	Pest Control Management Plan	Destroy when superseded. Maintain current plan in JA Technical Publications Library.
1502.04b	Entomology Services Reports	N1-374-95-2	Herbicide application reports, quarterly pest control reports (DD Form 1532) and annual pest inspection plan and control schedule.	Destroy when 5 years old.
1502.05	Sanitary Services	N1-374-95-2	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.)	Destroy when 5 years old.
1502.06	Custodial Services	N1-374-95-2	Initial Custodial Service Work Schedule, with modification reports of schedule changes. (See 201.01a for Monthly Project Work Schedules.)	Destroy when 5 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1502.08a	Energy Conservation Plans	N1-374-95-2	Annual Energy Conservation Plans	Destroy when superseded. Maintain current plan in JA Technical Publications Library.
1502.08b	Energy Conservation Reports	N1-374-95-2	Energy Violation Reports	Destroy when 2 years old.
1502.09	Space Management Control	N1-374-95-2	Billeting Management Plan, Annual Contractor-controlled Facilities Plan, Confined Space Entry Plan and Annual Unaccompanied Personnel Housing Inventory and utilization data.	Destroy 5 years after supersession or cancellation. Maintain current plans in JA Technical Publications Library.
1502.10	Johnston Atoll Billeting Services	N1-374-95-2	Monthly Status Report for Visitor Support to JA, Check in-out processing sheets, Master Occupancy Report and related financial reports, and pre-occupancy inspections.	Destroy when 2 years old.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1503.03	Military Construction Projects	N1-374-95-2	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. (Record copies of construction documentation is maintained by Navy or Army IAW appropriate schedules.)
1503.06a	Utilities Operations	N1-374-95-2	Daily operating logs for Power Plant, Water Plant, and Sewer Treatment Plant. Includes daily engineering generator operating logs.	Destroy when 1 year old.
1503.06b	Utilities Operations	N1-374-95-2	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.)	Destroy when 2 years old.
1503.06c	Utilities Operations	N1-374-95-2	Operations and maintenance plans, water use contingency plans, scheduled outage reports and quarterly generating plant control reports. (See 213.02 for Emergency Procedures Plan and 1503.06d for unscheduled outage reports.)	Destroy when 5 years old. Maintain current plans in JA Technical Publications Library.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1503.06d	Utilities Operations	N1-374-95-2	History of major utility plants and systems. Includes maps, tables, drawings and unscheduled outage reports for electrical power production, distribution and auxillary systems; steam and hot water heating; potable and non-potable water; and sewer systems.	Destroy on discontinuance of installation. (See 1501.01 or 1504.04a for utility studies and related environmental studies and 1503.11 for modification or alteration of utility plants.)
1503.07	Facilities Engineering Project Estimates	N1-374-95-2	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	N1-374-95-2	Minor work orders.	Destroy 2 years after completion of work.
1503.11	Facilities Engineering Projects	N1-374-95-2	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.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1503.12	Calibration Equipment	N1-374-95-2	Information used to record repair, maintenance, or modification of non-radiation calibration and test equipment. Includes Power Plant Equipment Service and Calibration Plan. (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 disposal of related equipment. Maintain current plans in JA Technical Publications Library.
1504.01a	Fire Prevention	N1-374-95-2	Annual Fire Prevention Plans, Firefighting Operations Pre-Plan, Fire Safety Inspection Plan, Fire Protection Systems Inspection Plan, and Recall Plan.	Transfer record copy of plans upon publication or revision. Destroy when 10 years old. Maintain current plans in JA Technical Publications Library.
1504.01b	Fire Prevention	N1-374-95-2	Fire Permits: Permit for burning, open flame welding and cutting operations.	Destroy when superseded.
1504.01c	Fire Prevention	N1-374-95-2	Fire Prevention Training: training manuals or procedures and individual certifications of training completed.	Destroy training materials when superseded. (See 804.05 for individual training certificates.)

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1504.02a	Fire Reporting	N1-374-95-2	Quarterly Fire Report Summary, Fire Message Reports, and DoD Fire Incident Reports.	Transfer to FCDSWA RA after 5 years (SF135 required) for retirement to FRC. Destroy when 25 years old.
1504.02b	Fire Reporting	N1-374-95-2	DoD Summary No Loss Fire Emergency Reports, Fire Extinguisher Inspection Reports, Daily Fire Hazard Inspection Reports and Inspection, Preventive Line Maintenance Record, Daily Apparatus Check Sheet (Engine), Daily Staffing Reports, and Annual Fire Bill.	Destroy when 1 year old.
1504.02c	Fire Reporting	N1-374-95-2	Structural Fire Reports.	Destroy on discontinuance of facility.
1504.03	Environmental Pollution Abatement	N1-374-95-2	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 violation reports; radionuclide analysis.)	Trf plans, sanitary surveys & chemical sampling/analysis to FCDSWA RA after 5 years (SF135 required). DEST when 10 years old. DEST bacteriological sampling/analysis reports & corrective actions when 5 years old. Maintain current plans in JA Tech Pubs Lib.

SERIES	SERIES TITLE	NARA APPROVAL	SERIES DESCRIPTION	DISPOSITION
1504.04a	Installation Environmental Investigations and Reports	N1-374-95-2	HW and HM Management Plans, permits, variances, assessments, impact statements, investigations, summary reports, inspections, surveys of on-shore and off-shore facilities, containment or release, sampling and analysis, remediation and restoration.	Permanent. Cutoff annually. Trf record copy to FCDSWA RA upon publication or receipt. Trf to NARA when 30 years old. (Retain the JA Plutonium Soil Cleanup Project in Agency custody. Transfer to NARA 75 years after completion of project.)
1504.04b	Installation Environmental Investigations and Reports	N1-374-95-2	Johnston Atoll Plutonium 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/Material Management and Source Accounting	N1-374-95-2	Information accumulated in controlling receipt, use, transfer, storage (temporary), shipment and disposal of hazardous waste/material. Includes instruction for movement, registers, issue receipts, manifests, inventories, disposal and exception reports.	Transfer to FCDSWA RA after 5 years (SF135 required) for retirement to FRC. Destroy when 50 years old.
1505.01	Conservation of Natural Resources	N1-374-95-2	Environmental and natural resources plan, land and shore protection plans, surveys, and related studies. (See 1503.03 for record of completed projects and corrective actions taken.)	Permanent. Trf to FCDSWA RA upon publication or receipt for retirement to FRC. Transfer to NARA when 20 years old. Installation records: Destroy on discontinuance of installation. Maintain current plans in JA Technical Pubs Library.

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-374-97-1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 10-16-96	
1. FROM (Agency or establishment) DEFENSE SPECIAL WEAPONS AGENCY (DSWA)		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.	
2. MAJOR SUBDIVISION FIELD COMMAND (FC DSWA)			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER SUSIE MABRY, RECORDS OFFICER FC DSWA	5. TELEPHONE (505) 8846-9263	DATE	ARCHIVIST OF THE UNITED STATES 7/16/98 version WITHDRAWN used instead;
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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		10/16/96 Version Returned to agency via Minnick letter attached	
DATE OCTOBER 1, 1996	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda M. Powell</i> LINDA POWELL	TITLE RECORDS OFFICER DEFENSE SPECIAL WEAPONS AGENCY	
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 THE RECORDS OF THE DEFENSE SPECIAL WEAPONS AGENCY</p> <p>WHEN APPROVED THE PROVISIONS OF THIS SCHEDULE WILL BE INCORPORATED INTO DEFENSE SPECIAL WEAPONS AGENCY (DSWA) INSTRUCTION 5015.4</p>	<p><i>With Drawn & Superseded</i></p> <p><i>Submitted by [unclear]</i></p> <p><i>Mr [unclear]</i></p> <p><i>Oct 16 1996</i></p>	

RECORD SERIES	TITLE
101	Office Management
201	Common Mission
202	Arms Negotiation and Policy - International Agreements
203	Privacy Act
204	Manpower Management
205	Total Quality Management
206	Strategic Planning
207	Defense Nuclear Surety Inspections
208	Information Management (Records, Forms, Instructions, Military Awards, Director's Files)
209	Publishing and Editing
210	Historical Summaries and Reports
211	Information Systems (ADP Management)
212	Nuclear Operations and Stockpile Management
213	Emergency Planning and Reporting
301	Budget Program and Planning
302	Finance and Accounting
303	GAO Auditing
304	Non-Appropriated Funds
401	Legal Opinions and Litigation
402	Congressional Inquiries
403	Public Affairs (News Media and Release)
404	Protocol
405	Freedom of Information Act (FOIA)
501	Security (Visitor Control)
502	Physical Security (Facilities)
503	Personnel Security
504	COMSEC Material Accountability
505	Security Classification and Law Enforcement
506	Operations Security

RECORD SERIES	TITLE
601	Defense Nuclear Weapons School
602	Occupational, Safety, and Health (Plans, Inspections, Training)
603	Personnel Radiation Monitoring (NTPR Program)
604	Radioactive Material Licenseing and Calibration
701	Unit Awards
702	Military Personnel
801	Civilian Personnel
901	Medical Services (See Johnston Atoll Schedule)
1101	Signal Communications
1102	Electronic Communications Systems
1103	Postal Activities
1104	Historical Photographic Media
1105	Airfield Operations (See Johnston Atoll Schedule)
1201	Travel
1202	Vehicle Management
1203	Food Services (See Johnston Atoll Schedule)
1204	Laundry Services (See Johnston Atoll Schedule)
1301	Nuclear Weapons Effects Testing
1401-1403	Procurement and Contract Administration
1404-1406	Management of Nuclear Materiel (Standardization, Supply, and Cataloging)
1406	Property Accountability
1501	Installation Status, Evaluations, and Master Plans (See Johnston Atoll Schedule)
1502	Buildings and Grounds Maintenance
1503	Civil Engineering (Facility Engineering and Military Construction Projects)
1504	Environmental Monitoring, Restoration/Remediation, Management of Hazardous Waste/Materials
1505	Conservation of Natural Resources

DEFENSE SPECIAL WEAPONS AGENCY
RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
101.01	Suspenses (NC1-374-78-2) (GRS 23, #6)	Written note or communication (EMAIL) of date action is required.	Destroy after 30 days or when report has been submitted or action taken.
101.02	Transitory (GRS 23, #7)	Administrative correspondence or information received of short-term interest where no action is required.	Destroy after 30-90 days.
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.	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.	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.	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.
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.
101.08	Office Military Personnel Files (NC1-374-78-2, 102.13)	Documents related to supervision of military personnel performance/duty such as classification, promotion, orders, sponsors, indeptedness, leave, applications for outside employment, academic and individual training reports, and similar documents.	Destroy 1 year after transfer or separation of personnel or offer to individual prior to transfer or separation.
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 SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
101.10	Civilian Personnel Action Pending Files (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.
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 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, Records Manager/Library Appointments), courier services, facility access control lists (includes ADP security).	Destroy when authorization document is superseded or obsolete.
101.14	Mail Control Receipts (NC1-374-78-2, 101.18)	Office copies of mail receipts, other than receipts maintained by postal activities or unit mailroom.	Destroy when 2 years old.
101.15	Classified Document Register/Control (NC1-374-78-2, 101.15, 101.17)	Record of identity and location of classified documents for which offices are accountable, maintained electronically or in hard copy. Includes internal receipts, certificates of destruction, and transfer. (See 102.12 for records retired.)	Destroy 2 years after classified records listed thereon have been transferred, 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.)	Destroy when 1 year old.
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 or repairs are completed.
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.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
101.20	Office Equipment Records (NC1-374-78-2, 101.24)	Office copies of lists or comparable documents showing accountable equipment (includes ADP equipment).	Destroy on turn-in or disposal of related equipment.
101.21	Publication Supply Distribution (NC1-374-78-2, 101.22)	Publications requisitions/receipts.	Destroy 1 year after completion of action.
101.22	Reference Publications (NC1-374-78-2, 103.01)	Library copies of publications and published plans maintained solely for reference.	Destroy when superseded or obsolete.
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.
201.01a	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.
201.01b	Administration (NC1-374-78-1)	Messages used for expeditious interim changes to instructions.	Destroy when applicable instruction is rescinded or superseded. Earlier disposal is authorized.
201.01c	Administration (NC1-374-78-1)	Evaluation by office of suggestions that do not result in issuing an instruction or establishing a project.	Destroy when 2 years old.
201.01d	Administration (NC1-374-78-1)	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.	Destroy when 2 years old.
201.01e	Administration (NC1-374-78-1)	Documents related to application of ADPS and PCM operations within office functional area.	Destroy when 2 years old.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
201.01f	Administration (NC1-374-78-1)	General administrative correspondence not identified elsewhere in common mission (201) series.	Destroy when superseded or obsolete.
201.02a	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.
201.02b	Agreements (NC1-374-78-1)	Agreements not involving transfer of personnel and materiel. (See 202.01 for international agreements.)	Destroy 3 years after supersession, cancellation, or termination of agreement. Reviewing Offices: Destroy 1 year after supersession, cancellation, or termination of agreement.
201.03a	Briefings and Presentations	Documentation/scripts (includes hard copy computer-generated graphics) used by Agency personnel for participation in presentations at outside agencies, in-house, or non-federal institutions relating to mission-related projects of historical importance.	Permanent. Retire to the FCDSWA RA for transfer to the National Archives in 5-year blocks when 5-10 years old or consolidate briefings with mission-related functional series with permanent dispositions.
201.03b	Briefings and Presentations (NC1-374-78-1)	Documentation/scripts (includes hard copy computer-generated graphics) used by Agency personnel for participation in presentations at outside agencies, non-Federal institutions, as well as in-house briefings of no historical importance.	Destroy when superseded or obsolete or no longer needed for reference.
201.04a	Conference and Committee Records (N1-374-89-3)	Records relating to the establishment, organizational policy, membership, and participation in intragency, advisory, or international (i.e., NATO) or intergovernmental (i.e., Great Britain) committees, conferences, or working groups.	Permanent. Retire to FCDSWA RA upon termination of committee for transfer to the National Archives upon accumulation of 1 cu ft. Chairman of internal committees: DEST 2 years after termination; Members: DEST 1 year after participation or when NLN.
201.04b	Conference and Committee Records (N1-374-89-3)	Records created by committees or conferences: agenda, minutes, final reports, and related documentation of accomplishments of participation maintained by the Agency command sponsor or secretariat.	Permanent. Retire to FCDSWA RA upon termination of committee for transfer to the National Archives. Destroy all other copies when 3 years old or when NLN for reference, whichever is sooner.
201.04c	Conference and Committee Records (N1-374-89-3)	Scientific conferences and meetings hosted or sponsored by the Agency. Records are maintained by project office responsible for planning/organization and conduct of conference. Included are budget matters, lists of attendees, and final reports.	Destroy when 3 years old.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
201.04d	Conference and Committee Records (N1-374-89-3)	Information copies of periodic reports received by Agency members of committees and working groups (members other than Agency representatives, chairman, or recording secretary).	Destroy when superseded, obsolete, or NLN for reference, or transfer to replacement committee or destroy upon termination of committee.
201.05a	Reference Files (N1-374-78-1)	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.
201.05b	Reference Files (N1-374-78-1)	Copies of mission-related published plans, reports, and similar reproduced materials that do not fall within the description for reference publications.	Destroy when superseded, obsolete, or no longer needed for reference.
202.01	Arms Negotiation and Policy (NC1-374-81-1)	International agreements or other instruments which have international military, military economic, military political implications, and military considerations in the relationship of the US to the UN. Includes drafts as well as final documentation.	Permanent. Retire to FCDSWA RA upon supersession, cancellation, or termination of agreement for transfer to the National Archives.
203.01a	Privacy Act Requests (GRS 14, #21)	Requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(1). Includes original request, copy of reply thereto, and related supporting documents.	Destroy 2 years after date of reply.
203.01b	Privacy Act Requests (GRS 14, #21)	Requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(1). Includes original request, record of denying access to all or part of records requested.	Destroy 5 years after date of reply.
203.02a	Privacy Act Amendments (GRS 14, #22)	Individual request to amend a record pertaining to that individual as provided under 5 U.S.C., 552a(d)(2). Includes Agency's approval to amend subject record.	Destroy 4 years after Agency's agreement to amend subject record.
203.02b	Privacy Act Amendments (GRS 14, #22)	Individual request to amend a record pertaining to that individual, as provided for under 5 U.S.C. 552a(d)(2). Includes record of refusal by the Agency to amend a record, requested by an individual and record of appeal.	Destroy 3 years after determination is made by the Agency or 4 years after final adjudication by courts, whichever is later.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
203.03	Privacy Act Accounting of Disclosure (GRS 14, #23)	Records created under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency. Includes Agency Privacy Act reports submitted to Congress.	Destroy 5 years after the disclosure for which the accountability was made.
203.04	Privacy Act Control (GRS 14, #24)	Records maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.	Destroy 5 years after date of last entry.
203.05	Privacy Act System Notices (GRS 14, #26)	Records related to the general Agency implementation of the Privacy Act, including system notices, memoranda, routine correspondence, and related records.	Retain system notices as long as system of records exists (includes original and revised notices published in the Federal Register). Destroy other records when 2 years old or when no longer needed for administrative reference, whichever comes first.
203.06	Privacy Act Reports (GRS 14, #25)	Recurring reports and one-time information requirement relating to Agency implementation. Includes Agency reports submitted to OSD, and the report of new systems at all levels.	Destroy when 2 years old.
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 Degree Requirements (NC1-374-81-3)	Records which support the establishment of advanced academic degree requirements.	Destroy when superseded or no longer needed for administrative use.
204.05a	Manpower Change Requests (NC1-374-81-3)	Completed DSWA Forms 107, and related automated listings which identify the authorizations and organizational changes requested, justification, coordination, and approval. Includes FC requests submitted to HQDSWA for approval.	Permanent. Cutoff at the close of each fiscal year. Retire to FCDSWA RA when 5 years old for transfer to the National Archives in 5-year blocks when 20-25 years old. (HQDSWA is the Agency Office of Record).
204.05b	Manpower Change Requests (NC1-374-81-3)	Disapproved manpower change requests and related background information.	Destroy when 1 year old. (HQDSWA is Agency Office of Record.)

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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 DSWA. Includes FC JMP published annually and submitted to HQ for approval.	Permanent. Cutoff the last day of each fiscal year. Retire to FCDSWA RA when 5 years old for transfer to the National Archives in 5-year blocks when 20-25 years old. (HQDSWA is Agency Office of Record)
204.06b	Joint Manpower Program (JMP) (NC1-374-81-3)	Joint Manpower Program quarterly published reports.	Destroy when 5 years old. (HQDSWA is Agency Office of Record.)
204.06c	Joint Manpower Program (JMP) (NC1-374-81-3)	Joint Manpower Program monthly published reports.	Destroy when 1 year old. (HQDSWA 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 Management.)	Destroy when superseded or no longer needed for reference.
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.
206.01	Management Improvement and Feasibility Studies (GRS 16, #9)	Feasibility studies completed at all levels of the Agency prior to the installation of any technology or equipment associated with information management systems, such as automated information/electronic imaging systems, micrographics, and communications.	Destroy when 5 years old.
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.	Destroy when 2 years old. (FCDSWA 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 FCDSWA. Includes copy of report sent to inspected organization for corrective action and correspondence from inspected organization indicating corrective actions taken.	Retire to FCDSWA RA when 5 years old. Destroy when 10 years old. Copies of reports sent to HQDSWA: Destroy when 5 years old.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
207.03	Command/General Inspections (NC1-374-81-6)	Documents related to planned HQDSWA 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. Retire to FCDSWA RA 2 years after action completed. Transfer to the National Archives in 10-year blocks when 20-30 years old.
207.04	Inspector General Complaint/Investigations	Documents accumulated by HQDSWA 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. Retire to WNRC 2 years after completion of investigation. Transfer to NARA in 10-year blocks when 20-30 years old. (HQDSWA IG is Agency-wide Office of Record for NARA submissions.)
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 or corrective actions taken, training materials and records manager appointment letters.	Destroy when 6 years old. (Earlier disposal is authorized for records 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.	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.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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 Control Register (NC1-374-81-7, 208.09)	Records controlling assignment of Agency published plans or reports scientific or technical in nature, approval of one-time reporting requirements, and related documents.	Destroy 2 years after the report is discontinued.
208.09	Director DSWA Chronological Reading Files (NC1-374-88-1, 208.30)	Copies of documents signed by the Director DSWA. Includes printed copies of EMAIL transmitted or received, with related transmission data. Non-substantive records may be destroyed prior to retirement. See 210.01 for Agency or command-wide policy letters.	Permanent. Cutoff annually. Transfer to the National Archives in 5-year blocks when 20-25 years old. (Read Files maintained by FC Commander: Refer to 101.05.)
208.10	Forms Management Reporting (NC1-374-81-7)	Records relating to reports on progress in forms management. Includes worksheets and related correspondence.	HQDSWA 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 rescission 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.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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 Publications Management Surveys (NC1-374-81-7)	Record of staff assistance visits to provide assistance and evaluate the effectiveness of forms management programs. Includes notification of visits, forms control and usage data, and reports of corrective actions taken.	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) (NC1-374-81-7)	Original signed copy of DSWA, FCDSWA, 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 annually. Retire record copy to FCDSWA RA for transfer to the National Archives, upon accumulation of 1 cubic foot.
208.16b	Publication Records Set (Instructions) (NC1-374-81-7)	Original signed copy of DSWA, FCDSWA, 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. FCDSWA is the Agency Office of Record. Includes related weapons manuals developed by the military services.	Permanent. Retire to the FCDSWA RA upon retirement of weapon or last related weapon system, or when 50 years old, whichever is later, for transfer to the National Archives.
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. Retire to the FCDSWA RA upon supersession or obsolescence for transfer to the National Archives.
208.17	Personnel-Related Joint Service Publications (NC1-374-81-7)	Agency publications issued by HQDSWA to disseminate information and instructions affecting the status of military personnel.	Destroy when 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. (FCDSWA has authority to award Joint Service Achievement Medals. HQDSWA has authority to award all Joint Service Medals.)	Permanent. Cutoff annually. Transfer to the National Archives in 10-year blocks when 20-30 years old. (Records are eligible for retirement to a Federal Records Center.)

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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.	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.	Destroy when 5 years old.
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. (FCDSWA 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. FCDSWA 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. (FCDSWA 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. (FCDSWA 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.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
210.01a	Policy and Precedence (NC1-374-81-9, 210.06)	Agency and command-wide policy letters, published by the Director DSWA and Commander, Field Command DSWA which are operational in nature. Policy letters replace or supplement the Agency-wide program instructions, published under 208.16a.	Permanent. Retire to FCDSWA RA when superseded or obsolete for transfer to the National Archives.
210.01b	Policy and Precedence (NC1-374-81-9, 210.06)	Agency and command-wide policy letters, published by the Director DSWA and Commander, FCDSWA, 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 HQDSWA and FCDSWA.	Permanent. Retire to FCDSWA RA when superseded for transfer to the National Archives located at the DSWA Albuquerque DASAIC.
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. Retire to FCDSWA RA upon publication or revision for transfer to the National Archives.
210.05	Annual Historical Summaries (NC1-374-81-9)	Annual Historical Reports.	Permanent. Retire to FCDSWA RA upon publication for transfer to the National Archives.
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. Retire to FCDSWA RA upon publication for transfer to the National Archives.
210.07	Advisory Committee on Human Radiation Experiments (ACHRE) Documentation	Copies of DSWA 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. Retire to FCDSWA RA upon completion of final reports for transfer to the National Archives.
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.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
211.02	ADPE Acquisitions (NC1-374-81-10)	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.	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.
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 DSWA 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, design requirements, system instructions, user guide/manual, input/output, report specifications, test plans, coding, and related software for systems 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, design requirements, system instructions, user guide/manual, input/output and report specifications, test plans, coding, and related software for systems designated as permanent.	Permanent. Transfer system documentation to the National Archives with electronic records and data transferred.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
212.01	Nuclear Weapons Quantitative History	Nuclear weapons accountability, status, capability, and location and movement of allocated nuclear weapons, maintained by serial number of every nuclear warhead and major component in the DoD arsenal from 1947 to present, recorded on the NUMIS system.	Permanent. Maintain annual history tapes at FCDSWA in accordance with National Archives archival standards. Transfer to National Archives when 50 years old, upon authority from Director DSWA.
212.02a	Stockpile Program Planning	Record of current and proposed nuclear weapons allocations, deployments, and retirements.	Retain at HQDSWA. 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 Commander or the JCS.	Retain at HQDSWA. Destroy when 20 years old.
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. Retire to FCDSWA RA for transfer to the National Archives 5 years after retirement of the weapon or last related weapon system.
212.04a	Stockpile Reports	Stockpile reports from 1947 to present related to more than one weapon/system, maintained or originated by FCDNA: 48M, 49M, 119M, 170M, and ERH.	Retain at FCDSWA. Destroy when information has been consolidated into comparable HQDSWA reports.
212.04b	Stockpile Reports	Stockpile reports from 1947 to present related to more than one weapon/system, maintained or originated by HQDNA: 28M, 229M, 234M, Annual Weapons Report and DOE Master Nuclear Schedule. (See 212.04 for reports related to and maintained by weapon/system).	Permanent. Retire to FCDSWA RA 5 years after completion of final report for transfer to the National Archives in 5-year blocks when 25-30 years old.
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. Retire to FCDSWA RA 5 years after completion of summary for transfer to the National Archives in 5-year blocks when 25-30 years old.
212.06	Emergency Relocation Site Administration	Site R Administration and general correspondence.	Retain locally. Destroy when 5 years old.
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.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
212.07b	Stockpile Emergency Verification History	SEV History (1972-present). Includes research papers and proposed changes.	Permanent. Retire to FCDSWA RA when 10 years old for transfer to the National Archives in 10-year blocks when 20-30 years old.
212.07c	Stockpile Emergency Verification Exercises	Procedures to conduct stockpile emergency verification exercises and records of previous tests.	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 DSWA, under DoD-directed evaluation and oversight authority over nuclear surety programs.	Permanent. Retire to FCDSWA RA when no longer needed for current operations for transfer to the National Archives, upon accumulation of 1 cu ft. (See 201.04 for NWSSG/NESSG minutes & JNWPS for safety procedures.)
212.09b	Nuclear Surety Program	Nuclear weapons quality assurance and reliability 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.	Destroy 2 years after 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. Retire to FCDSWA RA 10 years after completion or upon completion of contract for transfer to the National Archives.
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. Retire to FCDSWA RA upon supersession for transfer to the National Archives, upon accumulation of 1 cu ft.
213.02	Emergency Planning and Reporting (Natural Disasters)	Contingency plans and related documentation for support to HQDSWA. Otherwise referred to as disaster preparedness plans and associated reporting of natural disasters.	Destroy when superseded or cancelled. (See Johnston Atoll schedule for permanent plans and reports.)
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)).	Destroy when 10 years old.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
213.04	Nuclear Accident Training Exercises (NUWAX 79, 81, 83)	Joint Nuclear Accident Training Exercises (NUWAX) sponsored by DSWA to assess nuclear accident response capability. Includes exercise concept of operations plans and after action reports. See 603 for personnel exposure; 1504 for environmental monitoring.	Permanent. Retire to FCDSWA RA 10 years after completion of training or completion of final report for transfer to the National Archives, upon accumulation of 1 cu ft.
301.01a	Program and Budget Guidance (N1-374-89-6)	Development, review, approval, and issue of program and budget guidance by all echelons of DNA. Includes program objectives; summary budgets (foreign and domestic programs); and directives from OSD Comptroller for HQ preparation, revision or update.	Permanent. Cutoff at end of current FY. Transfer to WNRC 2 years after cutoff. Offer to NARA in 5-year blocks 20 years after cutoff.
301.01b	Program and Budget Guidance (N1-374-89-6)	FCDNA program and budget guidance, issued in the form of markups to operating budgets; coordinating actions; operating schedules; and related documents.	FCDNA guidance issued: Cutoff at end of FY. Destroy 6 years after cutoff. Destroy guidance received on incorporation in the FCDNA 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 HQDSWA in defending DSWA budget estimates before Congress and Congressional Committees. Includes copies of revised budget submissions, special program funding justification, and related supporting documentation.	Permanent. Cutoff at the end of FY. Retire to WNRC 2 years after cutoff. 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 FCDSWA and submitted to HQDSWA for defending budget estimates.	Cutoff at end of FY. Destroy 2 when 2 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.	Cutoff each FY. Destroy when 2 years old.
301.5	Budget Reporting (GRS 5, #5, 306.01)	Consolidated budgetary reports, maintained electronically or in hard copy, which reflect the status of appropriations and/or fund accounts. Reports are prepared by directives issued by OMB, Treasury Department, GAO, or DoD.	September reports: Cutoff each FY and destroy when 5 years old. Destroy other reports when 3 fiscal years old.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
302.06	Accounting Documents (GRS 6, #1a)	Documents posted to books of original entry for foreign/domestic programs. Includes allotments, obligations, disbursement vouchers, collection, adjustments, blocking tickets, checklistings, check reconciliation, exception notices, certificates of deposit.	Cutoff at close of period covered by account. Retire to FCDSWA RA or WNRC, 2 years after cutoff. Destroy 6 years and 3 months after close of fiscal year involved.
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.	Retain locally. Destroy when 10 years old.
304.01a	Non-Appropriated Fund Accounts (Cashier Services) (N1-374-95-2, 308.01)	Cashier Services: Cash receipts, check books, cancelled checks, deposit slips, bank statements, vouchers, invoices, authorization control, and financial statements and reports.	Destroy when 3 years old. (See 308.01 series for Johnston Atoll.)
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).	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. Transfer to the National Archives in 5-year blocks when 20-25 years old. (Records are eligible for transfer to an FRC.)
401.02	Employment and Financial Interest Statements	Documents which reflect Government employment, private employment, and financial interest of civilian employees and military personnel, required to file such statements under Federal statutes. Includes supplementary statements and reports of changes.	Destroy upon annual renewal.
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 DNA communications with Dept of Justice, US attorneys and other organizations and individuals with/without the Federal Government.	Permanent. Transfer to the National Archives in 5-year blocks 20-25 years after cases are closed. (Records are eligible for retirement to an FRC.)
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.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
402.01	Congressional Inquiries (NC1-374-81-19, 404.01)	Documents accumulated as a result of congressional inquiries on all matters related to the Defense Nuclear Agency. Includes documents from Congress members requesting information for themselves or their constituents.	Destroy when 5 years old. (See 404.01 for Johnston Atoll.)
402.02	Congressional Visits (NC1-374-81-19, 404.02)	Documents accumulated as a result of a visit to the DNA or any of its facilities or controlled installations by a member of congress or a congressional staff member.	Destroy when 5 years old. (See 404.02 for Johnston Atoll.)
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. Transfer to the National Archives when 20 years old. (See 1104.10 series for permanent audiovisual records.)
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 DSWA contracts or activities accomplished by the contract.	Destroy when 6 years old. (See 405.02 for Johnston Atoll.)
403.03	Agency Community Relations (NC1-374-81-20, 405.05)	Documents relating to the maintenance and improvement of relations between DSWA and the civilian community.	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. Arrange alphabetically.	Destroy 2 years after retirement, transfer, separation, or death of the individual concerned, or on discontinuance, whichever is earlier.
403.05	Agency News Publications	Official periodic newsletter publications of interest to Agency employees (e.g., DSWA Today and FCDSWA Informer, created in 1995).	Permanent. Retire annually to FCDSWA RA for transfer to the National Archives in 10-year blocks when 20-30 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 201.03 for briefings/presentations and 201.04 conferences/committees.)	Destroy when 5 years old or when no longer needed, whichever is later.
405.01	FOIA Requests (GRS 14, #11)	Documents related to requests for information under the Freedom of Information Act. Includes original requests; copy of Agency reply thereto granting access, stating inability to identify or nonexistence of requested records, and indicating fees charged.	Destroy when 2 years old if not appealed. If appealed, withdraw and file under 405.03.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
405.02	FOIA Requests Denial Files (GRS 14, #12, 406.02)	Documents related to requests for information under the FOIA for which access to all or part of the requested record is denied. Includes original request, copies of reply thereto and supporting documentation for denial, and related documents.	Destroy when 5 years old if not appealed. If appealed, withdraw and file under 405.03.
405.03	FOIA Appeals (GRS 14, #12, 406.03)	Documents related to administrative appeals under the provisions of the FOIA. Includes appellant's letter, copy of reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	Destroy 4 years after final denial by the Agency, or 3 years after final adjudication by courts. Dispose of file copy of records under appeal IAW approved Agency disposition instructions or with the related FOIA request, whichever is later.
405.04	FOIA Reports (GRS 14, #14, 406.05)	Documents related to recurring reports and one-time information requirements relating to implementation of the FOIA, including annual reports to Congress, submitted by HQDSWA.	Destroy when 2 years old or sooner if no longer needed for administrative use. HQDSWA is Agency Office of Record.
405.06	FOIA Controls (GRS 14, #13)	Records maintained for control purposes in responding to requests. Includes registers and similar records listing date, nature, and purpose of request and name and address of requester.	Registers or listings: Destroy 6 years after date of last entry.
501.01	Escort/Non-Escort Identification and Badging (N1-374-89-13)	Documents which identify approvals and disapprovals for non-escort badging, waivers for uncleared personnel; badging for contractors; and related procedural matters.	Destroy 3 months after expiration of request or turn-in of badge.
501.02	Control Accountability of Identification Cards and Badges	Documents such as registers used to maintain accountability for identification cards and badges.	Destroy upon discontinuance of badge or system.
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.
501.04	Personal Property Accountability (GRS 18, #15)	Files related to accountability for personal property lost or stolen. Includes reports, loss statements, receipts and other documents related to lost and found articles.	Destroy when 1 year old.
501.05	Access Register Control Files (GRS 18, #17)	Registers, logs, or tape media used to record names of all personnel to included employees, admitted to the Agency and controlled areas within the Agency.	Destroy 5 years after final entry or date of document, as appropriate.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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-DSWA 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 DSWA personnel and DSWA contractor personnel to DOE facilities.	Destroy upon obsolescence.
501.09	Installation Clearance Program	Record of approved Island clearance requests and related documentation for controlling entry/exit to and from the installation during installation environmental clean-up projects in the Pacific area, other than Johnston Atoll.	Destroy when 50 years old. (Records are eligible for retirement to an FRC.) (See 501.09 series for Johnston Atoll.)
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 HQDSWA.	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 HQDSWA. Includes diagrams, photos, identification of special designated areas; registration of personal vehicles; and related documents.	Destroy when superseded or obsolete.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
503.01	Security Clearance Information (NC1-374-81-22, 503.03)	Documents containing information concerning clearance of individual personnel and the reports of investigation used to determine eligibility of personnel for security clearance and special access authorization.	Destroy when superseded or upon termination of employment/assignment with the Agency.
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 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.	Destroy when 1 year old. (HQDSWA 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.	Destroy when 1 year old. (HQDSWA 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. (HQDSWA 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. (HQDSWA 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 relates. Destroy ADP printouts after verification of allocation record.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
504.08	COMSEC Material Distribution Reporting (NC1-374-81-23)	Documents submitted to the DSWA COMSEC Central Office of Record to report allocation, assets, and holder information for specified items of COMSEC material (equipment and associated material).	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.	Documents related to COMSEC material: 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. Transfer to the National Archives in 10-year blocks when 20-30 years old or with specific program records or collections, designated as permanent.
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.	Destroy when 5 years old. Earlier disposal is authorized.
505.03	Classified Material Access Files (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 Information Access Case Files (NC1-374-81-24)	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.	Destroy 15 years after completion of action.
505.05	Routine Security Information Release Files (NC1-374-81-24)	Documents related to the review of classified or potentially classified documentary materials for purposes of dissemination or release of information to sources outside DSWA, such as the review of manuscripts, photos, lecture, radio, television scripts.	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.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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.
505.08	Security Violations Case Files (GRS 18, #24b)	Documents related to investigations of alleged security violations (i.e., missing documents, unauthorized disclosure of information, unattended open security containers, and documents not properly safeguarded). Includes incidents at contractor facilities.	Destroy 2 years after completion of final corrective or disciplinary action. Records of violations of a sufficiently serious nature, classified as felonies: Dispose of IAW NC1-330-76-1.
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 DSWA or its contractors to properly classify reports prepared for use and distribution.	Destroy when superseded, obsolete, or no longer needed for reference. (See 505.01 series for Johnston Atoll.)
505.11	Security Education (N1-374-89-14, 502.06)	Documents related to training, education, and briefings given to Agency personnel on various security-related topics.	Destroy when 2 years old, or when no longer needed for reference, whichever is later.
505.12-14	BOS Contract - Security and Law Enforcement	See Johnston Atoll Records Schedule.	
506.01a	Threat Assessments (OPSEC)	General threat information and DSWA-generated threat assessments related to operations security.	Destroy when 2 years old.
506.01b	Threat Assessments (OPSEC)	Message threat traffic related to operations security.	Destroy when 1 month old.
506.02	Essential Elements of Friendly Information (OPSEC)	Correspondence, reports, and guidance related to Essential Elements of Friendly Information.	Retain locally. Destroy when 10 years old, or when no longer needed for reference, whichever is later.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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.	Final course curriculum, course content, and course revisions: Permanent. Retire to FCDSWA RA when 5 years old for transfer to the National Archives in 10-year blocks when 20-30 years old.
601.01b	Defense Nuclear Weapons School Curriculum Approvals (N1-374-95-1)	Consolidated course schedules, lengths of courses, and course descriptions.	Permanent. Retire to FCDSWA RA when 2 years old for transfer to the National Archives in 5-year blocks when 20-25 years old.
601.02	Defense Nuclear Weapons School Course Accrediations (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.
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 FCDSWA RA when 5 years old. Destroy when 75 years old. (Records are eligible for retirement to an FRC.)
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 Reports (N1-374-95-1)	DNWS course enrollments and completion statistics reported to the services.	Retire to FCDSWA 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 (N1-374-95-1)	DNWS course supplementary materials/handouts.	Destroy when superseded or obsolete. (See 208.16d for permanent course publication manuals such as the Nuclear Weapons Accident Response Procedures Manual (DoD 5100.52-M), published by DSWA.)
602.01	Safety and Health Plans	Occupational, Safety and Health Plans. Includes contractor medical plans, Respiratory, Hearing and Noise Abatement, Personal Protective Equipment, Sight Conservation, Asbestos, Lead, Radiation Safety, and Safety and Industrial Hygiene Plans.	Permanent. Retire to FCDSWA RA upon publication or revision of final plans for transfer to the National Archives 30 years old.
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 FCDSWA 1 year after publication or receipt of final inspections or surveys. Destroy when 75 years old. (Records are eligible for retirement to an FRC.)

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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. Transfer record copy to DASAC. Transfer to NARA when 50 years old, upon Director DNA determination that Agency retention is no longer required. Evaluate for trf every 5 years thereafter until trf is completed.
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. Retire to FCDSWA RA 1 year after supersession or obsolescence for transfer to the National Archives in 10-year blocks when 20-30 years old.
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.)
602.04a	Safety Training, Qualification, and Verification	Electronic record of individual annual training requirements and training completed (on-site/off-site) as required by OSHA standards for a specific position. Records may supplement training records where certificate of completion is not required.	Backup monthly. Cutoff annually and print hard copy for 602.04b and subsequent consolidation with 804.05 upon separation. Destroy electronic record when 5 years old.
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.	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.)	Destroy when 5 years old.
602.06	Accidents and Incidents (NC1-374-81-62)	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. Retire record copy to FCDSWA RA 2 years after completion of final report or investigation. Transfer to the National Archives in 5-year blocks when 25-30 years old.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
602.07	Material Safety Data Sheets (MSDSs)	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.	Destroy when 75 years old. (Records are eligible for retirement to an FRC.)
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 FCDSWA RSO after 3 months for electronic tracking. Destroy paper records when 75 years old. (Records are eligible for retirement to an FRC.) Destroy electronic records/data when NLN.
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.	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 FCDSWA RSO after 3 months for electronic tracking. Destroy paper records when 75 years old. (Records are eligible for retirement to an FRC.) Destroy electronic records/data when NLN.
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.	Retain in Agency custody. Destroy when 75 years old.
604.01	Radiation Committees (NC1-374-81-62, 605.01)	Documents/minutes of DSWA 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. Retire to FCDSWA RA when 5 years old for transfer to the National Archives in 5-year blocks when 25-30 years old.
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 FCDSWA RA upon decommission. Destroy 75 years after decommissioning. (Records are eligible for retirement to an FRC.)

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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. Retire to FCDSWA RA upon completion of decommissioning process for transfer to the National Archives.
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.	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.	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.	Destroy when 2 years old. (See 208.19 for permanent orders published for Joint Service Medals awarded to military personnel assigned to the Agency.)
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.
702.04	Military Leave	Copies of service forms (DA 31, AF Form 988, and Navy Form 3065)	Destroy after 1 fiscal year.
702.05	Military Leave	Control log for tracking leave of military personnel, maintained electronically and in hard copy.	Backup electronic record monthly. Cutoff annually by fiscal year. Destroy electronic and hard copy records 1 year after cutoff.
802.11a	Civilian Pay	Government civilian or contractor time and attendance cards (timecards) submitted to designated financial activity for processing through electronic payroll system.	Destroy when 2 years old.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
802.11b	Civilian Pay	Government civilian or contractor pay inquiries.	Destroy 2 years after case is closed.
802.11c	Civilian Pay	Case files for individual continuation of pay under worker's compensation claims. (See 602.06 for OSHA related accidents or incidents.)	Destroy 3 years after case is closed.
803.03	Civilian Training	Government civilian or contractor training (other than OSHA training) completed in Government/non-Government facilities. Includes training plans, review of requirements and quarterly report on privileging and training status reports for medical personnel.	Destroy 5 years after completion of training program. (See 804.05 for individual training completion notices and 602.03 or 602.04 for Safety related training.)
804	BOS Contract Administration - Human Resources	See Johnston Atoll Records Schedule	
900	BOS Contract Administration - Medical Services	See Johnston Atoll Records Schedule	
1102.01	Telephone Service Work Orders	Work Orders, priority telephone repair lists.	Destroy 1 year after completion of work.
1102.02	Communications Accounts	Billing Services	Destroy when 2 years old.
1102.03	Communications Equipment Maintenance	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.	Destroy on disposal of related equipment.
1102.04a	Administrative Communications Services	JA Telephone Directory, Internal operations, administration, and training.	Destroy when 1 year old.
1102.04b	Administrative Communications Services	TSRs	Destroy on deactivation of circuit.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1102.05	Electronic Communications 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.	Destroy when 1 year old.
1102.07	Overnight Storage Control	Record of receipt and pick-up of classified messages from Telecommunications Center.	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).	Destroy when 2 years old.
1102.10	Communications Performance Records	Station, circuit, traffic status, and operator performance.	Destroy when 6 months old.
1102.11	Communications Operational Records	Service logs and messages.	Destroy when 2 months old.
1102.12	Originated Messages	Messages transmitted from TCC.	Destroy when 2 months old.
1102.13	Received Messages	Messages (hard page copies) received by TCC.	Destroy when 2 months old.
1102.17	Communications	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.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1103.01	Communications	Locator cards used in maintaining a locator system to facilitate the delivery of mail to individuals.	Destroy cards 6 months after departure of personnel.
1103.02	Communications	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.	Destroy when 2 years old.
1104.04a	Historical Photographic Media (Test Events)	First generation original negatives of photographs, transparencies, original film or videotapes that document US and foreign nuclear test events (includes related nuclear effects and scientific experiment information and accidental incidents).	Permanent. Retire to FCDSWA RA 1 year after completion of event. Transfer to the National Archives when 50 years old, pending Director DSWA determination that Agency retention is no longer required.
1104.04b	Historical Photographic Media (Test Engineering and Construction)	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. Retire to FCDSWA RA 1 year after completion. Transfer to the National Archives when 50 years old, upon Director DNA determination that Agency retention is no longer required.
1104.05	Non-Historical Photographic Media	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)	First generation of film, slide sets, videotapes, and optical disk media, developed or acquired for DNWS training, presented by DNWS instructors to students, field sites and other organizations. See 208.16d for course publications in hard copy or CD-ROM.	Permanent. Retire to FCDSWA RA upon supersession or obsolescence for transfer to the National Archives.
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.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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)	Films, film strips, slide sets, videotapes or vu-graphs, used for official DSWA briefings, presentations, lectures, or seminars of historical value. (See 201.03 for textual records.)	Permanent. Retire to FCDSWA RA 1 year after completion for transfer to the National Archives when 10 years old.
1104.08b	Briefings and Presentations (Audiovisual)	Non-historical films, film strips, slide sets, videotapes or vu-graphs.	Destroy when longer needed for reference.
1104.09	Environmental (Audiovisual)	Original or master copy of film, negatives, and still photos of installation clean-up activities or projects. Records supplement or replace hard copy records categorized under 1504.04a.	Permanent. Retire to FCDSWA RA upon completion of project. Transfer to the National Archives 30 years after completion of project.
1104.10	News Media and Release (Audiovisual)	Original or master copy of film, film strips, slide sets, videotapes, still photos released by DSWA to the public through various media sources.	Permanent. Retain in Agency custody. Transfer to the National Archives when 20 years old.
1105.01-05	Airfield Operations - Johnston Atoll	See Johnston Atoll Schedule.	
1201.01	Travel Requests	Documents pertaining to requests and authorizations for personnel to perform temporary duty and permanent change of station travel. Includes FCJ staff travel orders and related vouchers, invitational travel orders, and contractor travel orders.	Destroy when 3 years old. (FCJA is Office of Record)
1202.06	Logistics	Vehicle deadline reports, vehicle appraisal and requirements reports, inspection and test schedules, and street sweeping schedules.	Destroy when 1 year old.
1202.08	Logistics	Operator Certifications.	Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner.
1203.01a	Logistics	Policies and procedures for food service handlers and master menu development reports.	Destroy 2 years after supersession.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1203.01b	Logistics	Internal administration, production reports, requests, delivery, issue and turn-in slips, and accounting status information.	Destroy after 1 fiscal year.
1203.02	Logistics	Internal and external inspection of the Dining Facility. Includes weekly sanitary inspection reports.	Destroy after 1 fiscal year.
1203.03	Logistics	Published weekly menus.	Destroy when 1 year old.
1203.04	Logistics	Copies of Food Handler Certifications maintained by the Dining Facility (Contractor medical examinations required for food handler certification shall be maintained in contractor medical records by the Clinic under 902.01).	Transfer original certifications to 804.05 upon transfer or separation of personnel. Destroy copies maintained elsewhere upon transfer or separation.
1204.01a	Logistics	Documents reflecting total receipts and workload and laundry operations and related financial reports (See 902.01 for Laundry personnel medical certificates and examinations.)	Destroy when 2 years old.
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. Retire to FCDSWA RA upon completion of technical analysis or when 5 years old, whichever is sooner. Transfer to the National Archives when 50 years old, upon Director DNA determination that Agency retention is no longer required.
1301.01b	Joint Nuclear Atmospheric Test Readiness (JNATDR)	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. Retire to FCDSWA RA upon discontinuance of program (1994). Transfer to the National Archives 50 years after discontinuance of program.
1301.02	R&D DoD Committees	Documents relating to DSWA 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. Retire to DASAC after 2 years. Transfer to NARA when 50 years old, upon Director DNA determination that Agency retention is no longer required.
1301.03a	R&D Project Index (DARE)	Agency automated information system, referred to as the Data Archival and Retrieval Enhancement (DARE) system for cataloging and electronic tracking the location of R&D records and background data. (See 211.08b for DARE system documentation.)	Permanent. Transfer printed listings to the National Archives with related program records.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1301.03b	R&D Electronic Imaging System (DARE)	Agency Electronic Imaging System (DARE) for accessing and preserving records and data related to the history of nuclear weapons development (212 series), testing (1301.04, 1301.05), and training (208.16d).	Permanent. Convert selected archival records and data to CD-ROM when 50 years old; earlier conversion authorized. Transfer copy of CD-ROM to the National Archives annually. Destroy records which have been converted to electronic form upon verification.
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. Retire to FCDSWA RA 1 year after completion of final event. Transfer to the National Archives when 50 years old, upon Director DSWA 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 through research, development, design, engineering, construction, instrumentation and experimentation, to completion. Includes pre-post shots and lists of participants.	Permanent. Retire to FCDSWA RA 1 year after completion of final event. Transfer to the National Archives when 50 years old, upon Director DSWA 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. Retire to FCDSWA RA 1 year after completion of final report. Transfer to the National Archives when 50 years old, upon Director DSWA 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 data.	Permanent. Retire to FCDSWA RA 1 year after completion of final report. Transfer to the National Archives when 50 years old, upon Director DSWA determination that Agency retention is no longer required.
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. (Records are eligible for retirement to an FRC.)
1401.12	Procurement	Contracts, delivery orders, purchase orders or comparable instruments for \$25,000.00 or less.	Destroy 3 years after final payment, except records relating to contracts involved in appeals shall be destroyed 7 years after final board decision.
1401.14	Procurement	Contracts, delivery orders, purchase orders or comparable instruments for amounts more than \$25,000.00.	Cutoff ea FY. Transfer to designated Records Official (SF135 req) 2 years after final payment for retirement to FRC. Destroy 6 years and 3 months after final payment, except contracts involved in appeals shall be destroyed 7 years after final decision.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1402.01	Procurement	Documents reflecting designation and recession of contracting officers, contract technical managers or contract officer representatives and related procurement authority delegated. Includes ROIC as BOS COR delegated under Navy system and other DNA CORs.	Destroy 6 years after recession or termination.
1402.03	Procurement	DNA/FCDNA contracts operating independently of the BOS Contract. Includes financial data such as balance sheets, profit/loss statements, cash forecasts, current and past production reports, personnel data, operational control plans, and similar documents.	Transfer to designated Records Official 2 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.
1402.25	Procurement	Working copies of Base Operations Support Contract Deliverables maintained by FCDNA and Island staff. Excluded are contract procurement and financial records maintained by the ROIC for retirement to PACDIV under DNA Records Program IAW FAR guidance.	Destroy when 5 years old. (Earlier disposal is authorized.)
1404.01	Controlled Materials Allocation and Reporting	Record of distribution of controlled materials from DOD to DNA. Includes materiel requirements, allocation decisions, tentative allocations, allocation requests, allocations, allotments, return of controlled materials and unused balances.	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.	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.
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.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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.	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 DNA 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 Reporting	Record of standardization actions, such as indexing changes, status of standardization plans and projects, and significant accomplishments effected through standardization. Includes consolidated and individual feeder reports.	Destroy when 2 years old.
1406.01	Supply Cataloging Advisory Group (NC1-374-81-49)	Record of DNA 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 DNA chairman or sponsor of committee.)
1406.02	Cataloging Activity Reporting (NC1-374-81-49)	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.	Destroy consolidated or summarized reports when 5 years old. Destroy feeder reports when 2 years old.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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.	Destroy 4 fiscal years after completion of action on particular transaction.
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 Disposal 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.	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.	Destroy when 1 year old.
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 copies; purchase, shipping, and delivery orders; excluding documents filed w/stock record account.	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 DNA by other governmental agencies.	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.	Destroy when 2 years old.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
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.	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.	Destroy when 2 years old.
1406.15	National Stockpile Account (NC1-374-81-49)	Record of receipt, storage, and inventory of strategic and critical materials stored by the DNA for GSA, Defense Materials Service. Includes inventory record cards (location, name, type) and vouchers, receiving and shipment and adjustments.	Destroy 2 years after out 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 receipt, 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 DNA for GSA, Defense Materials Service. Includes quantity of each commodity stored, last receiving report number and outbound report number.	Destroy when 3 years old.
1406.18a	Nuclear Inventory Management and Cataloging System (NIMACS)	DNA on-line system which interfaces with the military services, Defense Logistics Information System (DLA), DoE and its vendors for electronically tracking materiel, cataloging, standardization, and technical library functions.	Maintain backup media. Destroy tapes, related data and system documentation 5 years after supersession or termination of system or program. (See 1404-1407 for disposal of source documentation or data, maintained either electronically or in hard copy.)
1406.18b	Nuclear Inventory Management System (NIMS)	DNA independent operating system within NIMACS for tracking logistic support of stock control functions and inventory management (DoD Master Items, DOE Base Spares, LLCs, Retrofit Materiel for WR Weapons, military spares, training weapons and components.)	Maintain backup media. Destroy media, related data and system documentation 5 years after supersession or termination of system or program. (See 1404-1407 for disposal of source documentation or data, maintained either electronically or in hard copy.)

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1406.18c	Nuclear Integrated Data System (NIDS)	DNA independent cataloging system within NIMACS designed to process nuclear ordnance data from the time items are introduced into the DoD inventory until they exit the supply system. Includes NIIN, reference number, encoded characteristics and usage data.	Maintain backup media. Destroy media, related data and system documentation 5 years after supersession or termination of system or program. (See 1404-1407 for disposal of source documentation or data, maintained either electronically or in hard copy.)
1407.01	Logistics	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	Logistics	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	Logistics	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.
1408.03	Logistics	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.
1408.06	Logistics	Original Master property book listing and related receipt and turn-in of property for which contractor property book official is responsible.	Transfer to ROIC upon termination of contract with final close-out and accountability of property. Destroy 2 years after property accounts reflects a zero balance.
1408.07	Logistics	Registers listing document number and type of supply action taken on documents that support entries to property book.	Destroy when 2 years old.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1408.12a	Logistics	Contractor custody receipts or hand receipts, original listing and final inventory.	Transfer to ROIC 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	Logistics	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.
1408.14	Logistics	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.	Destroy after 3 fiscal years.
1408.15	Logistics	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.	Destroy after 1 fiscal year.
1408.16a	Logistics	Reports describing circumstances and recommended pecuniary liability.	Transfer to FCDNA after 5 years (SF135 required). Destroy 10 years after final action.
1408.16b	Logistics	Reports describing circumstance and no recommended pecuniary liability.	Destroy when 3 years old.
1408.19	Logistics	Record reflecting loss, destruction or expenditure of loan account material.	Destroy 1 year after completion of final action.
1411.01	Logistics	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).	Destroy when 5 years old.
1412.01	Logistics	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.	Destroy when 3 years old. (See 1504.05 for Port Harbor services for hazardous cargo shipments and 600 series for safety related stevedoring (loading and unloading) training and certification records.)

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1501.01	Installation Status	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. Transfer record copy to DASIAC. Transfer to NARA when 50 years old, upon Director DNA determination that Agency retention is no longer required. Evaluate for trf every 5 years thereafter until trf is completed.
1501.02	Master Plans	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. Transfer record copy to DASIAC. Transfer to NARA when 50 years old, upon Director DNA determination that Agency retention is no longer required. Evaluate for trf every 5 years thereafter until trf is completed.
1502.03a	Facilities Engineering	Annual Grounds Maintenance Plan, Facility Maintenance Plan, Long Range Base Painting Plan, Roof Coating Renewal Plan, and Metal Building Wash Down Plan.	Destroy 5 years after supersession. Maintain current plans in JA Technical Publications Library.
1502.03b	Facilities Engineering	Maintenance and repair projects; related surveys, 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.)	Destroy when 5 years old.
1502.04a	Facilities Engineering	Pest Control Management Plan	Destroy when superseded. Maintain current plan in JA Technical Publications Library.
1502.04b	Facilities Engineering	Herbicide application reports, quarterly pest control reports (DD Form 1532) and annual pest inspection plan and control schedule.	Destroy when 5 years old.
1502.05	Facilities Engineering	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.)	Destroy when 5 years old.
1502.06	Facilities Engineering	Initial Custodial Service Work Schedule, with modification reports of schedule changes. (See 201.01a for Monthly Project Work Schedules.)	Destroy when 5 years old.
1502.08a	Facilities Engineering	Annual Energy Conservation Plans	Destroy when superseded. Maintain current plan in JA Technical Publications Library.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1502.08b	Facilities Engineering	Energy Violation Reports	Destroy when 2 years old.
1502.09	Facilities Engineering	Annual Contractor-controlled Facilities Plan, Confined Space Entry Plan and Annual Unaccompanied Personnel Housing Inventory and Utilization data.	Destroy when 5 years old.
1502.10	Facilities Engineering	Monthly Status Report for Visitor Support to JA, Check in-out processing sheets, Master Occupancy Report and related financial reports, and pre-occupancy inspections.	Destroy when 2 years old.
1503.03	Facilities Engineering	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. (Record copies of construction documentation is maintained by Navy or Army IAW appropriate schedules.)
1503.06a	Facilities Engineering	Daily operating logs for Power Plant, Water Plant, and Sewer Treatment Plant. Includes daily engineering generator operating logs.	Destroy when 1 year old.
1503.06b	Facilities Engineering	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.)	Destroy when 2 years old.
1503.06c	Facilities Engineering	Operations and maintenance plans, water use contingency plans, scheduled outage reports and quarterly generating plant control reports. (See 213.02 for Emergency Procedures Plan and 1503.06d for unscheduled outage reports.)	Destroy when 5 years old. Maintain current plans in JA Technical Publications Library.
1503.06d	Facilities Engineering	History of major utility plants and systems. Includes maps, tables, drawings and unscheduled outage reports for electrical power production, distribution and auxillary systems; steam and hot water heating; potable and non-potable water; and sewer systems.	Destroy on discontinuance of installation. (See 1501.01 or 1504.04a for utility studies and related environmental studies and 1503.11 for modification or alteration of utility plants.)
1503.07	Facilities Engineering	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.

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1503.08	Facilities Engineering	Minor work orders.	Destroy 2 years after completion of work.
1503.11	Facilities Engineering	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	Facilities Engineering	Information used to record repair, maintenance, or modification of non-radiation calibration and test equipment. Includes Power Plant Equipment Service and Calibration Plan. (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 disposal of related equipment. Maintain current plans in JA Technical Publications Library.
1504.01a	Environmental Quality	Annual Fire Prevention Plans, Firefighting Operations Pre-Plan, Fire Safety Inspection Plan, Fire Protection Systems Inspection Plan, and Recall Plan.	Transfer record copy of plans upon publication or revision. Destroy when 10 years old. Maintain current plans in JA Technical Publications Library.
1504.01b	Environmental Quality	Fire Permits: Permit for burning, open flame welding and cutting operations.	Destroy when superseded.
1504.01c	Environmental Quality	Fire Prevention Training: training manuals or procedures and individual certifications of training completed.	Destroy training materials when superseded. (See 804.05 for individual training certificates.)
1504.02a	Environmental Quality	Quarterly Fire Report Summary, Fire Message Reports, and DoD Fire Incident Reports.	Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Destroy when 25 years old.
1504.02b	Environmental Quality	DoD Summary No Loss Fire Emergency Reports, Fire Extinguisher Inspection Reports, Daily Fire Hazard Inspection Reports and Inspection, Preventive Line Maintenance Record, Daily Apparatus Check Sheet (Engine), Daily Staffing Reports, and Annual Fire Bill.	Destroy when 1 year old.
1504.02c	Environmental Quality	Structural Fire Reports.	Destroy on discontinuance of facility.

RECORDS SCHEDULES AND DISPOSITION INSTRUCTIONS

SERIES	TITLE	SERIES DESCRIPTION	DISPOSITION
1504.03	Environmental Quality	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 violation reports; radionuclide analysis.)	Trf plans, sanitary surveys & chemical sampling/analysis to FCDNA RA after 5 years (SF135 required). DEST when 10 years old. DEST bacteriological sampling/analysis reports & corrective actions when 5 years old. Maintain current plans in JA Tech Pubs Lib.
1504.04a	Environmental Investigations and Reports	HW and HM management plans, permits, assessments, impact statements, investigations, summary reports, inspections, surveys (on-off-shore facilities or natural resources), containment/release, monitoring, sampling, analysis, remediation/restoration.	Permanent. Transfer record copy to FCDSWA RA upon publication, revision, or project completion. Transfer to the National Archives located at the DSWA Albuquerque DASIAC.
1504.04b	Environmental Quality	Johnston Atoll Plutonium 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	Environmental Quality	Information accumulated in controlling receipt, use, transfer, storage (temporary), shipment and disposal of hazardous waste/material. Includes instruction for movement, registers, issue receipts, manifests, inventories, disposal and exception reports.	Transfer to FCDNA RA after 5 years (SF135 required) for retirement to FRC. Destroy when 50 years old.
1505.01	Environmental Quality	Environmental and natural resources plan, land and shore protection plans, surveys, and related studies. (See 1503.03 for record of completed projects and corrective actions taken.)	Permanent. Trf to FCDNA RA upon publication or receipt for retirement to FRC. Transfer to NARA when 20 years old. Installation records: Destroy on discontinuance of installation. Maintain current plans in JA Technical Pubs Library.