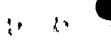
			l l	K a	· ·	
REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER NI-434-00-7			
To: NATIO	ONAL ARCHIVES & RECORDS A	ADMINISTRATION	Date rec	ceived		
	ADELPHI ROAD COLLEGE PAR ncy or establishment)	rk, md 20740-6001		9-22-		
	Department of Energy					
2. MAJOR SUBDIVISION Office of the Chief Information Officer			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			
	ords Management Divisio	on		or "withdrawn" in co	lumn 10.	
Susa	erson with whom to CONFER n L. Frey, Departmental ords Officer	5. TELEPHONE NUMBER 301-903-3666	3-13-01 ARCHIVIST OF THE ONITED STAT		W. al	
records pro needed aft	ertify that I am authorized to act oposed for disposal on the attached ter the retention periods specifier of Title 8 of the GAO Manual for is not required	d; and that written concurrent	led now fo ce from t	r the business for he General Accor	this agency or will not be	
DATE				TITLE		
1/24/01 Susan L. Frey			Departmental Records Officer			
7. ITEM NO.	8. DESCRIPTION OF ITEM AN	ID PROPOSED DISPOSITION		9. GRS OR PERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)	
	Amendment to Environmental Records Schedule (N1-434-98-28) to include three additional items. (See attached)					
	agency no	emp nR				

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0 N.T	IONAL ARCHIVES & RECORDS ADMINISTRATION	Date received	• •	22-2000	
•	ADELPHI ROAD COLLEGE PARK, MD 20740-6001	7-22-2000			
	ency or establishment)	NOTIFICATION TO AGENCY			
· . ·	artment of Energy			ons of 44 U.S.C. 3303a, the	
	mantown Road, Germantown, Md. 20874	disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.			
	JEDIVISION I the Chief Information Officer, SO-30	-			
			<u> </u>		
	BUMISION Management Division, SO-312				
· ··· ··-	TELEPHONE NUMBER	DATE		OF THE UNITED STATES	
	ERSON WITH WHOM TO CONFER ov. Departmental Records Officer	DATE	ARCHIVIST	OF THE UNITED STATES	
	tion periods specified; and that written concurrence from the Gen O Manual for Guidance of Federal Agencies,				
a 24 a 24		■ has		tested. Records Officer	
	AO Manual for Guidance of Federal Agencies, is not required ■ is attached; or SIGNATURE OF AGENCY REPRESENTATIVE SIGNATURE OF AGENCY REPRESENTATIVE	■ has	E artmental R S OR		
a 24 a 24	AO Manual for Guidance of Federal Agencies, is not required ■ is attached; or SIGNATURE OF AGENCY REPRESENTATIVE Susan L. Frey, Departmental Records Officer	■ has TITL Depa 9. GRS	E artmental R S OR	Records Officer	
a 24 a 24	AC Manual for Guidance of Federal Agencies, is not required is attached; or SIGNATURE OF AGENCY REPRESENTATIVE Susan L. Frey, Departmental Records Officer 3. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION Amendment to Environmental Records Schedule	■ has TITL Depa 9. GRS	E artmental R S OR	Records Officer	
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ADDITIONS TO U.S. DEPARTMENT OF ENERGY ENVIRONMENTAL RECORDS DISPOSITION SCHEDULE (N1-343-98-28)

Addition to Item 1.b. (4) - Safety Analysis Reports

(4a) Safety Analysis Reports

Safety Analysis Reports (SARs) document the adequacy of safety analysis for a nuclear facility to ensure that the facility can be constructed, operated, maintained, shut down, and decommissioned safely and in compliance with applicable laws and regulations

Records may include document reviews of current and potential risks involved before work proceeds, specific safety analysis that pertains to specific activities related to the SAR, and Technical Safety Requirements (TSRs) which is specific standards or regulations that pertain to the activity, site characteristics, facility descriptions, safety designs, facility hazard analysis and classification, health and safety criteria, analysis of operation, institutional safety provisions, emergency preparedness, and other related subjects.

Records should include the related DOE Safety Evaluation Report.

Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 25 years after cutoff.

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(4b) Other Safety Analyses

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Document a process to provide systematic identification of hazards within a give DOE operation; to describe and analyze the adequacy of measure taken to eliminate, control, or mitigate identified hazards; and to analyze and evaluate potential accidents and their associated risks.

May have documentation similar to SAR's. Records should include the related DOE Safety Evaluation Report. Review annually. Cutoff when superceded, obsolete or cancelled. Destroy 25 years after cutoff.

Addition to Item 1.d (9) - Community Radiation Monitoring Program Reports

(9) Community Environmental Surveillance Program Reports

> Summary reports documenting the cooperative effort of DOE, the DOE contractor site, and the surrounding communities in actively participating in an environmental surveillance program.

Cutoff upon issuance of report. Destroy 5 years after cutoff.

Addition to Item 1.k (1) – Environmental Program Management Files

k. Environmental Record Case Files

NOTE: Use this retention ONLY for records maintained as a collection.

(1) Environmental Program Support Files

Document the management, administration, support, function, operation, and program activities for an environmental program. Cutoff annually. Destroy 25 years after cutoff.

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These records include, but are not limited to, mission descriptions or documents describing the following: the type of work performed; funding/budget documentation; program plans; approvals and implementation and coordinating program activities; action plans; program development records; compliance to regulatory requirements; a history of past management practices; meeting minutes; audits; project reviews or event documentation; organization structure; property/equipment lists; deliverables; reports and correspondence related to milestones, work identification or progress; and other related documentation.

August 18, 2000

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Electronic Mail and Word Processing System Copies.

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Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.