

Request for Records Disposition Authority

Records Schedule Number DAA-0563-2019-0005

Schedule Status Approved

Agency or Establishment Department of Homeland Security

Record Group / Scheduling Group General Records of the Department of Homeland Security

Records Schedule applies to Major Subdivision

Major Subdivision Science and Technology Directorate

Minor Subdivision Office of National Laboratories

Schedule Subject Office of National Laboratories Records

Internal agency concurrences will be provided No

Background Information

The Department of Homeland Security (DHS) Office of National Laboratories (ONL) sustains and expands a coordinated network of Department National Laboratories and Department of Energy National Laboratories and other federal centers to help deliver critical homeland capabilities. ONL coordinates and aligns with all Science and Technology Directorate (S&T) technical divisions to coordinate activities throughout the United States research and development community. ONL provides a coordinated, enduring core of productive science, technology, and engineering laboratories, organizations, and institutions, which can provide knowledge and technology to secure the nation. The Department has also established research and development centers that provide scientific research via university and private partnerships.

This records schedule is intended for application within those laboratory facilities directed by DHS.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
24	5	19	0

GAO Approval

Outline of Records Schedule Items for DAA-0563-2019-0005

Sequence Number	
1	Biological Records
1.1	Use, Control, and Reporting Records for Biological Select Agents and Toxins Disposition Authority Number: DAA-0563-2019-0005-0001
2	Chemical Records
2.1	Hazardous Chemical Communication and Files Disposition Authority Number: DAA-0563-2019-0005-0002
2.2	Industrial Ethanol Records Disposition Authority Number: DAA-0563-2019-0005-0003
3	Controlled Substance Records
3.1	Schedule I, Schedule II, Schedule III, Schedule IV, and Schedule V Disposition Authority Number: DAA-0563-2019-0005-0004
4	Environmental Protection Records
4.1	Petroleum Storage Inspection Files Disposition Authority Number: DAA-0563-2019-0005-0005
4.2	Petroleum Spill Records Disposition Authority Number: DAA-0563-2019-0005-0006
4.3	Primary Drinking Water Records Disposition Authority Number: DAA-0563-2019-0005-0007
4.4	Pollutant Discharge Elimination System Reporting Records Disposition Authority Number: DAA-0563-2019-0005-0008
5	Health and Safety Files
5.1	Safety Inspections Disposition Authority Number: DAA-0563-2019-0005-0009
6	Laboratory Animal Control Files
6.1	Animal Husbandry and Veterinary Care Disposition Authority Number: DAA-0563-2019-0005-0010
7	Laboratory Scientific Records
7.1	Technical Report Files Disposition Authority Number: DAA-0563-2019-0005-0011
8	National Lab Program Records
8.1	Patent Development Records Disposition Authority Number: DAA-0563-2019-0005-0012
8.2	Laboratory Sample Analysis/Case Processing Files
8.2.1	Laboratory Sample Analysis/Case Processing Files

	Disposition Authority Number: DAA-0563-2019-0005-0013
8.2.2	Significant Laboratory Sample Analysis/Case Processing Files Disposition Authority Number: DAA-0563-2019-0005-0014
8.3	Project, Research and Development
8.3.1	Research and Development Capability Project Files Disposition Authority Number: DAA-0563-2019-0005-0015
8.3.2	Research and Development Project Files Disposition Authority Number: DAA-0563-2019-0005-0016
8.3.3	Unfunded Project/Proposal Files Disposition Authority Number: DAA-0563-2019-0005-0017
8.4	Management System Records
8.4.1	Management System Performance Disposition Authority Number: DAA-0563-2019-0005-0018
8.4.2	ISO/IEC 17025 Standard Accreditation Records Disposition Authority Number: DAA-0563-2019-0005-0019
9	Radioactive Material Records
9.1	Radiation Program Records Disposition Authority Number: DAA-0563-2019-0005-0020
9.2	Irradiator License and Permit Files Disposition Authority Number: DAA-0563-2019-0005-0021
10	Test and Evaluation Records
10.1	Test & Evaluation Case File and Supporting Documentation Disposition Authority Number: DAA-0563-2019-0005-0022
10.2	Test and Evaluation Product Packages Disposition Authority Number: DAA-0563-2019-0005-0023
10.3	Test & Evaluation Final Report Disposition Authority Number: DAA-0563-2019-0005-0024

Records Schedule Items

Sequence Number	
1	Biological Records
1.1	Use, Control, and Reporting Records for Biological Select Agents and Toxins
	Disposition Authority Number DAA-0563-2019-0005-0001
	Records documenting the use, possession, and handling of biological agents and toxins. Records include, but are not limited to, annual inventories, health and safety drills and exercises, storage unit access forms, incoming and outgoing checklists, state registration records, area access forms for escorted and unescorted access, and discrepancy memoranda. Also included are Animal and Plant Health Inspection Service-Center for Disease Control forms and related records documenting requests to transfer select agents and toxins; incident notification and reporting, and the identification of select agent or toxins in a clinical or diagnostic laboratory.
	Final Disposition Temporary
	Item Status Active
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
	Do any of the records covered by this item exist as structured electronic data? Yes
	Disposition Instruction
	Cutoff Instruction Cut off at the end of the calendar year of BSAT removal from CDC registration.
	Retention Period Destroy 6 year(s) after cutoff but longer retention is authorized
	Additional Information
	GAO Approval Not Required
2	Chemical Records
2.1	Hazardous Chemical Communication and Files
	Disposition Authority Number DAA-0563-2019-0005-0002
	Records documenting the classification of potential hazards of chemicals, communications concerning hazards and appropriate protective measures

to employees, lists of hazardous chemicals present, labeling of containers of chemicals in the workplace or shipped to other workplaces, distribution of safety data sheets to employees, and the development and implementation of employee training programs. Records include, but are not limited to, those documenting commonly used laboratory chemicals (disinfectants, solvents, and lab chemicals such as those used to break down biological cell walls) and their Safety Data Sheets (SDS).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year

Retention Period Destroy 30 year(s) after cutoff

Additional Information

GAO Approval Not Required

Industrial Ethanol Records

Disposition Authority Number DAA-0563-2019-0005-0003

Records documenting the management of tax-free industrial ethanol. Records include, but are not limited to, Alcohol and Tobacco Tax and Trade Bureau (TTB) industrial ethanol user permits, inventories, and receipt, storage, and distribution records.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

2.2

	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year in which the permit expires
	Retention Period	Destroy 6 year(s) after cutoff
3	Additional Information	
	GAO Approval	Not Required
3.1	Controlled Substance Records Records documenting the management of Drug Enforcement Agency (DEA) controlled substances.	
	Schedule I, Schedule II, Schedule III, Schedule IV, and Schedule V	
	Disposition Authority Number	DAA-0563-2019-0005-0004
	Item Description: Records related to controlled substances which are categorized as Schedule I, Schedule II, Schedule III, Schedule IV or Schedule V in accordance with 21 U.S. Code § 812. Records include, but are not limited to, controlled substance inventories, shipment/receipt logs, usage and disposal logs, program assessments and reports, DEA registration certificates, DEA Form - 106 Report of Theft or Loss of Controlled Substances, and DEA Form 41 - Registrant Record of Controlled Substances Destroyed.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year in which the controlled substance is disposed
	Retention Period	Destroy no sooner than 3 year(s) after cutoff but longer retention is authorized
4	Additional Information	
	GAO Approval	Not Required
	Environmental Protection Records	

4.1

Petroleum Storage Inspection Files

Disposition Authority Number DAA-0563-2019-0005-0005

Records documenting the inspection of petroleum storage to ensure compliance with all applicable federal and state regulations. Records include, but are not limited to, inspection reports and supporting documentation.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year in which the inspection was completed

Retention Period Destroy no sooner than 3 year(s) after cutoff but longer retention is authorized

Additional Information

GAO Approval Not Required

4.2

Petroleum Spill Records

Disposition Authority Number DAA-0563-2019-0005-0006

Records documenting the unintentional release of petroleum into water or onto land, and subsequent investigation and cleanup actions. Records include, but are not limited to, notices to regulatory agencies (e.g. Federal, State and Local agencies, Coast Guard, etc.); waste disposition records, and reports. The reports identify the quantity of the spill, impacted ecological communities, and deployed countermeasures.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year in which the cleanup is completed

Transfer to the National Archives for Accessioning

Transfer to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2003 To 2010

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	250 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

4.3

Primary Drinking Water Records

Disposition Authority Number

DAA-0563-2019-0005-0007

Records documenting the review of public water systems to assess capabilities to supply safe drinking water. Records include, but are not limited to, sanitary surveys, reports, summaries, public notices, and monitoring plans. Sanitary survey requirements are pursuant to Section 1412 of the Public Health Service Act, as amended by the Safe Drinking Water Act. Surveys may be conducted by the operator of a system, a private consultant, or by any local, State, or Federal agency.

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

4.4	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the completion of the survey
	Retention Period	Destroy 10 year(s) after cutoff, but longer retention is authorized
	Additional Information	
	GAO Approval	Not Required
	Pollutant Discharge Elimination System Reporting Records	
	Disposition Authority Number	DAA-0563-2019-0005-0008
	Records documenting the monitoring and reporting of surface wastewater, stormwater discharges, and point source discharges to groundwaters and surface waters in compliance with State Pollutant Discharge Elimination System (SPDES) requirements. Records include, but are not limited to, calibration and maintenance records, continuous monitoring instrumentation recordings, SPDES permit applications, and reports required by SPDES permits. Records are created and maintained in accordance with the Clean Water Act; New York Environmental Conservation Law (ENV) Article 17 Title 8; and 6 NYCRR Part 750. State Law NYCRR Part 750-2.5(c)	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off when sample, measurement, report, or application is completed
	Retention Period	Destroy no sooner than 5 year(s) after cutoff but longer retention is authorized

	<p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Health and Safety Files</p> <p>Safety Inspections</p> <p>Disposition Authority Number DAA-0563-2019-0005-0009</p> <p>Records documenting hazardous work authorizations and safety inspections performed on DHS locations or worksites and completed by DHS personnel or private contractors on behalf of DHS. Records include, but are not limited to, notifications, inspection reports and results, replies to inspection findings, staff assistance information, and correspondence on corrective actions taken.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the fiscal year of action completion</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
<p>5</p> <p>5.1</p>	<p>Laboratory Animal Control Files</p> <p>Animal Husbandry and Veterinary Care</p> <p>Disposition Authority Number DAA-0563-2019-0005-0010</p> <p>Records documenting the receipt, identification, tracking, care, handling, security, storage, feeding, disposition, and inspection of laboratory animals under the care and custody of DHS or its partners.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year of study completion
	Retention Period	Destroy no sooner than 3 year(s) after cutoff but longer retention is authorized
	Additional Information	
	GAO Approval	Not Required
7	Laboratory Scientific Records	
	Includes laboratory notebooks, technical reports, and other scientific records.	
7.1	Technical Report Files	
	Disposition Authority Number	DAA-0563-2019-0005-0011
	Published Technical Reports (TR), Technical Notes (TN), Technical Memorandum (TM), prepared in connection with a project or task. These reports summarize the progress, findings, and conclusion reached relative to specific projects. They may also clarify, and supplement information contained in laboratory notebooks and other source data. Include published bibliographies and reports received from contractors.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at calendar year end of publication date.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 1998 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	250 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

National Lab Program Records

Patent Development Records

Disposition Authority Number **DAA-0563-2019-0005-0012**

Records documenting the specification, design, prototype, and production of novel scientific instruments, equipment and procedures created by the facility, including design requests, technical requirements, specifications, design drawing, engineering, fabrication, prototypes, design changes, documentation, and user manuals. Records may also include background, patent applications, and correspondence.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

8

8.1

	Cutoff Instruction	Cut off at the end of the fiscal year in which the patent application is submitted
	Retention Period	Destroy no sooner than 20 year(s) after cutoff but longer retention is authorized
8.2	Additional Information	
	GAO Approval	Not Required
8.2.1	Laboratory Sample Analysis/Case Processing Files	
	Laboratory Sample Analysis/Case Processing Files	
	Disposition Authority Number	DAA-0563-2019-0005-0013
	Records documenting mission related analyses of materials/samples gathered or obtained as a result of routine laboratory work, public health decisions, incidents and related investigations, and federal/state/local law enforcement requests to analyze case evidence. Records may include, but are not limited to, chain of custody documents, sample accessioning logs, sample analysis protocols, documentation of analysts, equipment, reagents, results, and final case reports.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the acceptance of the final case report
	Retention Period	Destroy 20 year(s) after cutoff or transfer to the referring agency
8.2.2	Additional Information	
	GAO Approval	Not Required
	Significant Laboratory Sample Analysis/Case Processing Files	
	Disposition Authority Number	DAA-0563-2019-0005-0014
	Significant sample analysis/case files are those of enduring historical value, which involved complex and/or novel issues or involved intense public interest or controversy that usually is reflected in: (1) a high degree of media attention or congressional scrutiny, (2) establish legal precedent, (3) have a serious	

finding or resulting criminal prosecution against Senior DHS officials, (4) result in Congressional action, and / or (5) result in substantive changes in DHS policies and procedures. May include unique or specialized technical instructions or procedures (laboratory notebooks, plans, results and reports) supporting significant sample analysis/case files.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the acceptance of the final case report

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 2003 To 2010

How frequently will your agency transfer these records to the National Archives? Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 TB	
Paper		
Microform		
Hardcopy or Analog Special Media		

8.3 Project, Research and Development

8.3.1 Research and Development Capability Project Files

8.3.2	Disposition Authority Number	DAA-0563-2019-0005-0015
	Files documenting research and development for capability establishment of methods that could be used for current or future projects. These projects do not have enduring value or provide ground-breaking technology for Homeland Security. Records may include, but are not limited to, experimental plans, results and reports.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the acceptance of the final project report
	Retention Period	Destroy 20 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Research and Development Project Files	
	Disposition Authority Number	DAA-0563-2019-0005-0016
	These project files document research and development on transportation security, chemical and biological threats and trace identification, radiological and nuclear detection, agriculture safety, and/or animal diseases. These research and development project files are of enduring historical value, which involved complex and/or novel issues or involved intense public interest or controversy that usually is reflected in: (1) a high degree of media attention or congressional scrutiny, (2) establish legal precedent, (3) have a serious finding or resulting criminal prosecution against Senior DHS officials, (4) result in Congressional action, and / or (5) result in substantive changes in DHS policies and procedures. Records may include, but are not limited to, experimental plans, results and reports	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	Yes

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year of acceptance of the final project report.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2003 To 2010**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	100 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

8.3.3

Unfunded Project/Proposal Files

Disposition Authority Number **DAA-0563-2019-0005-0017**

Project or proposal and background information files that are not funded or defunded before project completion. These project records would be considered incomplete without useful results.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **Yes**

	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year in which the final funding decision is made.
	Retention Period	Destroy no sooner than 3 year(s) after cutoff but longer retention is authorized
	Additional Information	
	GAO Approval	Not Required
8.4	Management System Records	
8.4.1	Management System Performance	
	Disposition Authority Number	DAA-0563-2019-0005-0018
	Records include evidence of internal and external audits or inspections, management reviews, corrective and preventive action and continual improvement that document common ISO standard management system conformance. The laboratory performance evaluation can be conducted by federal agencies including DHS or be contracted to external providers (third party) to ensure compliance to the performance requirements. The voluntary ISO standards implemented by the National Laboratories may include, but are not limited to, Environmental, Occupational Health and Safety, and Quality Management Systems.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year in which the activity or registration is completed
	Retention Period	Destroy no sooner than 5 year(s) after cutoff but longer retention is authorized

	<p>Additional Information</p> <p>GAO Approval Not Required</p> <p>ISO/IEC 17025 Standard Accreditation Records</p> <p>Disposition Authority Number DAA-0563-2019-0005-0019</p> <p>Records documenting laboratory technical competence and conformance with ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories requirements to carry out tests and/or calibrations, including sampling. Accreditation by an external (third party) Notified Body declares laboratory technical competence and the ability to produce precise and accurate test and/or calibration data for a defined limited scope. Records include, and are not limited to, assessment records, test method validation reports, proficiency reports, and personnel competency evaluations.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff when superseded or obsolete</p> <p>Retention Period Destroy no sooner than 5 year(s) after cutoff but longer retention is authorized</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
8.4.2	
9	<p>Radioactive Material Records</p>
9.1	<p>Radiation Program Records</p> <p>Disposition Authority Number DAA-0563-2019-0005-0020</p> <p>Records documenting the operation of the radiation safety program. Records include, but are not limited to, dosimetry requests/reports, dosimetry investigation reports; Radiation Safety Officer (RSO) evaluation memorandum; radiation surveys; source leak tests; source inventories; instrument calibration certificates, irradiator operation and maintenance logs; and Nuclear Regulatory Commission (NRC) inspection reports.</p>

9.2	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year
	Retention Period	Destroy 5 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Irradiator License and Permit Files	
	Disposition Authority Number	DAA-0563-2019-0005-0021
	Records documenting permits issued to irradiator licensees and radiation program permits in accordance with 10 CFR 36 Subpart B. Records may include, but are not limited to a copy of the application for a specific license authorizing the use of sealed sources in an irradiator, a copy of the irradiator license, evidence of training programs, safety reviews, emergency procedures, operation procedures, and organization and infrastructure maintenance.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year in which the permit expires
	Retention Period	Destroy 5 year(s) after cutoff

10 10.1	<p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Test and Evaluation Records</p> <p>Test & Evaluation Case File and Supporting Documentation</p> <p>Disposition Authority Number DAA-0563-2019-0005-0022</p> <p>Consists of various records used to document the testing and evaluation of devices, equipment, systems and/or technologies. Includes, but is not limited to, technologies designed to detect nuclear and or hazardous material at various field locations or mitigate CBRNE (Chemical, Biological, Radiological, Nuclear and Explosives) hazards. This item covers the materials that may be included in the case file. Materials include: 24 Hour Report; Data Analysis Plan; Data Management Plan; Data Quality Management Plan; Draft of Final Report; Event Design Reports; Fact Sheet; Feedback Questionnaire; Flash Reports; Lessons Learned; Meeting Minutes; Milestones; Operations Plan; Quick Look Reports; Status Reports; Test Configurations; Test Initiation Form; Test Planning Checklist; Test Procedures; Test Program Plan; Test Protocols; Test Schedules; and Test Team Assessment Letter.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon completion of the test or evaluation</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
	<p>Test and Evaluation Product Packages</p> <p>Disposition Authority Number DAA-0563-2019-0005-0023</p> <p>Consists of various project and planning documents in conjunction with the customer, used for the testing and evaluation of devices, equipment, systems and/or technologies for the final product. Includes, but is not limited to, records described below to evaluate technologies designed to detect nuclear and or</p>

10.3	hazardous material at various field locations or mitigate CBRNE (Chemical, Biological, Radiological, Nuclear and Explosives) hazards. Records include, but are not limited to: Test Evaluation Master Plan developed by product, of how test evaluations will be carried out and documented; Integrated Master Schedule that plots dates and schedules for evaluations; Analysis of Alternatives for evaluations of alternative devices, equipment, systems and/or technology designs based on performance, cost, schedule and risk criteria; Performance specifications; Joint capability and capability design documents; Concept of Operations that describes the user needs, engineering designs, and the way it will be used.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off when testing and evaluation is complete
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Test & Evaluation Final Report	
	Disposition Authority Number	DAA-0563-2019-0005-0024
	Upon completion of the Test/Evaluation, a Test/Evaluation Final Report is prepared summarizing the findings for the technologies designed to detect nuclear and or hazardous material at various field locations or mitigate CBRNE (Chemical, Biological, Radiological, Nuclear and Explosives) hazards.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cut off when the tested device, equipment, system or technology is removed from operation.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 20 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2003 To 2010

How frequently will your agency transfer these records to the National Archives?

Every 5 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	250 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/23/2020	Certify	Deborah Draxler	Director	DHS Headquarters - DHS Headquarters
06/10/2021	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
08/06/2021	Submit For Certification	Patrick Austin	Records Management Specialist	Management Directorate - Office of the Chief Information Officer
08/09/2021	Certify	Patrick Austin	Records Management Specialist	Management Directorate - Office of the Chief Information Officer
10/21/2021	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/19/2021	Submit For Certification	Patrick Austin	Records Management Specialist	Management Directorate - Office of the Chief Information Officer
11/19/2021	Certify	Patrick Austin	Records Management Specialist	Management Directorate - Office of the Chief Information Officer
11/29/2021	Return for Revision	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
11/29/2021	Submit For Certification	Patrick Austin	Records Management Specialist	Management Directorate - Office of the Chief Information Officer

11/29/2021	Certify	Patrick Austin	Records Management Specialist	Management Directorate - Office of the Chief Information Officer
04/04/2022	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/05/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/07/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/07/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist