

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-467-03-1	DATE RECEIVED 9-27-02
1. FROM (Agency or establishment) Research and Special Programs Administration (RSPA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Associate Administrator for Hazardous Materials Safety		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Hazardous Materials Technology (DHM-20)			
4. NAME OF PERSON WITH WHOM TO CONFER Bevelyn Whitfield, Records Officer	5. TELEPHONE (202) 366-8928	DATE 12/8/04	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

**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 1 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 9/27/02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Joseph L. I...</i>	TITLE Chief, Administrative Services Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	See Attached for description of records		

**WITHDRAWN**

*cc Agency, NR, NWMD, num w*

**Office of Hazardous Materials Technology  
(DHM-20)**

The mission of this office is to provide scientific, engineering and radiological expertise in support of a national program of safety standards for the transportation of hazardous materials. DHM-20 is responsible for:

- advising the Associate Administrator for Hazardous Materials Safety on scientific, engineering, and radiological issues affecting agency policies or programs
- performs engineering, scientific, and radiological safety knowledge and analysis functions involved in developing regulatory documents on the packaging, hazardous analysis, classification, and transportation of all hazardous materials.
- formulates safety policy and develops technical rulemakings for the national hazardous materials transportation programs
- acts as the national competent authority and issues National Competent Authority Certificates for the international movement of radioactive materials; evaluated and recommends approval or denial of all requests for competent authority certifications under the provisions of the International Civil Aviation Organization or the International Maritime Organization.
- plans, develops, and prioritizes the research and development to support the promulgation of hazardous materials regulations
- provides the expertise for the development of U.S. positions for international hazardous materials standards.
- provides guidance and technical expertise on hazards analysis, classification and packaging of all hazardous materials to the interested public, operating administrations, and other government agencies, and foreign interests.

The following groups of records are located in this office:

1. **Radioactive Materials Certificates.** Files consisting of Competent Authorization Certificates, letters issued to registered users, correspondence between applicants and regulators as well as technical data. The certificates are issued for two to five years and are modified or renewed as required. Total accumulation is 45 cubic feet and dated from 1972 to 2002. Annual accumulation is two feet. Files are in numerical sequence by Certificate of Competent Authority number.
2. **Safety Analysis Report.** Contains a full description of the package design, complete set of design drawings, test and analysis reports, and quality assurance plans. These package design contain Type B quantities of radioactive material and for packages containing fissile radioactive material. Total accumulation is 30 cubic feet and dated from 1987 to 2002. Annual accumulation is three feet. Files are in numerical order by Certificate of Competent Authority number.

A. Record copy

Submit SF-115, Request for Disposition Authority to NARA

**Proposed Disposition: Permanent. Cut off files two years after last official action. Scan paper copy of the record into RSPA/OST's optical disk system. Transfer record copy of files and related finding aid to the National Archives in an acceptable format when files are ten years old. Acceptable formats may be optical images converted to paper, microform, magnetic tape, 3480 class tape cartridge or any other medium that meets the standards specified in subchapter B of 36CFR, Chapter XII before transfer to the National Archives' legal custody with related finding aids. Prior to transfer, National Archives and DOT will determine the medium in which records will be transferred.**

3. Word Processing and Electronic Records. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping 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 directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

**Disposition:** Destroy/delete within 180 days after the record keeping copy has been produced.

- B. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

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