

RADIATION PROGRAMS RECORDS

The records described below pertain to the radiation activities of the Agency, including development of radiation protection policies, standards, criteria, measurement and control of radiation exposure; research requirements for radiation programs; and technical assistance to States through EPA Regional Offices.

Item	Name and Description of Record/File	Retention Period and Disposition
1.	<p><u>Regulations, Standards, and Guidelines.</u> Contains information relating to the development and implementation of rules for implementing radiation legislation passed by Congress. File also contains supporting data for the development of radiation rules promulgated by the Atomic Energy Commission and the Energy Research and Development Agency. Significant feature of Uranium Fuel Cycle Standard is data pertaining to the conflict between EPA and AEC-ERDA over definition of areas of responsibility for rule making. Records consist of requests to develop work group, minutes of work group meetings, drafts of proposed rules, comments on rule, Federal Register tear sheets, supporting literature, hearing arrangements and transcripts.</p>	<p><u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file upon publication of final rule in Federal Register. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
2.	<p><u>a. <i>Development</i> Program Management Files.</u> Contains data relating to all phases of radiation surveillance and control. Records consist of correspondence and reports relative to policy, strategy, program control, research, intergovernmental and industrial activity, litigation, regulation, legislation, radiation sources and applications, regional office activities, etc.</p> <p><u>b. Administrative and Management Files.</u> Includes records used in administrative and program management functions of the water supply program. Records consist of reference materials, administrative reports and other related records.</p>	<p><u>a.</u> <u>Retention:</u> Permanent.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then offer to NARS.</p> <p><u>b.</u> <u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.</p>
3.	<p><u>Contracts and Grants Program File.</u> Documentation relating to the formulation, award, control, and changes in contracts and grants for radiation studies. Contract and grant services primarily used to develop background data for the writing of a standard regulation, or guideline. Records consist of orders for services, procurement requests, justification statements, task orders, proposals, bid evaluations, award notices, contracts or agreements, progress reports, change notices, staff comments on contract activities, etc.</p>	<p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> Break file upon completion of contract or grant. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 6 years, then destroy <i>when 7 years old.</i></p>
4.	<p><u>Final Reports Resulting from Studies and Services by Contractors, Grantees, and Intergovernmental Groups.</u> Final reports submitted by contractors, grantees, and inter-agency study groups.</p>	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> <i>Retain as 1 determined by users' needs. year.</i></p>

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2.	<p><u>Program Management Files.</u> Contains data relating to all phases of radiation surveillance and control. Records consist of correspondence and reports relative to policy, strategy, program control, research, intergovernmental and industrial activity, litigation, regulation, legislation, radiation sources and applications, regional office activities, etc.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.</p>
3.	<p><u>Contracts and Grants Program File.</u> Documentation relating to the formulation, award, control, and changes in contracts and grants for radiation studies. Contract and grant services primarily used to develop background data for the writing of a standard regulation, or guideline. Records consist of orders for services, procurement requests, justification statements, task orders, proposals, bid evaluations, award notices, contracts or agreements, progress reports, change notices, staff comments on contract activities, etc.</p>	<p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> Break file upon completion of contract or grant. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 6 years, then destroy.</p>
4.	<p><u>Final Reports Resulting from Studies and Services by Contractors, Grantees, and Intergovernmental Groups.</u> Final reports submitted by contractors, grantees, and inter-agency study groups.</p>	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> As determined by users' needs.</p>

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5.	<p><u>KWIC (Key Word in Context) Technical Data Retrieval File.</u> File consists of technical reports (numerically filed) and a KWIC Index book. Index book lists key words and identification numbers of the reports in which words appear. System formulated and used at the Twinbook Research Laboratory - 1971.</p>	<p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Break file upon completion of contract or grant. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when no longer used. <i>1 year old.</i></p> <p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file after termination of system. Keep in office for 1 year, then destroy.</p>
6.	<p><u>Accident Project Area - Risk/Benefit Files.</u> Correspondence and reports relative to existing and potential accident situations. Data covers a wide range of risk/benefit studies and nuclear incident and accident material. Covers such areas as the effects of airborne radioactivity on communities near nuclear plants, minimizing health risks for communities downwind of incidents, radioactive foods, thyroid blocking prevention, thyroid cancer inactivity following radiation exposure, etc.</p>	<p><u>Retention:</u> Retain 12 years.</p> <p><u>Disposition:</u> Break file at end of 4 years. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 10 years, then destroy.</p>

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7.	<p><u>State Radiation and Nuclear Regulation Files.</u> Covers contacts and activities relative to the development of radiation regulations by the the states. Records consist of model state regulations, copies of state laws and regulations, request from states for assistance in developing legislation and effecting regulations, state guidelines for hospital personnel, names of officials on state commissions and in state agencies, state radiological response plans, etc.</p>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 6 years, then destroy.</p>
8.	<p><u>Environmental Impact Statement Review and Comment Files.</u> Covers the review and analysis environmental impact statements submitted on nuclear power plants, uranium processing, plutonium fabricating, nuclear waste disposal, nuclear powered ships, etc.</p>	<p><u>Retention:</u> Permanent. <i>Retain 5 years.</i></p> <p><u>Disposition:</u> Break file upon completion of review. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 2³ years, then offer to the National Archives. <i>destroy.</i></p>
9.	<p><u>Economic Analysis Project Files.</u> Contains documentation related to the economic review and analysis data in environmental impact statements, strategy papers, and inter-agency reports. Also contains development of economic data for radiation standards and guidelines. Records consist of review or development requests, analysts' workpapers, drafts of conclusions, comments on economic reviews and conclusions.</p>	<p><u>Retention:</u> Retain 7 years.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.</p>

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10.	<p><u>Professional Association Files.</u> Covers contacts and activities with professional associations and institutions. Records consist of organization brochures, newsletters, lists of members and officers, meeting and conference arrangements, minutes and transcripts of meetings, special reports and studies, requests for information, speeches, papers, etc.</p>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file at end of 4 years. Keep in office for 6 years, then destroy.</p>
11.	<p><u>Nuclear Facility Files.</u> Contains data relating to the design, construction, operation, maintenance, and environmental effects of nuclear power plants and fuel processing and fabrication contract facilities. Records primarily consist of AEC and ERDA Environmental Statements, Safety Evaluation Reports, Licensing Decisions, Technical Specifications, periodic plant operating reports, and incident reports. Other records include AEC and ERDA investigation reports, hearing reports, construction permits, and EPA comments and evaluations, suspension notices, change requests, etc.</p>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file upon termination of facility operation. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.</p>
12.	<p><u>Nuclear Plant Safety Analysis Reports (SAR's).</u> Nuclear plant construction and process design reports received from AEC and ERDA. Report received in stages reflecting AEC-ERDA review and approval. Process starts with initial Safety Analysis Report, Changes to Report, and then Final Report.</p>	<p><u>Retention:</u></p> <p>a. <u>Initial Report and Changes.</u> Retain until receipt of final report.</p> <p>b. <u>Final Report.</u> Retain until receipt of microfilm copy.</p> <p>c. <u>Microfilm Copy.</u> Retain 6 years.</p>

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13.	<p><u>Nuclear Plant Environmental Impact Statements (EIS)</u>. EIS's made by plant ownership and design groups for submission to Atomic Energy Commission and Energy Research and Development Agency.</p>	<p><u>Disposition:</u></p> <p>a. <u>Initial Report and Changes</u>. Destroy upon receipt of Final Report.</p> <p>b. <u>Final Report</u>. Destroy upon receipt of microfilm copy.</p> <p>c. <u>Microfilm Copy</u>. Break file upon termination of plant operation. Keep in office for 6 years, then destroy.</p> <p><u>Retention:</u></p> <p>a. <u>Original Report</u>. Retain until receipt of microfilm copy.</p> <p>b. <u>Microfilm Copy</u>. Retain 6 years.</p> <p><u>Disposition:</u></p> <p>a. <u>Original Report</u>. Destroy upon receipt of microfilm copy.</p> <p>b. <u>Microfilm Copy</u>. Break file upon termination of plant operation. Keep in office for 6 years, then destroy.</p>

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14.	<p><u>Advanced Technology Problem Area Projects File.</u> Contains data relating to nuclear fuel processing, fabrication of uranium and plutonium, generic field studies, waste disposal, enrichment, transportation, and other radiation technology problem areas. Records consist of problem statements and work plans, analysis and calculation workpapers, field investigation reports, requests for proposals, contracts, testimony before state and federal legislative bodies, technical reports, etc.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file upon completion of project. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.</p>
15.	<p><u>State Radiological Emergency Response Plans.</u> Contains data relative to state plans or programs for responding to radiological emergency situations. Covers such areas as minimizing exposure, organization of response teams, decontamination and clean up, incident reporting system, instrumentation and equipment.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon the revision or termination of state plan. Keep in office for 1 year, then destroy.</p>
16.	<p><u>Emergency Planning Program File.</u> Covers EPA's program for the recognition, handling, and preventions of radiological incidents. Records consist of accident and incident reports, investigation reports, emergency planning symposium arrangements, model emergency plans, newspaper clips, inter-agency meetings and conference minutes, scenarios for power plant accident exercises, etc.</p>	<p><u>Retention:</u> Retain 10 years.</p> <p><u>Disposition:</u> Break file at end of 2 years. Keep in office for 2 years, then transfer to the Federal Records Center. Keep in FRC for 8 years, then destroy.</p>

Item	Name and Description of Record/File	Retention Period and Disposition
17.	<p><u>Protective Action Planning Manual - Work File.</u> Contains data and supporting documentation for the development of the nuclear incident protective planning manual. Records consist of technical articles and reports, task force organization, work plans and reports, section drafts, comments, program reports, etc.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon completion of manual. Keep in office for 1 year, then destroy.</p>
18.	<p><u>Radiological Surveillance and Monitoring Files.</u> File divided into seven major segments with record contents as follows:</p> <p>a. <u>DACO (Data Collection).</u> Radiograph activity in surface and ground water reports, radiological surveillance on milk-water-air reports, Nevada test site monitoring report, surveillance report on NS Savannah. 1959-1971 <i>present</i></p> <p>b. <u>Nuclear Power Facilities.</u> Quarterly air and water sample reports, surveys of hydrography-sediments - etc., air and water data collections, semi-annual surveillance reports, correspondence regarding plant designs and operations. 1970-1975.</p> <p>c. <u>Alaska - Whole Body Counting.</u> Reports of radioactivity in Caribou and reindeer samples, reports of radioactivity in Eskimos, report on air-water-milk-and food samples. 1966-1968- <i>present</i></p>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Review file every 2 years. Bring forward ongoing reference materials and destroy outdated or superseded ones. Break file upon completion or termination of surveillance project or program. Keep in office for 1 year, then transfer to the FRC. Keep in FRC for 5 years, then destroy.</p>

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Item	Name and Description of Record/File	Retention Period and Disposition
17.	<p><u>Protective Action Planning Manual - Work File.</u> Contains data and supporting documentation for the development of the nuclear incident protective planning manual. Records consist of technical articles and reports, task force organization, work plans and reports, section drafts, comments, program reports, etc.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon completion of manual. Keep in office for 1 year, then destroy.</p>
18.	<p><u>Radiological Surveillance and Monitoring Files.</u> File divided into seven major segments with record contents as follows:</p> <p>a. <u>DACO (Data Collection).</u> Radiograph activity in surface and ground water reports, radiological surveillance on milk-water-air reports, Nevada test site monitoring report, surveillance report on NS Savannah. 1959-1977 present.</p> <p>b. <u>Nuclear Power Facilities.</u> Quarterly air and water sample reports, surveys of hydrography-sediments - etc., air and water data collections, semi-annual surveillance reports, correspondence regarding plant designs and operations. 1970-1975.</p> <p>c. <u>Alaska - Whole Body Counting.</u> Reports of radioactivity in Caribou and reindeer samples, reports of radioactivity in Eskimos, report on air-water-milk-and food samples. 1966-1968 present.</p>	<p><u>Retention:</u> Retain 6 years.</p> <p><u>Disposition:</u> Break file upon completion or termination of surveillance project or program. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 5 years, then destroy.</p>

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19.	<p>d. <u>Pan American Health Organization</u>. Monitoring reports of gross beta radioactive in air and milk, milk and air sampling program, statement of equipment requirements. 1962-1972.</p> <p>e. <u>Pasteurized Milk Network</u>. Reports of radio nuclides concentrations in pasteurized milk, history of milk sampling, surveys of milk stations. 1964-1969.</p> <p>f. <u>Institutional Total Diet Network</u>. Reports of measurement of radio nuclides in total diet of selected population in group, reports on food and milk samples, shipping papers for samples, basic fact sheets. 1965-1970</p> <p>g. <u>Quality Control</u>. To assure quality of analytical procedures used by labs. Interlab cross check reports, trip reports, special project analysis reports. 1968-1972.</p> <p><u>Surveillance Guide and Development File</u>. Development of and comments on Environmental Radioactivity Surveillance Guide. Records consist of work plan, preliminary and final drafts, intra and interagency comments, background data, etc.</p>	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy</u>. Permanent.</p> <p>b. <u>Information Copies</u>. As determined by users' needs. <i>Retain 1 year.</i></p> <p>c. <u>Development File</u>. Retain 1 year.</p>

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		<p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Break file upon completion of Guide. Keep in office for 1 year, then transfer to the Federal Records Center. Keep in FRC for 20 years, then offer to the National Archives.</p> <p>b. <u>Information Copies.</u> Destroy when no longer used <i>1 year old or sooner if no longer needed.</i></p> <p>c. <u>Development File.</u> Break file upon completion of Guide. Keep in office for 1 year, then destroy.</p>
20.	<p><u>Work Maps.</u> Geological Survey maps used to show locations of nuclear plants, monitoring stations, test sites, etc.</p>	<p><u>Retention:</u> Retain 1 year.</p> <p><u>Disposition:</u> Break file upon completion or termination of map. Keep in office for 1 year, then destroy.</p>
21.	<p><u>"Radiation Data and Reports".</u> Official publication. Presents an analysis and interpretation of data on environmental radiation levels. Also contains reports of individual investigation of scientists in the field, and reports by Radiation Programs, other government agencies, and universities. Issued monthly from 1960-1974.</p>	<p><u>Retention:</u></p> <p>a. <u>Record or Master Copy.</u> Permanent.</p> <p>b. <u>Distribution Supply Copies.</u> Retain 3 years.</p> <p>c. <u>Information Copies.</u> As determined by users' needs. <i>Retain 1 year.</i></p>

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		<p><u>Disposition:</u></p> <p>a. <u>Record or Master Copy.</u> Break file after publication. Keep in office for 20 years, then offer to the National Archives.</p> <p>b. <u>Distribution Copies.</u> Break file after printing and initial distribution. After 3 years destroy undistributed copies.</p> <p>c. <u>Information Copies.</u> Destroy when no longer used / year old.</p>
22.	<p><u>Manuscript of Articles Submitted for Publication in "Radiation Data and Report".</u> Original manuscripts or articles submitted for publication. Includes unpublished as well as published articles.</p>	<p><u>Retention:</u> Retain 3 years.</p> <p><u>Disposition:</u> Break file after receipt or publication. Keep in office for 3 years, then destroy.</p>
23.	<p><u>Reprints of Articles.</u> Reprints of articles published in "Radiation Data and Reports" or professional journals.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file on date of last request for reprint. Keep in office for 2 years, then destroy.</p>
24.	<p><u>Personal Reference Collections.</u> Collections of technical and related reference documents and printed material maintained by individual staff members for personal use. Records consist of articles from professional journals, information copies of technical reports, copies of authored and received memos and correspondence, photos, maps, handbooks, etc.</p>	<p><u>Retention:</u> None</p> <p><u>Disposition:</u> Break file upon termination or transfer of owner staff member. Review file and remove any records of value to the Agency. Offer file to departing Staff member. If offer rejected, keep for 1 month, then destroy.</p>