

# DISPOSITION AUTHORITIES UNDER THE EPIDEMIOLOGICAL MORATORIUM

February 22, 2002

Listed below are all the disposition authorities currently under the moratorium on the destruction of health related records. All records scheduled under these authorities at Department of Energy (DOE) headquarters and field sites should be preserved past their normal retention periods unless permission to remove the moratorium has been obtained from the Office of Health Programs. Questions regarding the moratorium and what records should be preserved under it should be directed to Roger Anders (on 301-903-0127 or at *roger.ander.S'@eh.doe.gov*).

## DEPARTMENT OF ENERGY ADMINISTRATIVE RECORDS SCHEDULES FROZEN DISPOSITION AUTHORITIES

### Administrative Schedule 1: Personnel

<u>Item</u>	<u>Series Title</u>
21c	Federal Employee Medical Folder (EMF), Individual Employee Health Case Files, Files Created Prior to Establishment of EMF System
21.2b	Records Concerning Personnel Exposure to Hazardous Concentrations of Toxic Chemicals and Other Materials, Operating Plans for Specific Jobs
21.3a(3)	Radiation Contamination Control Program Records, Personnel Exposure Dose Records, Worksheets, Requests of Analysis, Chart Records, etc.
21.3b(2)	Radiation Contamination Control Program Records, Personnel Exposure Dose Records, Technical Standards, Operating Guides, and Operating Procedures, Detailed Plans for Specific Jobs
21.3e(2)	Radiation Contamination Control Program Records, Personnel Exposure Dose Records, Records of Radiation and Contamination, Records Other than Those Relating to the Work Place

<u>Item</u>	<u>Series Title</u>
26a	Personnel Counseling Records, Counseling Files
29a(1)	Federal Employee Training Records, General File, Correspondence, Memoranda, Agreements, etc, Relating to Establishment and Operation of Training Courses
33a	Examining and Certification Records, Delegated Agreements
33e	Examining and Certification Records, Examination Announcement Case Files

### **Administrative Schedule 2: Payroll and Pay Administration Records**

<u>Item</u>	<u>Series Title</u>
1c	Individual Employee Pay Record, Contractor Employee Pay Record
7	Time and Attendance Source Records
8	Time and Attendance Input Records

### **Administrative Schedule 3: Procurement, Supply, and Grant Records**

<u>Item</u>	<u>Series Title</u>
3.1b	Pension Plan Case files, Cases for Which DOE has No Obligations
3.2b	Casualty Insurance Case Files, Cases for Which DOE has No Obligation

### **Administrative Schedule 4: Property Disposal Records**

<u>Item</u>	<u>Series Title</u>
7	Records of the transfer of Nuclear Material for Research

#### **Administrative Schedule 14: Informational Services Records**

<u>Item</u>	<u>Series Title</u>
52e	Litigation Files, Other Cases

#### **Administrative Schedule 16: Administrative Management Records ~**

<u>Item</u>	<u>Series Title</u>
1.5b	Correspondence, Operational and Routine Correspondence Files
8b(1)	Committee and Conference Files, Records Created by Committees, Agenda, Minutes, Final Reports, and Related Records

#### **Administrative Schedule 17: Cartographic, Aerial Photographic, Architectural, and Engineering Records**

<u>Item</u>	<u>Series Title</u>
12a(2)	Biological Laboratory Records, Other Notebooks
12b	Biological Laboratory Records, Periodic Reports
12c	Biological Laboratory Records, Machine- Readable Data
12d	Biological Laboratory Records, Necropsy Protocols
12e	Biological Laboratory Records, Animal Case Histories
12f	Biological Laboratory Records, Thyroid Count Records
12g	Biological Laboratory Records, Radio Analysis Sample Data
12h	Biological Laboratory Records, Aquatic Biology Data
12i	Biological Laboratory Records, Decay Curve Data Sheets
12j	Biological Laboratory Records, Absorption Curve Data Sheets
12k	Biological Laboratory Records, Daily Counter Background Reports

<u>Item</u>	<u>Series Title</u>
12l	Biological Laboratory Records, Analytical Requests
12m	Biological Laboratory Records, Photomicrographic Requests
12n	Biological Laboratory Records, Laboratory Worksheets
12o	Biological Laboratory Records, Animal Tissue Preparation Requests
12p	Biological Laboratory Records, Radiation Counter Control Data
12q	Biological Laboratory Records, Radiation Counter Plateaus
12r	Biological Laboratory Records, Source Data Card files
13a	Synoptic Meteorology Records, Wind Logs
13b	Synoptic Meteorology Records, Wind Summary Sheets
13c	Synoptic Meteorology Records, Reports of Synoptic Wind Observations
13d	Synoptic Meteorology Records, Soil and Air Temperature Logs
13e	Synoptic Meteorology Records, Solar Radiation Logs
13f	Synoptic Meteorology Records, Psychometric Computations
13 g	Synoptic Meteorology Records, Pressure Logs
13h	Synoptic Meteorology Records, Surface Weather Observation Data
13i	Synoptic Meteorology Records, Summary Records
13j	Synoptic Meteorology Records, Precipitation Measurements
13k	Synoptic Meteorology Records, Meteorological Recorder Charts
13l	Synoptic Meteorology Records, Pilot Balloon Ascension Reports
13m	Synoptic Meteorology Records, Weather Maps and Charts
13n	Synoptic Meteorology Records, Background Recording Charts

<u>Item</u>	<u>Series Title</u>
14	Management of Production Records
16a(1)	Progress Reports, Progress Reports of Production Departments, Reports Covering Progress in Substantive Work Program
16a(2)	Progress Reports, Progress Reports of Production Departments, Reports Covering Administrative Matters
16a(3)	Progress Reports, Progress Reports of Production Departments, Daily Output Reports
16b	Progress Reports, Reports Providing Detail and Summary Data
17a	Product Management Records, Project History Files
17b	Product Management Records, Run Books
18a	Industrial Methods Records, Operating Activities Procedures
22a(1)	Materials Processing Records, Laboratory Manuals, Standards, and Procedures
22a(2)	Materials Processing Records, Laboratory Logbooks
22f	Materials Processing Records, Process Transfer Records
24a	Special Research and Reactor Materials Allocations, Allocating Office Files
24b	Special Research and Reactor Materials Allocations, Operations Office Files
24c	Special Research and Reactor Materials Allocations, Requesting Agency Files
24d	Special Research and Reactor Materials Allocations, Files of Approved Allocations
24e	Special Research and Reactor Materials Allocations, Essential Materials Reports
24f	Special Research and Reactor Materials Allocations, Accountability Reports
24g	Special Research and Reactor Materials Allocations, Essential (Non-SS) Materials Accountability Files

<u>Item</u>	<u>Series Title</u>
24h	Special Research and Reactor Materials Allocations, SS Material Accountability and Transfer Files
24i	Special Research and Reactor Materials Allocations, Daily Line Operations Reports
24j	Special Research and Reactor Materials Allocations, Feed and Waste Reports Files
24k	Special Research and Reactor Materials Allocations, Product Withdrawal Sheets
241(1)	Special Research and Reactor Materials Allocations, SS Material Shipping Form Files, DOE Copies
241(2)	Special Research and Reactor Materials Allocations, SS Material Shipping Form Files, Contractor Copies
24m(1)	Special Research and Reactor Materials Allocations, Reports of Shipper-Receiver Measurement Differences, SF Accountability Copies
30c(1)	Project Planning and Design Files, Records of Completed Projects Costing More than \$750,000
30c(2)	Project Planning and Design Files, Records of Completed Projects Costing \$750,000 or Less
31a(1)	Project Construction Files, Completed Projects
31b(1)	Project Construction Files, Construction Completion Reports, Unique Projects
31b(2)	Project Construction Files, Construction Completion Reports, Other Projects
32a	Quality Assurance Records, Records Demonstrating Capability for Safe Operation

### **Administrative Schedule 18: Security, Emergency Planning, and Safety Records**

<u>Item</u>	<u>Series Title</u>
11.1 b	Protection Program Records, Safety Management Records, Occurrence Reporting Records, Report Files Maintained by All Other Offices

<u>Item</u>	<u>Series Title</u>
11.1 c	Protection Program Records, Safety Management Records, Facility Safety Correspondence
11.1e	Protection Program Records, Safety Management Records, Traffic and Property Damage Accident Reports, Statistics, and Correspondence
19a	Protection Program Records, Security Service Control Files, Control Center Key or Code Records, etc.
35.1a	Safety Records, Records that Demonstrate the Capability for Safe Operations, Records of Individuals
35.1b	Safety Records, Records that Demonstrate the Capability for Safe Operations, Records of "Items, Authorizing Documents, etc.
48	Nuclear Materials Control and Accountability Records, Radioactive Material Shipping and Packaging Records
49	Nuclear Materials Control and Accountability Records, Requests for Materials
50b	Nuclear Materials Control and Accountability Records, Materials Allotment Files Source and Special (SS) Nuclear, Files of Operations Offices Pertaining to Requesting Source and Special Nuclear Materials
51a	Nuclear Materials Control and Accountability Records, Materials Allocation Files Special Research and Reactor Materials, Files of Offices with Authority to Make Allocations
51b	Nuclear Materials Control and Accountability Records, Materials Allocation Files Special Research and Reactor Materials, Files of Contractor Estimates
51c	Nuclear Materials Control and Accountability Records, Materials Allocation Files Special Research and Reactor Materials, Files of Approved Allocations
52a(1)	Nuclear Materials Control and Accountability Records, Accountability Reports, Report Files of Staff Division, June 30 and December 31 Reports
52b(1)	Nuclear Materials Control and Accountability Records, Accountability Reports, Reports of Materials Leasing Office, June 30 and December 31 Reports

<u>Item</u>	<u>Series Title</u>
53b	Nuclear Materials Control and Accountability Records, Reports of Apparent Losses, Other Cases
55	Nuclear Materials Control and Accountability Records, SS Transfer Journals
56	Nuclear Materials Control and Accountability Records, SS Material Transfer Files
57a	Nuclear Materials Control and Accountability Records, SS Material Shipping Form Files, Copies Filed in DOE Offices
57b	Nuclear Materials Control and Accountability Records, SS Material Shipping Form Files, Copies Filed in Shipping and Receiving Contractor Installations

NATIONAL ARCHIVES GENERAL RECORDS SCHEDULES (GRS)

FROZEN DISPOSITION AUTHORITIES

**General Records Schedule 1: Civilian Personnel Records**

<u>Item</u>	<u>Series Title</u>
2a	Service Records cards, Employee Actions Prior to 12/31/47
2b	Service Records Cards, Employee Actions After 12/31/47
6	Employee Record Cards
7a1	Position Classification Files, Classification Standards, OPM Standards and Guidelines
7a2a	Position Classification Files, Agency Position Standards Development, Case Files
7b	Position Classification Files, Position Descriptions
19	Individual Non-Occupational Health Record Files
20b	Health Unit Control Files, If Not Summarized
21b	Employee Medical Folder, Short-term Medical Records
21c	Employee Medical Folder, Individual Employee Health Case Files Created Prior to Establishment of the EMF System
22	Health Statistical Summaries
25d1	Equal Employment Opportunity Records, Compliance Records, Contractor Compliance Review Files
25f	Equal Employment Opportunity Records, Employment Statistics Files
26a	Personnel Counseling Records, Counseling Files
29a1	Training Records, General File, Correspondence, Agreements, etc.

<u>Item</u>	<u>Series Title</u>
29b	Training Records, Employee Training
31	Personal Injury files
33a	Examining and Certification Records, Delegated Agreements
33e	Examining and Certification Records, Examination Announcement Case Files
34	Occupational Injury and Illness Files

**General Records Schedule 2: Payrolling and Pay Administration Records**

<u>Item</u>	<u>Series Title</u>
1	Individual Accounts Files
7	Time and Attendance Source Records
8	Time and Attendance Input Records
19a	Retirement Files, Reports and Registers
22	Wage Survey Files

**General Records Schedule 11: Space and Maintenance Records**

<u>Item</u>	<u>Series Title</u>
2a	Agency Space Files, Building Plan Files, Surveys, etc.

**General Records Schedule 18: Security and Protective Services Records**

<u>Item</u>	<u>Series Title</u>
9	Survey and Inspection Files, Government-Owned Facilities
10	Survey and Inspection Files, Privately Owned Facilities

<u>Item</u>	<u>Series Title</u>
19a	Guard Service Control Files, Key or Code Records, Building Records and Employee Identification Cards
23	Personnel Security Clearance Status Files

## SUPERSEDED SCHEDULES

### DEPARTMENT OF ENERGY RECORDS SCHEDULES (DOERS)

#### **DOE Records Schedule 1: Medical, Health, and Safety Records**

<u>Item</u>	<u>Series Title</u>
1a2	Safety Management Records, Occurrence Investigation Files, Report Files Maintained by Field Organizations
1b	Safety Management Records, Facility Safety Correspondence
1d	Safety Management Records, Industrial Personnel Injury Summaries
4b	Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and Other Materials, Operating Plans for Specific Jobs
4d2	Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and Other Materials, Industrial Hygiene Surveys of Hazards Other Than Radiation and Contamination, Surveys Indicating a Potential Industrial Hazard
5a3	Radiation Contamination Control Program Records, Personnel Exposure Does Record, Worksheets
5b2	Radiation Contamination Control Program Records, Technical Standards, Operating Guides, Laboratory, Operating, and Radiation Contamination Procedures--Detailed Plans for Specific Jobs
5e	Radiation Contamination Control Program Records, Recorder Chart Records
8a2	Environmental Contamination Measurement Records, Specific Procedures
8b	Environmental Contamination Measurement Records, Analytical Summaries
8c	Environmental Contamination Measurement Records, Logbooks
8d	Environmental Contamination Measurement Records, Worksheets
8e	Environmental Contamination Measurement Records, Notebooks

<u>Title</u>	<u>Series Title</u>
10a2	Biological Laboratory Records, Researcher's Biology Notebooks, Other Notebooks
10b	Biological Laboratory Records, Periodic Reports
10c	Biological Laboratory Records, Machine Readable Data
10d	Biological Laboratory Records, Necropsy Protocols
10e	Biological Laboratory Records, Animal Case Histories
10f	Biological Laboratory Records, Thyroid Count Records
10g	Biological Laboratory Records, Radio Analysis Sample Data
10h	Biological Laboratory Records, Aquatic Biology Data Analysis
10i	Biological Laboratory Records, Decay Curve Data Sheets
10j	Biological Laboratory Records, Absorption Curve Data Sheets
10k	Biological Laboratory Records, Daily Counter Background Reports
10l	Biological Laboratory Records, Analytical Requests
10m	Biological Laboratory Records, Photomicrographic Files
10n	Biological Laboratory Records, Laboratory Worksheets
10o	Biological Laboratory Records, Animal Tissue Preparation Worksheets
10p	Biological Laboratory Records, Radiation Counter Control Data
10q	Biological Laboratory Records, Radiation Counter Plateaus
10r	Biological Laboratory Records, Source Data Card Files
12a	Synoptic Meteorology Records, Wind Logs
12b	Synoptic Meteorology Records, Summary Sheets

<u>Item</u>	<u>Series Title</u>
12c	Synoptic Meteorology Records, Reports of Synoptic Wind Observations
12d	Synoptic Meteorology Records, Soil and Air Temperature Logs
12e	Synoptic Meteorology Records, Solar Radiation Logs
12f	Synoptic Meteorology Records, Psychometric Computations
12g	Synoptic Meteorology Records, Pressure Logs
12h	Synoptic Meteorology Records, Surface Weather Observation Data
12i	Synoptic Meteorology Records, Summary Records
12j	Synoptic Meteorology Records, Precipitation Measurements
12k	Synoptic Meteorology Records, Meteorological Recorder Charts
12l	Synoptic Meteorology Records, Pilot Balloon Ascension Reports
12m	Synoptic Meteorology Records, Weather Maps and Charts
12n	Synoptic Meteorology Records, Background Recording Charts

## **DOERS 2: Industrial Facility Records**

<u>Item</u>	<u>Series Title</u>
1	Management of Production Records
3a1	Progress Reports, Weekly Reports for Substantive Work Program
3a2	Progress Reports, Weekly Reports for Administrative Housekeeping
3b	Administrative Reports
4a	Product Management Records, Project History Files
4b	Product Management Records, Run Books

<u>Item</u>	<u>Series Title</u>
5a	Industrial Methods Records, Procedures
9a1	Materials Processing Records, Analytical Lab Control Records, Manuals, and Procedures
9a2	Materials Processing Records, Analytical Lab Control Records, Lab Logbooks
9f	Materials Processing Records, Process Transfer Records
11a	Special Research and Reactor Materials Allocations, Allocating Office Files
11b	Special Research and Reactor Materials Allocations, Operations Office Files
11c	Special Research and Reactor Materials Allocations, Requesting Agency Files
11d	Special Research and Reactor Materials Allocations, Files of Approved Allocations
11e	Special Research and Reactor Materials Allocations, Essential Materials Reports
11f	Special Research and Reactor Materials Allocations, Accountability Reports
11g	Special Research and Reactor Materials Allocations, Essential (Non-SS) Materials Accountability Files
11h	Special Research and Reactor Materials Allocations, SS Material Accountability and Transfer Files
11i	Special Research and Reactor Materials Allocations, Daily Line Operations Reports
11j	Special Research and Reactor Materials Allocations, Feed and Waste Reports Files
11k	Special Research and Reactor Materials Allocations, Product Withdrawal Sheets
11l(1)	Special Research and Reactor Materials Allocations, SS Material Shipping Form Files, DOE Copies
11l(2)	Special Research and Reactor Materials Allocations, SS Material Shipping Form Files, Contractor Copies

<u>Item</u>	<u>Series Title</u>
11m(1)	Special Research and Reactor Materials Allocations, Reports of Shipper-Receiver Measurement Differences, SF Accountability Copies

**DOERS 5: Special Materials Accountability Records**

<u>Item</u>	<u>Series Title</u>
1	Request for Materials
2b	Materials Allotment Files, Operations Office Files
3a	Materials Allocation Files, Allocating Office Files
3b	Materials Allocation Files, Operating Office Files
3c	Materials Allocation Files, Area Office Allocations
4a1	Accountability Reports, System Accountability staff Division Files, June 30 and December 31 Reports
4b1	Accountability Reports, Materials Leasing Office, June 30 and December 31 Reports
5b	Reports of Apparent Losses, Other cases
7	SS Transfer Journals
8	SS Material Transfer Files
9a	SS Material Shipping Form Files, DOE Copies
9b	SS Material Shipping Form Files, contractor Copies

**DOERS 7: Legal Records**

<u>Item</u>	<u>Series Title</u>
9e	Litigation Files, Other Cases

### **DOERS 9: Property Disposal Records**

<u>Item</u>	<u>Series Title</u>
5	Records of the Transfer of Nuclear Materials for Research

### **DOERS 11: Accountable Officers Accounts Records**

<u>Item</u>	<u>Series Title</u>
1a1	Audit Files, DOE- Wide Audits
1a2a	Audit Files, Individual DOE Audits
1a2b	Audit Files, DOE Audit Work Papers
1a3	Audit Files, Individual M&O Audits
2b	Pension Plan Case Files, Cases for Which DOE Does Not Have Continuing Obligations
3b	Casualty Insurance/Workmen's Compensation Plan Case Files, Cases for Which DOE Has No Obligation or Liability After Contract Completion or Termination

### **DOERS 12: Travel and Transportation Records**

<u>Item</u>	<u>Series Title</u>
1	Hazardous Material

### **DOERS 14: Design and Construction Drawings and Related Records**

<u>Item</u>	<u>Series Title</u>
1c1	Project Planning and Design Files, Projects More Than \$750,000
1c2	Project Planning and Design Files, Projects Less Than \$750,000
2a1	Project Construction Files, Completed Projects

<u>Item</u>	<u>Series Title</u>
2b1	Project Construction Files, Construction Completion Reports, Unique Projects
2b2	Project Construction Files, Construction Completion Reports, Other Projects
6a	Quality Assurance Records

## DOE 1324.2 SCHEDULES (SUPERSEDED)

### DOE Records Schedules

#### ERS Schedule I: Personnel Records

<u>Item</u>	<u>Series Title</u>
2a	Service Records cards, Employee Actions Prior to 12/31/47
2b	Service Records Cards, Employee Actions After 12/31/47
6	Employee Record Cards
7a1	Position Classification Files, Classification Standards, OPM Standards and Guidelines
7a2a	Position Classification Files, Agency Position Standards Development, Case Files
7b	Position Classification Files, Position Descriptions
26d1	Equal Employment Opportunity Records, Compliance Records, Contractor Compliance Review Files
26f	Equal Employment Opportunity Records, Employment Statistics Files
27a	Personnel Counseling Records, Counseling Files
30b1	Training Records, General File, Correspondence, Agreements, etc.
30c	Training Records, Employee Training
32b	Employee Qualification or Authorization, Reactor Operator and Senior Operator Docket Files, Current
32c	Employee Qualification or Authorization, Reactor Operator Examination Files

## **ERS Schedule 2: Payrolling and Pay Administration Records**

<u>Item</u>	<u>Series Title</u>
1	Individual Accounts Files
3a	Time and Attendance Reports Files, Option Form 1130 or Equivalent, Payroll Preparation and Processing Copies
21a	Retirement Files, Reports and Registers
24	Wage Survey Files

## **ERS Schedule 6: Accountable Officers Accounts Records**

<u>Item</u>	<u>Series Title</u>
10b	Pension Plan Case Files, Cases for Which DOE Does Not Have Continuing Obligations
11b	Casualty Insurance/Workmen's Compensation Plan Case Files, Cases for Which DOE Has No Obligation or Liability After Contract Completion or Termination

## **ERS Schedule 11: Space and Maintenance Records**

<u>Item</u>	<u>Series Title</u>
2a	Agency Space Files, Building Plan Files, Surveys, etc.
4a	Credentials Files, Identification Credentials, Badges, Permits, etc.

## **ERS Schedule 15: Facility Records**

<u>Item</u>	<u>Series Title</u>
1b1	Facility Inventory Records, Inventory Cards, Tenant Cards
1b2	Facility Inventory Records, Inventory Cards, Property Cards

<u>Item</u>	<u>Series Title</u>
2a	Facility Maintenance Records, Summary Card or Ledger Records

**ERS Schedule 16: Administrative Management Records**

<u>Item</u>	<u>Series Title</u>
1a1a	Directives Case Files, Policies and Procedures (except those in 1b), Headquarters Master Copy
1a2a	Directives Case Files, Policies and Procedures (except those in 1b ), Field Office Master Copy
1b1a	Directives Case Files, Policies and Procedures Relating to Procurement and Property Management, Headquarters Master Copy
1b2a	Directives Case Files, Policies and Procedures Relating to Procurement and Property Management, Field Office Master Copy
5b	Correspondence Files, Operations
5c	Correspondence Files, Transactions
7	Project Control Files
8b2b	Activity or Status Reports, Field and Headquarters Offices and Divisions, Quarterly, Semiannual, and Annual Reports
8b3	Activity or Status Reports, Summary Reports Reflecting Overall Accomplishments
12b1	Conference and Committee Records, Committee/Board/Panel Files Official, Advisory Board Files
12b2	Conference and Committee Records, Committee/Board/Panel Files, Internal Entities Files
13a1	Organizational Records, Organizational Charts and Histories
13b	Organizational Records, Organizational Surveys and Studies

**ERS Schedule 17: Cartographic, Aerial Photographic, Architectural, and Engineering Records**

<u>Item</u>	<u>Series Title</u>
3	Published Maps
9	Survey Field Notes, Geodetic Controls, and Computations

**ERS Schedule 18: Security and Protective Services Records**

<u>Item</u>	<u>Series Title</u>
10	Survey and Inspection Files, Government-Owned Facilities
11	Survey and Inspection Files, Privately Owned Facilities

**ERS Schedule 22: Design and Construction Drawings and Related Records**

<u>Item</u>	<u>Series Title</u>
1c1	Project Planning and Design Files, Projects More Than \$750,000
1c2	Project Planning and Design Files, Projects Less Than \$750,000
2a1	Project Construction Files, Completed Projects
2b1	Project Construction Files, Construction Completion Reports, Unique Projects
2b2	Project Construction Files, Construction Completion Reports, Other Projects
6a	Quality Assurance Records

**ERS Schedule 23: Equipment Control, Maintenance, and Operations Records**

<u>Item</u>	<u>Series Title</u>
2a	Equipment Maintenance Records, Summary Ledger or Card records

<u>Item</u>	<u>Series Title</u>
3	Operation and Cost Records

**ERS Schedule 24: Special Materials Accountability Records**

<u>Item</u>	<u>Series Title</u>
5a1	Accountability Reports, System Accountability Staff Division Files, June 30 and December 31 Reports
5b1	Accountability Reports, Materials Leasing Office, June 30 and December 31 Reports
6b	Reports of Apparent Losses, Other cases

**ERS Schedule 25: Medical, Health, and Safety Records**

<u>Item</u>	<u>Series Title</u>
1a2	Safety Management Records, Occurrence Investigation Files, Report Files Maintained by Field Organizations
1b	Safety Management Records, Inspection and Appraisal Reports Covering Unsafe Conditions
1d	Safety Management Records, Industrial Personnel Injury Summaries
2a	Health Unit Records, Individual Employee Health Case File
2b	Health Unit Records, Individual Health Records File
2c1	Health Unit Records, Summarized Information
2c2	Health Unit Records, Unsummarized Information
5b	Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and Other Materials, Operating Plans for Specific Jobs

<u>Item</u>	<u>Series Title</u>
5d2	Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and Other Materials, Industrial Hygiene Surveys of Hazards Other Than Radiation and Contamination, Surveys Indicating a Potential Industrial Hazard
6b2	Radiation Contamination Control Program Records, Technical Standards, Operating Guides, Laboratory, Operating, and Radiation Contamination Procedures--Detailed Plans for Specific Jobs
6e	Radiation Contamination Control Program Records, Recorder Chart Records
9a2	Environmental Contamination Measurement Records, Specific Procedures
9b	Environmental Contamination Measurement Records, Analytical Summaries
9c	Environmental Contamination Measurement Records, Logbooks
9d	Environmental Contamination Measurement Records, Worksheets
9e	Environmental Contamination Measurement Records, Notebooks
11a1	Biological Laboratory Records, Researcher's Biology Notebooks, Significant Selected Notebooks
11a2	Biological Laboratory Records, Researcher's Biology Notebooks, Other Notebooks
11b	Biological Laboratory Records, Periodic Reports
11c	Biological Laboratory Records, Machine Readable Data
11d	Biological Laboratory Records, Necropsy Protocols
11e	Biological Laboratory Records, Animal Case Histories
11f	Biological Laboratory Records, Thyroid Count Records
11g	Biological Laboratory Records, Radio Analysis Sample Data
11h	Biological Laboratory Records, Aquatic Biology Data Analysis
11i	Biological Laboratory Records, Decay Curve Data Sheets

<u>Item</u>	<u>Series Title</u>
11j	Biological Laboratory Records, Absorption Curve Data Sheets
11k	Biological Laboratory Records, Daily Counter Background Reports
11l	Biological Laboratory Records, Analytical Requests
11m	Biological Laboratory Records, Photomicrographic Records
11n	Biological Laboratory Records, Laboratory Worksheets
11o	Biological Laboratory Records, Animal Tissue Preparation Worksheets
11p	Biological Laboratory Records, Radiation Counter Control Data
11q	Biological Laboratory Records, Radiation Counter Plateaus
11r	Biological Laboratory Records, Source Data Card Files
12	Personal Injury Files

**ERS Schedule 26: Legal Records**

<u>Item</u>	<u>Series Title</u>
9e	Litigation Files, Other Cases

DOE 1324.2 SCHEDULES (SUPERSEDED)

**Contractor Records Schedules (CRS)**

**CRS Schedule 1: Personnel Records**

<u>Item</u>	<u>Series Title</u>
1a2	Official Personnel Folders, Contractors with Safety and Health Clauses, other Files
1b	Official Personnel Folders, Contractors with No Safety and Health Clauses
2	Service Records Cards
6	Employee Records Cards
7a	Position Files, Job Classification Manuals
7b1	Position Files, Position Descriptions, Record Copy
26d1	Equal Employment Opportunity Records, Compliance Records, Contractor Compliance Review Files
26f	Equal Employment Opportunity Records, Employment Statistics Files
27a	Personnel Counseling Records, Counseling Files
30b	Training Records, General File, Correspondence, Agreements, etc.
30c	Training Records, Employee Training
32b1	Employee Qualification or Authorization, Reactor Operator and Senior Operator Docket Files, Current
32c	Employee Qualification or Authorization, Reactor Operator Examination Files

## **CRS Schedule 2: Payroll and Pay Administration Records**

<u>Item</u>	<u>Series Title</u>
1a	Individual Accounts Files
3a	Time and Attendance Reports Files, Payroll Preparation and Processing Copies
13a	Payroll Files, Contractor Payrolls
21a	Retirement Files, Reports and Registers
24	Wage Survey Files

## **CRS Schedule 6: Accountable Officers Accounts Records**

<u>Item</u>	<u>Series Title</u>
10	Workman's Compensation Claim Files
11	Public Liability Claim Files
12	Insurance Claim Settlements

## **CRS Schedule 9: Motor Vehicle Maintenance and Operations Records**

<u>Item</u>	<u>Series Title</u>
6	Hazardous Material

## **CRS Schedule 11: Space and Maintenance Records**

<u>Item</u>	<u>Series Title</u>
2a	Agency Space Files, Building Plan Files, Surveys, etc.
4a	Credentials Files, Identification Credentials, Badges, Permits, etc.

### **CRS Schedule 15: Facility Records**

<u>Item</u>	<u>Series Title</u>
1b1	Facility Inventory Records, Inventory Cards, Tenant Cards
1b2	Facility Inventory Records, Inventory Cards, Property Cards
2a	Facility Maintenance Records, Summary Card or Ledger Records

### **CRS Schedule 16: Administrative Management Records**

<u>Item</u>	<u>Series Title</u>
1a	Directives Case Files, Policies and Procedures, Master Copy
5b	Correspondence Files, Operations
5c	Correspondence Files, Transactions
7	Project Control Files
8b1	Activity or Status Reports, Quarterly, Semiannual, and Annual Reports
12a3a	Conference and Committee Records, Contractor Support Group Files
12b1	Conference and Committee Records, Committee/Board/Panel Files, Internal Entities Files
13a1	Organizational Records, Organizational Charts and Histories
13b	Organizational Records, Organizational Surveys and Studies

### **CRS Schedule 18: Security and Protective Services Records**

<u>Item</u>	<u>Series Title</u>
10	Survey and Inspection Files, Government-Owned Facilities
11	Survey and Inspection Files, Privately Owned Facilities

**CRS Schedule 19: Research and Development Records /**

<u>Item</u>	<u>Series Title</u>
17a	Synoptic Meteorology Records, Wind Logs
17b	Synoptic Meteorology Records, Summary Sheets
17c	Synoptic Meteorology Records, Reports of Synoptic Wind Observations
17d	Synoptic Meteorology Records, Soil and Air Temperature Logs
17e	Synoptic Meteorology Records, Solar Radiation Logs
17f	Synoptic Meteorology Records, Psychometric Computations
17g	Synoptic Meteorology Records, Pressure Logs
17h	Synoptic Meteorology Records, Surface Weather Observation Data
17i	Synoptic Meteorology Records, Summary Records
17j	Synoptic Meteorology Records, Precipitation Measurements
17k	Synoptic Meteorology Records, Meteorological Recorder Charts
17l	Synoptic Meteorology Records, Pilot Balloon Ascension Reports
17m	Synoptic Meteorology Records, Weather Maps and Charts
17n	Synoptic Meteorology Records, Background Recording Charts

**CRS Schedule 22: Design and Construction Drawings and Related Records**

<u>Item</u>	<u>Series Title</u>
1c1	Project Planning and Design Files, Projects More Than \$750,000
1c2	Project Planning and Design Files, Projects Less Than \$750,000
1c5	Project Planning and Design Files, Miscellaneous Planning and Design Records

<u>Item</u>	<u>Series Title</u>
2a1	Project Construction Files, Completed Projects
2b1	Project Construction Files, Construction Completion Reports, Unique Projects
2b2	Project Construction Files, Construction Completion Reports, Other Projects
6a	Quality Assurance Records

### **CRS Schedule 23: Equipment Control, Maintenance, and Operation Records**

<u>Item</u>	<u>Series Title</u>
2a	Equipment Maintenance Records, Summary Ledger or Card records
3	Operation and Cost Records

### **CRS Schedule 24: Industrial Facility Records**

<u>Item</u>	<u>Series Title</u>
1	Management of Production Records
3a1	Management Reports, Progress Reports, Weekly Reports for Substantive Work Program Deliveries
3a2	Management Reports, Progress Reports, Daily Output Reports
3b	Management Reports, Administrative Reports
4a	Product Management Records, Project History Files
4b	Product Management Records, Run Books
5a	Industrial Methods Records, Procedures
6a	Production Equipment Inventory Control Records, Inventory Listings
9a1	Materials Processing Records, Analytical Lab Control Records, Manuals and Procedures

<u>Item</u>	<u>Series Title</u>
9f	Materials Processing Records, SS Material Accountability and Transfer Files
11a	Special Material Accountability, Estimated Requirements
11b	Special Material Accountability, Allotment and Allocation Files
11c	Special Material Accountability, Essential Materials Reports
11d	Special Material Accountability, Supervisor's Uranium Transfer Reports
11e	Special Material Accountability, Essential (Non-SS) Materials Accountability Files
11f	Special Material Accountability, SS Material Accountability and Transfer Files
11g	Special Material Accountability, Daily Line Operations Reports
11h	Special Material Accountability, Feed and Waste Reports Files
11i	Special Material Accountability, Product Withdrawal Sheets
11j	Special Material Accountability, SS Material Shipping Form Files

### **CRS Schedule 25: Medical, Health, and Safety Records**

<u>Item</u>	<u>Series Title</u>
1a	Safety Management Records, Occurrence Investigation Files
1b	Safety Management Records, Inspection and Appraisal Reports Covering Unsafe Conditions
1d	Safety Management Records, Industrial Personnel Injury Summaries
2a	Health Unit Records, Individual Employee Health Case File
2b	Health Unit Records, Individual Health Record File
2c1	Health Unit Records, Summarized Information
2c2	Health Unit Records, Unsummarized Information

<u>Item</u>	<u>Series Title</u>
5b	Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and Other Materials, Operating Plans for Specific Jobs
5d2	Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and Other Materials, Industrial Hygiene Surveys of Hazards Other Than Radiation and Contamination, Surveys Indicating a Potential Industrial Hazard
6b2	Radiation Contamination Control Program Records, Technical Standards, Operating Guides, Laboratory, Operating, and Radiation Contamination Procedures--Detailed Plans for Specific Jobs
6e	Radiation Contamination Control Program Records, Recorder Chart Records
9a2	Environmental Contamination Measurement Records, Specific Procedures
9b	Environmental Contamination Measurement Records, Analytical Summaries
9c	Environmental Contamination Measurement Records, Logbooks
9d	Environmental Contamination Measurement Records, Worksheets
9e	Environmental Contamination Measurement Records, Notebooks
11a2	Biological Laboratory Records, Researcher's Biology Notebooks, Other Notebooks
11b	Biological Laboratory Records, Periodic Reports
11c	Biological Laboratory Records, Machine Readable Data
11d	Biological Laboratory Records, Necropsy Protocols
11e	Biological Laboratory Records, Animal Case Histories
11f	Biological Laboratory Records, Thyroid Count Records
11g	Biological Laboratory Records, Radio Analysis Sample Data
11h	Biological Laboratory Records, Aquatic Biology Data Analysis
11i	Biological Laboratory Records, Decay Curve Data Sheets

<u>Item</u>	<u>Series Title</u>
11j	Biological Laboratory Records, Absorption Curve Data Sheets
11k	Biological Laboratory Records, Daily Counter Background Reports
11l	Biological Laboratory Records, Analytical Requests
11m	Biological Laboratory Records, Photomicrographic Records
11n	Biological Laboratory Records, Laboratory Worksheets
11o	Biological Laboratory Records, Animal Tissue Preparation Worksheets
11p	Biological Laboratory Records, Radiation Counter Control Data
11q	Biological Laboratory Records, Radiation Counter Plateaus
11r	Biological Laboratory Records, Source Data Card Files

## OTHER APPROVED DISPOSITION AUTHORITIES

### N1-434-88-1, Contractor Training Records

Item 1            Contract Employee Individual Folders Without Information Relating to hazardous Materials

### N1-434-89-1, Contractor Personnel Records

Item 4b           Health Unit Records, Individual Health Record Files

Item 4c1          Health Unit Records, Summarized Health Unit Control Files

Item 4c2          Health Unit Records, Unsummarized Health Unit Control Files

### N1-434-89-10, Idaho Operations Office

Item 3            Visitor Access Control Records