

Request for Records Disposition Authority

Records Schedule Number DAA-0374-2021-0001

Schedule Status Approved

Agency or Establishment Defense Threat Reduction Agency

Record Group / Scheduling Group Records of the Defense Threat Reduction Agency

Records Schedule applies to Agency-wide

Schedule Subject 604-02 Radiation Material Licensing

Internal agency concurrences will be provided No

Background Information Documents pertaining to the procurement and use of sources of ionizing radiation to include special nuclear material. Included are records pertaining to the training and certification of authorized users; information pertaining to the storage, transfer, receipt, survey and disposal of sources of ionizing radiation or special nuclear material; documents/minutes of the DTRA community concerned with radiological protection including the review, evaluation, approval/disapproval, of the use of sources of ionizing radiation or special nuclear material; procedures and conditions controlling users and the qualifications of individual users; and information on the maintenance, repair and calibration of tools used to measure radiation.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0374-2021-0001

Sequence Number	
1	Radiation Material Licensing
1.1	DTRA Series : 604-02- Radiation Material Licensing Disposition Authority Number: DAA-0374-2021-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Radiation Material Licensing</p> <p>Documents pertaining to the procurement and use of sources of ionizing radiation to include special nuclear material. Included are records pertaining to the training and certification of authorized users; information pertaining to the storage, transfer, receipt, survey and disposal of sources of ionizing radiation or special nuclear material; documents/minutes of the DTRA community concerned with radiological protection including the review, evaluation, approval/disapproval, of the use of sources of ionizing radiation or special nuclear material; procedures and conditions controlling users and the qualifications of individual users; and information on the maintenance, repair and calibration of tools used to measure radiation.</p>
1.1	<p>DTRA Series : 604-02- Radiation Material Licensing</p> <p>Disposition Authority Number DAA-0374-2021-0001-0001</p> <p>Documents pertaining to the procurement and use of sources of ionizing radiation to include special nuclear material. Included are records pertaining to the training and certification of authorized users; information pertaining to the storage, transfer, receipt, survey and disposal of sources of ionizing radiation or special nuclear material; documents/minutes of the DTRA community concerned with radiological protection including the review, evaluation, approval/disapproval, of the use of sources of ionizing radiation or special nuclear material; procedures and conditions controlling users and the qualifications of individual users; and information on the maintenance, repair and calibration of tools used to measure radiation.</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>GRS or Superseded Authority Citation N1-374-95-002 / 604-2</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at termination of the associated license.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p>

Additional Information

GAO Approval

Not Required

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
07/20/2021	Certify	Sosena Feyissa	Management Analyst	J65 Knowledge Management Plans and Solutions Department - Knowledge Management
04/27/2022	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/10/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/11/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/17/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office