



Approved By: MATTHEW MILLER (Affiliate)  
Digitally signed by MATTHEW MILLER (Affiliate)  
Date: 2020.10.02 12:27:10 -04'00'

Organization: Quality  
 Records custodian: Amanda Napier

File location (building): X-1000

Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 18.35.A EPI Freeze - Do Not Destroy	<p><b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS RECORDS THAT DEMONSTRATE THE CAPABILITY FOR SAFE OPERATIONS</b></p> <p><b>*RECORDS OF INDIVIDUALS</b></p> <p>Records include the activities involved in the planning, design, manufacture, construction, installation, test, and operation of equipment, structures, plants, and systems, any of which are or will be engaged in, or part of, "operations." Included are records of initial siting and geological aspects. <b>Assessor Qualifications (including form) for ICA/MCA</b></p>	I:Drive/ESH Q	Arranged by Individual, Facility and Date	236 Gigabyte	2019 to Current	Event Driven	<p><b>Temporary.</b></p> <p>Destroy when the employee currently or in the future will no longer perform an activity for which documentation of qualifications to perform that activity is required. This includes that documentation that the employee has successfully performed the activity if such documentation establishes the qualification to again perform the activity or a related activity.</p>	Amanda Napier/Julie Mosley	Electronic	Active	QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff

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Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 16.1.2	<p><b>ADMINISTRATIVE MANAGEMENT RECORDS MANAGEMENT IMPROVEMENT PROGRAMS</b> Records generated as a part of a cultural philosophy which promulgates management improvement programs. The focus is on streamlining operations, providing cost effectiveness, improving customer satisfaction, and continuing improvement of work processes or products. Proactive preventive program records are included. Records may provide internal information, advice, or recommendations. Includes such files as employee suggestion forms, analyses, nonconformance process records, and related background material. Also includes corrective action plans in response to management improvement recommendations.  <b>Lessons Learned Log Quarterly Trend Log</b></p>	I: X-1000 ESH&Q record	Arranged by Date	1 File	2019 to Current	Fiscal Year	<b>Temporary</b> , Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	Aimee Ward	Electronic	Active	

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Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 18.11.1.D	SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS, PROTECTION PROGRAM RECORDS OCCURRENCE REPORTING RECORDS *ROUTINE SAFETY INSPECTION RECORDS Records relating to occurrences as defined by the Assistant Secretary for Environment, Safety and Health. * Records of reports of routine safety inspections, including evidence of action taken. <b>Receipt Inspections</b>	I:Drive/ESH Q	Arranged by Facility and/or Inspection/Occurrence, Date	None at this time	Current	Fiscal Year	<b>Temporary.</b> Destroy when 1 year old	Julie Mosley	Electronic	Active	QUALITY - NON PERMANENT Non-permanent records remain active until DOE Records Disposition Schedule cutoff Privacy Act System of Records - DOE-38
ADM 18.11.1.A.2	SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS, PROTECTION PROGRAM RECORDS, OCCURRENCE REPORTING RECORDS *OTHER OCCURRENCES Records relating to occurrences as defined by the Assistant Secretary for Environment, Safety and Health. Report files maintained by the responsible Program Office. *Files on all other occurrences. <b>Reports involving personal injury. Supervisor Incident/Occurrence Logs, Nonconformance Reports</b>	I:Drive/ESH Q	Arranged by Facility and/or Inspection/Occurrence	22.9 Megabytes	2016 to Current	Cut off at the end of the Fiscal Year in which the case is closed.	<b>Temporary.</b> Cut off at the end of the fiscal year in which the case was closed. Destroy 80 years after cutoff.	Amanda Napier	Electronic	Active	DOE Deliverable Privacy Act System of Records - DOE-38



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
GRS 5.7 ITEM 020	<p><b>AGENCY ACCOUNTABILITY RECORDS, INTERNAL CONTROL REVIEW, RESPONSE, AND MITIGATION MANAGEMENT RECORDS.</b> Copies of reports and audits identifying internal administrative program weaknesses, mitigation action plans, corrective actions, tracking records, correspondence, and other records held by the office responsible for coordinating internal control functions.</p> <p><b>EXCLUSION:</b> Records held by offices contributing to internal control review, response, and mitigation- but not responsible for overseeing it (GRS 5.1, Item 010 covers these). <b>Readiness Reviews</b></p>	X-1000	Arranged by Report/ Audit Number, Date	1.0 Cubic Foot	1/2010 to Current	Event Driven. Cut off when no further corrective action is necessary.	<p><b>Temporary.</b> Destroy 5 years after no further corrective action is needed, but longer retention is authorized if required for business use.</p>	Dan Longpre	Paper	Inactive	

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Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 18.36	<p><b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS.</b> RECORDS THAT <b>VERIFY</b> THE PERFORMANCE OF SAFE OPERATIONS. Records which verify that an activity was performed in accordance with applicable requirements for safe operations, but need not be retained for the working life of the individual or for the life of the item, or discrete part thereof. items as used here includes sites, facilities, structures, plans, materials, machinery, equipment, and systems. (Excluded are nuclear materials accountability records.)</p> <p><b>PMA PROCEDURES</b></p>	X-1000	Arranged by Procedure and Superseded Date	207 Megabytes	2019 to Current	Fiscal Year	<p><b>Temporary.</b> Cut off the records at the end of the fiscal year, and destroy them 5 years after the date of the completion of the task or the completion of the performance of the activity or the action. This includes records of an individual's performance unless these records reflect "qualifications" or performance where hazardous activities may be performed. Additionally destroy upon the item's permanent removal from service, or upon the permanent termination of the item's activity.</p>	Dan Minter	Electronic	Active	QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff

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Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 22.2.B.1	<p><b>AUDIT/INVESTIGATIVE RECORDS</b>  <b>AUDIT/INVESTIGATIVE CASE FILES *ALL OTHER CASES</b>                      Investigations include those for known or alleged program or management irregularities, and may also include routine assessments and appraisals. Investigative reports and related documents are included, such as correspondence, notes, attachments, working papers, and products of the investigation; e.g., a report or the equivalent including additional non-conformance reports, trend analyses, corrective action records and plans, lessons learned, and associated working papers, reviews, comments, and log books. * All other case files not meeting the criteria of item 22.2.A. * Official Copy.</p>	I:Drive/ESH Q	Arranged by Audit Number/Date	None at this time	None at this time. Transferred electronic when completed to RMDC.	Event Driven. Cut off upon completion of audit or investigation.	<b>Temporary.</b> Cut off upon completion of audit or investigation. Destroy when 10 years old	Dan Longpre	Electronic	Active	QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff

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<b>ADM 17.26.B</b>	<b>CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, ENGINEERING, AND FACILITY MANAGEMENT RECORDS FACILITY MAINTENANCE RECORDS</b> *OTHERS Facility maintenance records, including inspection servicing, and repair records. Others. <b>M&amp;TE Tracker Spreadsheet</b>	I:Drive/ESH Q	Arranged by Calibration on Due Date & Certification Copies	2.20 Megabytes	2018 to Current	Fiscal Year	<b>Temporary.</b> Destroy 3 fiscal years after close of fiscal year in which work is done.	Dan Minter	Electronic - Excel Spreadsheet	Active	QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff
<b>ADM 18.11.1.E</b> <b>EPI FREEZE - DO NOT DESTROY</b>	<b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS , PROTECTION PROGRAM RECORDS, OCCURRENCE REPORTING RECORDS</b> *TRAFFIC & PROPERTY DAMAGE Records relating to occurrences as defined by the Assistant Secretary for Environment, Safety and Health. *Reports, statistics, and correspondence relative to traffic and property damage accidents, including records relative to summaries of industrial personal injury accidents, exclusive of cases involving personal injury. <b>Traffic and property damage occurrences nonconformance reports/logs.</b>	X-1000 CB#2008	Arranged by Facility and/ or Inspection/ Occurrence, Date	>1 Cubic Foot	2016 to Current	Fiscal Year	Destroy when 10 years old	Aimee Ward	Electronic	Active	Privacy Act System of Records - DOE-38

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ADM 21.1.A-E	<p><b>AUDIOVISUAL RECORDS</b>  <b>DEPARTMENTAL SITES AND MISSION PHOTOGRAPHS</b> Photographs that relate to the mission of the Department such as: A. Major program and laboratory activities, personnel at work, and experimental methods and results determined to be of importance due to public interest in the project, the content or results of the research, or prestige of the researcher; B. Images that document construction projects of scientific, technical, or public interest; C. Images that depict Department sites and their growth such as laboratories or other scientific or technical structures or facilities; D. High-level, one-of-a-kind, or of significant interest meetings, ceremonies, or events; E. High level officials carrying out transactions of political, scientific, technical or public interest.</p>	I:Drive/ General/ Photos/ Dan	Arranged by Facility/ Project	1,352 Files	4-2016 to Current	Fiscal Year	<p><b>PERMANENT.</b>            Transfer to the National Archives in five-year blocks when the newest record is 5 years old. Earlier transfers are authorized if no longer needed for current Department business.</p>	Dan Minter	Electronic	Active	Photos captured and incorporated in appropriate report/document and transferred to RMDC. These photos are for contract presentations use as copy.

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GRS 6.4 ITEM 050	<p><b>PUBLIC AFFAIRS RECORDS</b>            ROUTINE AUDIOVISUAL RECORDS Photographs or audiovisual recordings of routine award ceremonies, retirement ceremonies, social events, and activities not related to the mission of the agency. Also included are production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records. <b>Audiovisual files - pictures</b></p>	I:Drive/ESH Q	Arranged by Event (Topical Folder)	0 Photos	2018 to Current	FISCAL YEAR	<p><b>Temporary.</b>            Destroy when 2 years old but longer retention is authorized when required for business use.</p>	Dan Minter	Electronic	Active	<p>Photos captured and incorporated in appropriate report/document and transferred to RMDC. These photos are for contract presentations use as copy.</p>

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ADM 22.2.B.1	<p><b>AUDIT/INVESTIGATIVE RECORDS</b>  <b>AUDIT/ INVESTIGATIVE CASE FILES *ALL OTHER CASES</b>                      Investigations include those for known or alleged program or management irregularities, and may also include routine assessments and appraisals. Investigative reports and related documents are included, such as correspondence, notes, attachments, working papers, and products of the investigation; e.g. a report or the equivalent including additional non-conformance reports, trend analyses, corrective action records and plans, lessons learned, and associated working papers, reviews, comments, and log books. *All other case files not meeting the criteria of item 22.2.A. *Official Copy. <b>Corrective Action Web</b> issues corrective actions, worker involvement safety issues. <b>*System is not a record but contains records.</b></p>	EIS System	EIS	321.64 MB	2018 to Current	EVENT DRIVEN Cut off upon completion of audit or investigation.	<b>Temporary.</b> Cut off upon completion of audit or investigation. Destroy when 10 years old.	Amanda Napier	Electronic	Active	<p>EIS INVENTORY                      QUALITY - NON PERMANENT                      Non-permanent Records remain active until DOE Records Disposition Schedule cutoff.</p>

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ADM 16.1.5.B EPI FREEZE - DO NOT DESTROY	<b>ADMINISTRATIVE MANAGEMENT RECORDS</b> CORRESPONDENCE FILES Correspondence files documenting the day to day operations and routine administration of established or new missions, policies, and procedures for which the office or contractor has primary responsibility, provided that the documentation in 1.5.A, is preserved. <b>Procedures Web.</b> Procedures, forms, policies, plans <b>*System is not a record but contains records</b>	EIS System	EIS	1.74 Gigabytes	2018 to Current	Fiscal Year	<b>Temporary.</b> Cut off at the end of each fiscal year. Destroy 15 years after cutoff.	Dan Minter	Electronic	Active	<b>EIS INVENTORY</b>

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ADM 18.11.1.A.2	<p><b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS, PROTECTION PROGRAM RECORDS</b>                      OCCURRENCE REPORTING RECORDS *OTHER DOCUMENTS                      Records relating to occurrences as defined by the Assistant Secretary for Environment, Safety and Health. Report files maintained by the responsible Program Office. *Files on all other occurrences.  <b>Nonconformance Logs</b></p>	I:Drive	Arranged by Facility and/or Inspection/ Occurrence, Date	1 File	4/26/16 to Current	Fiscal Year. Cut off at the end of the fiscal year in which the case was closed.	<b>Temporary.</b> Cut off at the end of the fiscal year in which the case was closed. Destroy 80 years after cutoff.	Amanda Napier	Electronic	Active	Privacy Act System of Records - DOE-38

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ADM 16.1.5.B EPI Freeze - Do Not Destroy	<b>ADMINISTRATIVE MANAGEMENT RECORDS CORRESPONDENCE FILES</b> Correspondence files documenting the day to day operations and routine administration of established or new missions, policies, and procedures for which the office or contractor has primary responsibility, provided that the documentation in 1.5.A, above is preserved. <b>QASP/Senior Review board/MPR meeting minutes/attendance list</b>	X-1000	Arranged by Date	2019 to Current	1 Folder	Fiscal Year	<b>Temporary.</b> Cut off at the end of each fiscal year. Destroy 15 years after cutoff.	Dan Longpre	Paper	Inactive	

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Organization: Safety and Health

Approved by: Matt Miller

Records custodian: Marsha Bevins

File location (building): X-1000

Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
ADM 1.31	<b>PERSONNEL RECORDS PERSONAL INJURY FILES</b> Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor. <b>Personal injury files</b>	Electronic I drive/ ESH /Record /Marsha	Arranged by Event	1 File Folder	1-2020 to Current	Event Driven. Cut off on termination of compensation or when deadline for filing a claim has passed.	<b>Temporary.</b> Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 75 years after cutoff.	Marsha Bevins	Paper	Active	Privacy Act System of Records - DOE-33



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<p><b>ADM 1.34</b> EPI FREEZE - DO NOT DESTROY</p>	<p><b>PERSONNEL RECORDS</b> *OCCUPATIONAL INJURY AND ILLNESS FILES Reports and logs (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment. <b>OSHA 300 LOG</b> to document all recordable occupational injuries and illnesses for each establishment.</p>	<p>Electronic I drive/ ESH /Record /Marsha</p>	<p>Arranged by Date</p>	<p>3 Cubic Feet</p>	<p>2019 to Current</p>	<p>Fiscal Year</p>	<p><b>Temporary.</b> Destroy when 75 years old.</p>	<p>Marsha Bevins</p>	<p>Electronic</p>	<p>Active</p>	<p>We maintain data that is keyed into the system. Privacy Act System of Records - DOE-33</p>



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ADM 16.1.2	<p><b>ADMINISTRATIVE MANAGEMENT RECORDS MANAGEMENT IMPROVEMENT PROGRAMS</b>  Records generated as a part of a cultural philosophy which promulgates management improvement programs. The focus is on streamlining operations, providing cost effectiveness, improving customer satisfaction, and continuing improvement of work processes or products. Proactive incentive program records are included. Records may provide internal information, advice, or recommendations. Includes such files as employee suggestion forms, analyses, nonconformance process records, and related background material. Also includes corrective action plans in response to management improvement recommendations.  <b>Management Walk Through Voluntary Protection Program application/pocket guide</b></p>	X-1000 Drawer	Arranged by Date	<1 Cubic Foot	1-2020 to Current	Fiscal Year	<b>Temporary.</b> Cut off at the end of each fiscal year. Destroy 5 years after cutoff.	Marsha Bevins	Paper	Active	



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<b>ADM 16.8.B.1 EPI FREEZE- DO NOT DESTROY</b>	<b>ADMINISTRATIVE MANAGEMENT RECORDS COMMITTEE &amp; CONFERENCE FILES RECORDS</b> CREATED BY COMMITTEES ACCOMPLISHMENTS Records created by committees. Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, EXCLUDING those maintained by the sponsor or Secretariat. <b>VPP Committee Minutes / Attendance Sheets All Hands Meeting / Attendance sheet</b>	X-1000	Arranged by Committee and Date	None at this time	2020 to Current	Fiscal Year	<b>Temporary.</b> Destroy when 3 years old or when no longer needed for reference, whichever is sooner.	Marsha Bevins	Paper	Active	



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ADM 16.8.B.1 EPI FREEZE - DO NOT DESTROY	<p><b>ADMINISTRATIVE MANAGEMENT RECORDS COMMITTEE &amp; CONFERENCE FILES RECORDS</b>            CREATED BY COMMITTEES            ACCOMPLISHMENTS Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, EXCLUDING those maintained by the sponsor or Secretariat. <b>WIN COMMITTEE MEETING NOTES/ATTENDANCE SHEET</b></p>	X-720	Arranged by Committee and Date	None at this time	Current	Fiscal Year	<p><b>Temporary.</b>            Destroy when 3 years old or when no longer needed for reference, whichever is sooner.</p>	Jeannie Webster	Paper	Active	Attendance Sheets, Minutes stored on Intranet



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ADM 18.11.1.A.2	<p><b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b>  <b>PROTECTION PROGRAM RECORDS</b>  <b>OCCURRENCE REPORTING RECORDS *OTHER OCCURRENCES</b>  Records relating to occurrences as defined by the Assistant Secretary for Environment, Safety and Health. Report files maintained by the responsible Program Office.  * Files on all other occurrences.  <b>Incident/Injury Personal Injury</b></p>	I drive/recor d/safety health	Arranged by Facility and/or Inspection/ Occurrence, date	None at this time	2019 to Current	Fiscal Year. Cut off at the end of the fiscal year in which the case was closed.	<b>Temporary.</b> Cut off at the end of the fiscal year in which the case was closed. Destroy 80 years after cutoff.	Marsha Bevins	Electronic	Active	Privacy Act System of Records - DOE-38



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<b>ADM 18.11.1.C</b> <b>EPI FREEZE - DO NOT DESTROY</b>	<b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> <b>PROTECTION PROGRAM RECORDS</b> <b>OCCURRENCE REPORTING RECORDS CORRESPONDENCE FILES</b> <b>ORGANIZATIONAL UNITS</b> Records relating to occurrences as defined by the Assistant Secretary for Environment, Safety and Health *Correspondence files of organizational units responsible for facility safety program, consisting of reports, statistics, memoranda and correspondence relative to traffic and property damage accidents, including records and statistics relative to summaries of industrial personal injury accidents (exclusive of cases involving personal injuries which are retained permanently.) <b>CAIRS Org Code Change related to incident/accident rates ESH reporting quarterly</b>	I drive/recor d/safety health	Arranged by Facility and/or Inspection/ Occurrence, date	None at this time	2019 to Current	Fiscal Year	<b>Temporary.</b> Destroy when 10 years old.	Marsha Bevins	Electronic	Active	<b>QUALITY - NON PERMANENT</b> Non-permanent Records remain active until DOE Records Disposition Schedule cutoff. Privacy Act System of Records - DOE-38



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ADM 18.11.1.D	<p><b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b>  <b>PROTECTION PROGRAM RECORDS</b>  <b>OCCURRENCE REPORTING RECORDS *ROUTINE SAFETY INSPECTION REPORTS</b> Records relating to occurrences as defined by the Assistant Secretary for Environment, Safety and Health.  *Records of reports of routine safety inspections, including evidence of action taken. <b>Routine Inspections/office inspection</b></p>	l: drive esh record	Arranged by Facility and/or Inspection/ Occurrence, date	None at this time	2019 to Current	Fiscal Year	<b>Temporary.</b> Destroy when 1 year old.	Jeannie Webster	Electronic	Active	Privacy Act System of Records - DOE-38 QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
ADM 18.11.1.C EPI FREEZE - DO NOT DESTROY	<p><b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS PROTECTION PROGRAM RECORDS OCCURRENCE REPORTING RECORDS</b></p> <p><b>*CORRESPONDENCE FILES - ORGANIZATIONAL UNITS</b> Records relating to occurrences as defined by the Assistant Secretary for Environment, Safety and Health. *Correspondence files of organizational units responsible for facility safety program, consisting of reports, statistics, memoranda and correspondence relative to traffic and property damage accidents, including records and statistics relative to summaries of industrial personal injury accidents (exclusive of cases involving personal injuries which are retained permanently). <b>* Records relating to occurrences Supervisors Incident Report and Log sheet</b></p>	I drive/recor d/safety health	Arranged by Facility and/or Inspection/ Occurrence, date	1 File Folder	1-2020 to Current	Fiscal Year	<b>Temporary.</b> Destroy when 10 years old.	Marsha Bevins	Paper	Active	<p>QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff QA MAINTAINS TRACKING OF INCIDENTS Privacy Act System of Records - DOE-38</p>



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
ENV 1.B.4.B EPI FREEZE - DO NOT DESTROY	<b>ADMINISTRATION</b> Other Safety Analysis. Document a process to provide systematic identification of hazards within a given DOE operation; to describe and analyze the adequacy of measure taken to eliminate, control, or mitigate identified hazards; and to analyze and evaluate potential accidents and their associated risks. May have documentation similar to SAR's. Records should include the related DOE Safety Evaluation Report. <b>Administrative Facility Walkdown Checklists</b>	X-1000 Folder	Review annually. Arranged by Date and/or Document Number	1 Folder	Current	Fiscal Year. Review annually. Cut off when superseded, obsolete, or cancelled.	<b>Temporary.</b> Review annually. Cut off when superseded, obsolete, or cancelled. Destroy 25 years after cutoff.	Marsha Bevins	Paper	Active	



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
<b>ENV 1.B.5.A</b> EPI Freeze - Do Not Destroy	<b>ADMINISTRATION SAFETY &amp; HEALTH CERCLA/RCRA DOCUMENTS *WORKER PROTECTION &amp; SAFETY</b> Records associated with Safety and Health related documentation required by CERCLA/RCRA, other than CERCLA-funded cooperative agreements. * Records which notify or support worker protection and safety including but not limited to safety incident, safety analysis, safety meetings, safety awards, and safety assessments. <b>Hazard Mapping Tracking Database</b>	EIS	Arranged by Survey/Inspection or Audit number, Facility and date	Database	2019 to Current	Fiscal Year	<b>Temporary.</b> Destroy after 5 years.	Marsha Bevins	Electronic	Active	<b>QUALITY - NON PERMANENT</b> Non-permanent Records remain active until DOE Records Disposition Schedule cutoff. <b>See Electronic Information System Inventory</b>



Organization: ESH

Approved by Matt Miller

Records custodian: Michael Staker, Kip Archer

File location (building): X-700 office

Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 17.32.A EPI FREEZE - DO NOT DESTROY	<p><b>QUALITY ASSURANCE RECORDS</b>                      *ITEM Quality Assurance records prepared, received and maintained in conjunction with the design, manufacture, construction, installation, test, and operation of equipment, structures, plants, and systems. (Reference for nuclear facilities: ANSI/ASME NQA-1-1994 Edition.)                      *Records which would be of significant value in demonstrating capability for safe operation; in maintaining, reworking, repairing, replacing or modifying the item; in determining the cause of an accident or malfunction of the item; and those which provide baseline data for in-service inspection. <b>Hoisting and Rigging Checklist.</b></p>	I:Drive	Arranged by Facility, Item, Date	None at this time	2019 to Current	Event Driven	<p><b>Temporary.</b>                      Retain until the item is removed from service.</p>	Kip Archer	Electronic	Active	<p>**QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff  <b>NOTE: Maintained in work package</b></p>



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 18.11.1.D	<b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS PROTECTION PROGRAM RECORDS OCCURRENCE REPORTING RECORDS</b> *ROUTINE SAFETY INSPECTION REPORTS Records relating to occurrences as defined by the Assistant Secretary for Environment, Safety and Health. *Records of reports of routine safety inspections, including evidence of action taken. <b>Safety Walk Through observations/coaching</b>	X-700 Michael Staker	Arranged by Facility and/or Inspection/ Occurrence, Date	> 1 Cubic Foot	Current	Fiscal Year	<b>Temporary.</b> Destroy when 1 year old	Michael Staker	Paper Electronic	Active	**QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff. Electronic copy provided to ESH Manager, hard copy transferred to RMDC. Privacy Act System of Records - DOE-38



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
<p><b>ENV 1.B.5.A EPI FREEZE - DO NOT DESTROY</b></p>	<p><b>ADMINISTRATION SAFETY &amp; HEALTH CERCLA/RCRA DOCUMENTS *WORKER PROTECTION &amp; SAFETY</b> Records associated with Safety and Health related documentation required by CERCLA/RCRA, other than CERCLA-funded cooperative agreements. * Records which notify or support worker protection and safety including but not limited to safety incident, safety analysis, safety meetings, safety awards, and safety assessments. <b>RECORDS OF ITEMS used for routine Safety Briefings</b></p>	<p>X-700 File Cabinet</p>	<p>Arranged by Facility, Subject and Date</p>	<p>&gt;1 Cubic Foot</p>	<p>Current</p>	<p>Fiscal Year</p>	<p><b>Temporary.</b> Destroy after 5 years. 29 CFR 1910.120</p>	<p>Kip Archer/ Michael Staker</p>	<p>Paper</p>	<p>Active</p>	



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
<b>ENV 1.B.5.A EPI FREEZE - DO NOT DESTROY</b>	<b>ADMINISTRATION SAFETY &amp; HEALTH CERCLA/RCRA DOCUMENTS *WORKER PROTECTION &amp; SAFETY</b> Records associated with Safety and Health related documentation required by CERCLA/RCRA, other than CERCLA-funded cooperative agreements. * Records which notify or support worker protection and safety including but not limited to safety incident, safety analysis, safety meetings, safety awards, and safety assessments * <b>Contractor Safety Briefings</b>	X-700 Fire King	Arranged by Facility, Subject and Date	>1 Cubic Foot	Current	Fiscal Year	<b>Temporary.</b> Destroy after 5 years. 29 DFR 1900.120	Kip Archer/ Michael Staker	Paper	Active	Maintained in work package.



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 18.36	<p><b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS , RECORDS THAT VERIFY THE PERFORMANCE OF SAFE OPERATIONS</b> Records which verify that an activity was performed in accordance with applicable requirements for safe operations, but need not be retained for the working life of the individual or for the life of the item, or discrete part thereof. Items as used here include sites, facilities, structures, plans, materials, machinery, equipment, and system. * <b>equipment control tags</b></p>	X-700/ Fire King	Arranged by Facility, Work Package/Order, Inspection and/or Date.	1 Binder	4/2016 to Current	Fiscal Year	<p><b>Temporary.</b> Cut off the records at the end of the fiscal year, and destroy them 5 years after the date of the completion of the task or the completion of the performance of the activity or the action. This includes records of an individual's performance unless these records either reflect "qualifications" or performance where hazardous activities may be performed. Additionally, destroy upon the item's permanent removal from service, or upon the permanent termination of the item's activity.</p>	Michael Staker	Paper	Active	<p>**QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff</p>



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 18.11.1.D	Routine Facility Inspections Facility Authorization Log sheet	X-700/ Fire King	Arranged by Facility and/or Inspection/ Occurrence, Date	None at this time	2019 to Current	Fiscal Year	<b>Temporary.</b> Destroy when 1 year old	Michael Staker	Paper	Active	**QUALITY - NON PERMANENT Records remain active until DOE Records Disposition Schedule cutoff. These records are retained with surveillance log. Privacy Act System of Records - DOE-38



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 18.11.1.D	<b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS PROTECTION PROGRAM RECORDS OCCURRENCE REPORTING RECORDS *ROUTINE SAFETY INSPECTION REPORTS</b> Records relating to occurrences as defined by the Assistant Secretary for Environment, Safety and Health. *Records of reports of routine safety inspections, including evidence of action taken. *Eye Wash Assessment	X-700 Fire King	Arranged by Audit Number, Date	None at this time	Current	Fiscal Year	<b>Temporary.</b> Destroy when 1 year old	Michael Staker	Paper	Active	*QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff Privacy Act System of Records - DOE-38



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 18.37	<b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS SAFE WORK PERMITS</b> Safe work permits are used to designate the approval for employees to work on a potentially hazardous job or in a potentially hazardous area. They contain the job description, instructions to workers, the protective clothing and equipment required. They include the name of the workers, approval signatures of responsible supervision, and the date(s) the work is done. <b>Confined Space Entry Permit</b> <b>Confined Space Evaluation Checklist and</b> <b>LOTO Lockout Tagout</b>	X-700 Fire King	Arranged by Facility, permit number and date	1 Cubic Foot	None at this time	Event Driven	<b>Temporary.</b> Destroy 75 years after the date of the permit.	Kip Archer	Paper	See Note	Log maintained in the Fire King, once permit is closed copy is maintained with the closed work package. Original is transferred to RMDC.



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 22.2.B.1	<p><b>AUDIT/INVESTIGATIVE RECORDS</b>  <b>AUDIT/INVESTIGATIVE CASE FILES</b>  <b>*ALL OTHER CASES</b>                      Investigations include those for known or alleged program or management irregularities, and may also include routine assessments and appraisals. Investigative reports and related documents are included, such as correspondence, notes, attachments, working papers, and products of the investigation; e.g., a report or the equivalent including additional non-conformance reports, trend analyses, corrective action records and plans, lessons learned, and associated working papers, reviews, comments, and log books. * All other case files not meeting the criteria of item 22.2.A. *Official Copy. <b>Fire Extinguisher on Equipment Assessment</b></p>	X-700/ Fire King	Arranged by Audit Number, Date	None at this time	2019 to Current	Event Driven. Cut off upon completion of audit or investigation.	<b>Temporary.</b> Cut off upon completion of audit or investigation. Destroy when 10 years old.	Michael Staker	Paper	Active	*QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ADM 22.2.B.1	<p><b>AUDIT/INVESTIGATIVE RECORDS</b>  <b>AUDIT/INVESTIGATIVE CASE FILES</b>  <b>*ALL OTHER CASES</b>                      Investigations include those for known or alleged program or management irregularities, and may also include routine assessments and appraisals. Investigative reports and related documents are included, such as correspondence, notes, attachments, working papers, and products of the investigation; e.g., a report or the equivalent including additional non-conformance reports, trend analyses, corrective action records and plans, lessons learned, and associated working papers, reviews, comments, and log books * <b>Semi annual surveillance log</b></p>	X-700/ Fire King	Arranged by Audit Number, Date	None at this time	2019 to Current	Event Driven. Cut off upon completion of audit or investigation	<b>Temporary.</b> Cut off upon completion of audit or investigation. Destroy when 10 years old.	Michael Staker	Paper	Active	<p>*QUALITY - NON PERMANENT                      Non-permanent Records remain active until DOE Records Disposition Schedule cutoff</p>



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
<b>ENV 1.B.4.B</b> EPI Freeze - Do Not Destroy	<b>ADMINISTRATION</b> OTHER SAFETY ANALYSIS Other Safety Analysis Document a process to provide systematic identification of hazards within a given DOE operation; to describe and analyze the adequacy of measure taken to eliminate, control, or mitigate identified hazards; and to analyze and evaluate potential accidents and their associated risks. May have documentation similar to SAR's. Records should include the related DOE Safety Evaluation Report. * <b>Activity Hazard Analysis</b>	X-700 Fire King	Arranged by Date and/or Document Number	None at this time	2019 to Current	Fiscal Year. Review annually. Cutoff when superseded, obsolete, or cancelled.	<b>Temporary.</b> Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 25 years after cutoff.	Laura Blankenship	Paper	Active	



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record legal hold)
ENV 2.C.7.A	<p><b>REGULATORY COMPLIANCE WASTE/CHEMICAL INVENTORY FILES</b> SAFETY DATA SHEET(s) (SDS) Records containing hazardous chemical inventories identifying types and amounts of chemicals currently in use, inventories of hazardous waste scheduled for transport for disposal, and radioactive and mixed waste, transuranic (TRU) waste, and high level radioactive waste. *SDS provides detailed safety information on hazardous chemical products obtained from chemical manufacturers and/ or commercial information services. SDS are originated by manufacturers of chemical products and passed on to product purchasers to provide detailed product safety information which are required by public law. <b>Safety Department Master File/Chemical Inventory</b></p>	I:Drive/ ESH&Q/ Environmental/ Record	Arranged in Searchable Electronic Database (EPOCH) by SDS ID or Name	245 MB	2005 to 2015	Event Driven	<b>Temporary.</b> Destroy 75 years after substance has been removed from use	Michael Staker	Electronic	Active	<p><b>This listing accumulates when new products are procured. Maintained on PMA Intranet.</b> Note: Records can also be accessed via PMA Intranet by all employees.</p>



Organization: PMA TRAINING

Approved by: Matt Miller

Records  
custodian: Angie Remington

File location  
(building): X-1000

Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
ADM 1.7.1.A	<p><b>PERSONNEL RECORDS CONTRACTOR JOB CLASSIFICATION MANUALS</b> Records describing tasks associated with jobs and reflect the procedures and training required to accomplish them. * For jobs relating to the handling of hazardous, toxic, or radioactive materials; radiation safety or critically safety; or any job where chronic exposure may have had an impact. <b>Training Position Descriptions</b></p>	LEARN	Arrange by Date and/or Job Classification. If both A & B apply ok to use ADM 1.7.1.A on all	Scanning and importing records into Documentum	Current	Event Driven. Cut off the file at the time of separation.	<p><b>Temporary.</b> Dispose in accordance with item 1.1 of this schedule. Transfer folders to the LOCAL Federal Records Center. Destroy 75 years after cutoff.</p>	Angie Remington	Electronic	Active	



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
<b>ADM 1.7.1.B EPI FREEZE - DO NOT DESTROY</b>	<b>PERSONNEL RECORDS CONTRACTOR JOB CLASSIFICATION MANUALS</b> Records describing tasks associated with jobs and reflect the procedures and training required to accomplish them. * For all other jobs. <b>Training Position Descriptions</b>	LEARN	Arrange by Date and/or Job Classification. If both A & B apply ok to use ADM 1.7.1.A on all	Scanning and importing records into Documentum	Current	Event Driven	<b>Temporary.</b> Destroy 2 years after position is abolished.	Angie Remington	Electronic	Active	



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
<p><b>ADM 1.29.1.A</b> <b>EPI Freeze - Do Not Destroy</b></p>	<p><b>PERSONNEL RECORDS CONTRACTOR EMPLOYEE *INDIVIDUAL TRAINING FOLDERS</b> Contractor employee individual folders that contain ONLY the following documents: (1) On-the-job training checklist completed during qualification, including the results of final written examination used for qualification or certification; records of oral examinations given for qualifications or certification; simulator/operational evaluation records; new employee indoctrination/ orientation checklists; and reports of exemptions to these documents. (2) Checklists completed for recertification, including the results of written examinations given for recertification; and records or oral examinations given for recertification. (3) Documentation of qualification for on-time-only special tests and operations; and (4) Results of medical examinations (only pass/ fail and restrictions); balance of results are to be retained in the medical file. <b>INDIVIDUAL TRAINING FOLDERS</b></p>	<p>LEARN</p>	<p>Arrange alphabetically by Employee</p>	<p>Scanning and importing records into Documentum</p>	<p>Current</p>	<p>Event Driven. Cut off at the time of separation or transfer of the employee.</p>	<p><b>Temporary.</b> Cut off at the time of separation or transfer of the employee. Screen out and destroy all item 29.1.A.4 records. Transfer folders with remaining documents to the local Federal Records Center. Destroy 4 years after cutoff.</p>	<p>Angie Remington</p>	<p>Electronic</p>	<p>Active</p>	<p>**Quality Records - Non Permanent Non-permanent QA records remain active until the DOE Records Disposition Schedule cutoff. Privacy Act System of Records - DOE-28</p>



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
ADM 1.29.1.B	<p><b>PERSONNEL RECORDS CONTRACTOR EMPLOYEE *INDIVIDUAL TRAINING FOLDERS</b> Contractor employee individual folders that contain item 29.1 .A records AND also contain: attendance/completion records of training courses or sessions that include subjects dealing with hazardous material directly applicable to the employee's job or position. <b>Employee Individual Training Folders - also includes training for hazardous material applicable to job or position</b></p>	LEARN	Arrange alphabetically by Employee	Scanning and importing records into Documentum	Current	Event Driven Cut off at the time of separation or transfer of the employee.	<p><b>Temporary.</b> Cut off at the time of separation or transfer of the employee. Screen out and destroy all item 29.1.A.4 records. Transfer folders with remaining documents to the local Federal Records Center. Destroy 75 years after cutoff.</p>	Angie Remington	Electronic	Active	<p>**Quality Records - Non Permanent Non-permanent QA records remain active until the DOE Records Disposition Schedule cutoff. <b>Note:</b> Records are maintained in Documentum/Vital Record - Learn Database Privacy Act System of Records - DOE-28</p>



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
ADM 1.29.1.B	<p><b>PERSONNEL RECORDS CONTRACTOR EMPLOYEE *INDIVIDUAL TRAINING FOLDERS</b> Contractor employee individual folders that contain item 29.1 .A records AND also contain: attendance/completion records of training courses or sessions that include subjects dealing with hazardous material directly applicable to the employee's job or position. <b>Modules, exams, required reads - courses relating to handling of hazardous, toxic or radioactive materials, radiation safety or criticality safety, or any training where chronic exposure may have an impact.</b></p>	LEARN	Arrange alphabetically by employee	Scanning and importing records into Documentum	Current	Event Driven. Cut off at the time of separation or transfer of the employee	<p><b>Temporary.</b> Cut off at the time of separation or transfer of the employee. Screen out and destroy all item 29.1.A.4 records. Transfer folders with remaining documents to the local Federal Records Center. Destroy 75 years after cutoff.</p>	Angie Remington	Electronic	Active	<p>**Quality Records - Non Permanent Non-permanent QA records remain active until the DOE Records Disposition Schedule cutoff. <b>Note:</b> Records are maintained in Documentum. <b>Note:</b> Records are maintained in Documentum/Vital Record - Learn Database Privacy Act System of Records - DOE - 28</p>



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
ADM 1.29.2.A.1 EPI Freeze - Do Not Destroy	<p><b>PERSONNEL RECORDS ADMINISTRATIVE TRAINING RECORDS * COURSES WHERE CHRONIC EXPOSURE MAY HAVE IMPACT</b> Administrative training records, such as description of course content, examination banks, examination cover sheets, content, attendance rosters, documentation of required performance items and course lesson plans. *For courses relating to the handling of hazardous, toxic or radioactive materials, radiation safety or criticality safety, or any training where chronic exposure may have an impact.</p>	LEARN	Arrange Numerically by Course/Module and/or Subject and Date	Scanning and importing records into Documentum	Current	Fiscal Year	<p><b>Temporary.</b> Transfer to a Federal Records Center after last session. Destroy 75 years after last session.</p>	Angie Remington	Electronic	Active	<p>**Quality - Non Permanent Non-permanent QA records remain active until the DOE Records Disposition Schedule cutoff. <b>Note:</b> Records are maintained in Documentum/Vital Record - Learn Database Privacy Act System of Records - DOE -28</p>



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
ADM 1.29.2.A.3	<p><b>PERSONNEL RECORDS</b> <b>ADMINISTRATIVE TRAINING RECORDS *ALL OTHER COURSES</b> Administrative training records such as description of course content, examination banks, examination cover sheets, content, attendance rosters, documentation of required performance items and course lesson plans. *For all other courses. <b>ALL OTHER COURSES Modules, exams, required reads - all other courses</b></p>	LEARN	Arrange Numerically by Course/Module and/or Subject and Date	Scanning and importing records into Documentum	Current	Fiscal Year	<p><b>Temporary.</b> Transfer to a Federal Records Center after last session. Destroy 2 years after last session.</p>	Angie Remington	Electronic	Active	<p>**Quality Records - Non Permanent Non-permanent QA records remain active until the DOE Records Disposition Schedule cutoff. <b>Note:</b> Records are maintained in Documentum/Vital Record - Learn Database Privacy Act System of Records - DOE -28</p>
ADM 1.29.2.C	<p><b>PERSONNEL RECORDS</b> <b>ADMINISTRATIVE TRAINING RECORDS *Correspondence</b> Correspondence on the establishment, administration, and availability of a course. <b>CORRESPONDENCE Correspondence pertaining to courses and Course Critique sheets</b></p>	LEARN	Arrange by date	Scanning and importing records into Documentum.	Current	Fiscal Year	<p><b>Temporary.</b> Destroy 2 years after last session. Do not transfer to a Federal Records Center.</p>	Angie Remington	Electronic	Active	Records are in Documentum



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet/ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record Holder	Medium	Record Status	Notes and/or special handling (vital record, quality record, legal hold)
ADM 1.29.2.D	PERSONNEL RECORDS ADMINISTRATIVE TRAINING RECORDS *Course Training Aids COURSE TRAINING AIDS Course training aids	X-1000	Arrange Numerically by Course/Module number	Scanning and importing records into Documentum.	Current	Event Driven	Temporary. Destroy when superseded or obsolete Do not transfer to a Federal Records Center.	Angie Remington	Electronic	Active	



Organization: Environmental Management

Approved by: Matt Miller

custodian: Nathan Banks

File location (building): (Building): X-720

Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet./ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record holder	Medium	Record status	Notes and/or special handling (vital record, quality record legal hold)
ADM 18.35.B EPI FREEZE - DO NOT DESTROY	<p><b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS</b> RECORDS THAT <b>DEMONSTRATE</b> THE CAPABILITY FOR SAFE OPERATIONS. RECORDS OF <b>ITEMS</b> Records include activities involved in the planning, design, manufacture, construction, installation, test, and operation. of equipment, structures, plants, and systems, any of which are engaged in, or part of, "operations." Included are records of initial siting and geological aspects. Records of "Items" Authorizing documents, procedures, and other records that demonstrate that control systems, materials control systems, and items that will be used in operations, have the capability for safe use. Items as used here include sites, facilities, structures, plants, materials, spent fuel, waste, machinery, equipment, and systems, or discrete parts thereof. <b>ISMS</b></p>	I drive ESH Environmental	Arranged by Facility, Project, Items, If Procedure by Number and Revision	None at this time	Current	Event Driven	<p><b>Temporary.</b> Destroy 5 years after the date of completion of task or performance of activity for which the documentation will have no future applicability for demonstrating an item's capability for safe operation. Destroy upon item's permanent removal from service, or permanent termination of the item's use, unless documentation will be applicable to a replacement item.</p>	Nathan Banks	Electronic	Active	QUALITY - LIFETIME Life of the Item

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ENV 1.D.6	<b>ADMINISTRATION ENVIRONMENTAL ADMINISTRATION REPORTS</b> AIR EMISSIONS PERMIT REPORTS These reports document effluent air monitoring activities as designated by EPA for permitted sources and equipment. The reports contain raw data to authenticate operational integrity. <b>Monthly Compliance Facility Air Emissions</b>	I drive ESH Environmental	Arranged by Facility, Date and Report Number	None at this time	Current	Fiscal Year	<b>Temporary.</b> Retire to Federal Records Center 25 years after issuance of report. Destroy 75 years after issuance of report and with the approval of the Sites General Counsel's Office.	Nathan Banks	Electronic	Active	
ENV 1.F.2	<b>ADMINISTRATION PLANNING RECORDS</b> ENVIRONMENTAL IMPLEMENTATION PLAN RECORDS These records document a framework which identifies the responsibilities for compliance management, direction, goals, and objectives with related strategies and timetables. These records are used to ensure that the facility is operated and managed in a manner that will protect, maintain and restore environmental quality and minimize potential threats to the environment and public health. These plans are submitted to the EPA for review, comment and approval. <b>Sustainability Plan/ Executable Plan/ Energy Conservation/ Environmental Management System</b>	I drive ESH Environmental	Arranged by Plan, revision date	None at this time	Current	Event Driven. Cutoff when superseded, obsolete or canceled.	<b>Temporary.</b> Destroy when 5 years old with approval from site owner.	Nathan Banks	Electronic	Active	<b>Deliverable</b>

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Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet./ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record holder	Medium	Record status	Notes and/or special handling (vital record, quality record legal hold)
ENV 1.F.3 EPI FREEZE - DO NOT DESTROY	<p><b>ADMINISTRATION PLANNING RECORDS</b>  <b>WASTE MINIMIZATION &amp; POLLUTION PREVENTION IMPLEMENTATION PLAN RECORDS</b> Records documenting the plan for implementing a Waste Minimization Program at DOE contractor sites. Information related to waste minimization is distributed to line organizations and selected groups to identify waste streams, and minimize or eliminate the toxicity and waste material at the site. Records may include, but are not limited to, correspondence, waste service center location, strategic planning, program changes, program accomplishments, findings, program support, distribution list and notes. <b>Pollution Prevention Tracking and reporting</b></p>	I drive ESH Environmental	Arranged by Plan, revision date	None at this time	Current	Event Driven. Cutoff when superseded, obsolete or canceled.	<b>Temporary.</b> Destroy when 5 years old with approval from site owner.	Nathan Banks	Electronic	Active	<p>QUALITY - NON PERMANENT  Non-permanent Records remain  active until DOE Records  Disposition Schedule cutoff  <b>Deliverable</b></p>



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet./ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record holder	Medium	Record status	Notes and/or special handling (vital record, quality record legal hold)
ENV 2.F.3.A	<p><b>REGULATORY COMPLIANCE NATIONAL ENVIRONMENTAL POLICY ACT AND RELATED LAWS DOCUMENTATION</b></p> <p><b>*CATEGORICAL EXCLUSION RECORDS A</b> categorical exclusion (CX) documents that the potential impacts to the environment are clearly insignificant and the proposed action falls within a category of actions not normally requiring an EA or an EIS. An information bulletin (IB) describes the action and identifies the appropriate CX and is prepared as a basis for a DOE decision regarding the CX. The IB usually includes a draft CX determination. Documentation includes a draft CX determination. Documentation includes the IB, environmental checklist (ECL)/action description memorandum and other records used to reach a CX determination.</p> <p><b>*Maintained by the cognizant DOE Operations Office.**National Environmental Policy Act (NEPA) impact reviews, verify compliance log, Environmental Site Evaluation Checklist</b></p>	I drive ESH Environmental	Arranged by Project/ Document and/or Date	None at this time	Current	Event Driven. Cutoff when project is completed	<b>Permanent.</b> Cutoff when project is completed. Transfer to NARA 20 years after cutoff.	Nathan Banks	Electronic	Active	Note: Required to be 400 Pixels Per Inch (PPI), Portable Document Format/Archive (PDF/A) format



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ENV 2.B.5 EPI FREEZE - DO NOT DESTROY	<b>REGULATORY COMPLIANCE SPILL/RELEASE RECORDS</b> SPILL PREVENTION CONTROL & COUNTER-MEASURES (SPCC) RECORDS Records that report all spills or releases of hazardous substances, identifying the location, type, volume, time discovered/occurred, reporting individual, effected media, corrective action taken, hazardous substance release records and other information considered necessary to document the spill, release and cleanup. <b>*Spill Prevention Control and Counter-Measures (SPCC) Records * SPCC Tank EQ EN OR 1052 form included in deliverables.</b>	I drive ESH Environmental	Arranged by Plan, Policy and/or Revision Date	None at this time	Current	Fiscal Year	<b>Temporary.</b> Destroy after 3 years	Nathan Banks	Electronic	Active	



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet./ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record holder	Medium	Record status	Notes and/or special handling (vital record, quality record legal hold)
ENV 2.C.1 EPI FREEZE - DO NOT DESTROY	<p><b>REGULATORY COMPLIANCE WASTE/ CHEMICAL INVENTORY FILES IN-USE CHEMICAL INVENTORY FILES</b> Records containing hazardous chemical inventories identifying types and amounts of chemicals currently in use, inventories of hazardous waste scheduled for transport for disposal, and radioactive and mixed waste, transuranic (TRU) waste, and high level radioactive waste.</p> <p>*Inventories of chemicals in use; chemical inventories for Superfund Amendment and Reauthorization Act of 1986 (SARA) Emergency Planning and Community Right to Know Act of 1986 (EPCRA) reporting such as Tier Two Emergency and Hazardous Chemical Inventory (commonly called 312) and Toxic Chemical Release Inventory (commonly called 313), and other regulatory agency-driven requirements.</p> <p><b>Raw data inventory monthly field data</b></p>	I drive/record/envi ronmental/Sara	Arranged by Facility, and/or Inventory Date	None at this time	Current	Fiscal Year	<b>Temporary.</b> Destroy 3 years after submittal of report. 40 CFR 372.10	Nathan Banks	Electronic	Active	Raw data/SARA/Chemical inventory roll up provided to FBP to report for the site.



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet./ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record holder	Medium	Record status	Notes and/or special handling (vital record, quality record legal hold)
ENV 2.C.2 EPI FREEZE - DO NOT DESTROY	<b>REGULATORY COMPLIANCE WASTE/CHEMICAL INVENTORY FILE STORAGE INVENTORY FILES</b> Records containing hazardous chemical inventories identifying types and amounts of chemicals currently in use, inventories of hazardous waste scheduled for transport for disposal, and radioactive and mixed waste, transuranic (TRU) waste, and high level radioactive waste. *Inventories that indicate type and amounts of hazardous wastes currently located at storage sites.	I drive ESH Environmental	Arranged by Facility, Inventory and/or Date	None at this time	Current	Event Driven	<b>Temporary.</b> Destroy after facility closes. 40 CFR 265.73	Nathan Banks	Electronic	Active	



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet./ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record holder	Medium	Record status	Notes and/or special handling (vital record, quality record legal hold)
ENV 3.B.2.C	<p><b>PERMITTING WASTE WATER DISCHARGE PERMIT RECORDS NOTICES</b> These records document the requests for permission to discharge waste water into ground water and sanitary sewers. Includes but is not limited to: discharge plans, approval letters, samples and analysis, certificate of analysis, monitoring requirements, renewal applications, chain of custody forms, permits and applications, routine storm maintenance requests, including records required by National Pollutant Discharge Elimination System (NPDES), State Waste Discharge, Injection Well and Storm water Permits. Also, includes reports required by the permits, including but not limited to, discharge monitoring reports, noncompliance notification, noncompliance reports and corrective action measures. Water may be discharged into sewers, ponds, lagoons, etc.                      *Notices to discharge surplus water records in accordance with permit compliance.                      *Maintained by the cognizant DOE Operations Office.</p>	I drive ESH Environmental	Arranged by Permit Number and Date	None at this time	Current	Event Driven	<b>Temporary.</b> Destroy 5 years after permit expires. (N1-434-98-28)	Nathan Banks	Electronic	Active	



Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet./ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record holder	Medium	Record status	Notes and/or special handling (vital record, quality record legal hold)
GRS 3.1 ITEM 020	<p><b>GENERAL TECHNOLOGY MANAGEMENT RECORDS INFORMATION TECHNOLOGY OPERATIONS AND MAINTENANCE RECORDS.</b> IT operations and Maintenance records relate to the activities associates with the operations and maintenance of the basic systems and services used to supply the agency and it's staff with access to computers and data telecommunications. Includes the activities associated with IT equipment, systems, and storage media, IT system performance testing, asset configuration management, change management and maintenance on network infrastructure. <b>INCLUDES:</b> Files identifying IT facilities and sites. Files concerning implementation of IT facility and site management. Equipment support services provided to specific sites. Reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, related correspondence. Inventories of IT assets, network circuits, and building or circuitry diagrams. Equipment control systems such as databases of barcodes affixed to IT physical assets, and tracking of (approved) personally owned devices. Requests for service. Work orders. Service histories. workload schedules. run reports. Schedules of maintenance and support activities. Problem reports and related decision documents relating to the software infrastructure of the network or system. Reports on operations. Website administration. Records to allocate charges and track payment for software and services. <b>Federal Electronics Challenge Records</b></p>	I drive ESH Environmental	<p>Arranged by Vendor and/or Date Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records. Note 2: Records needed to support contracts should be in procurement files, which are scheduled under the GRS for General Financial Management Records.</p>	None at this time	Current	Fiscal Year	<p><b>Temporary.</b> Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated, or superseded. Longer retention is authorized if required for business use.</p>	Nathan Banks	Electronic	Active	Annual deliverable submitted to EPA online.

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Disposition authority (DOE record control schedule)	Series description	Location (floor, room, office, drawer)	File Arrangement	Cubic Feet./ File Folder/ Volume	Date Range	File Cutoff	Retention Period	Record holder	Medium	Record status	Notes and/or special handling (vital record, quality record legal hold)
ADM 18.36	<p><b>SECURITY, EMERGENCY PLANNING, AND SAFETY RECORDS RECORDS THAT VERIFY THE PERFORMANCE OF SAFE OPERATIONS.</b> Records which verify that an activity was performed in accordance with applicable requirements for safe operations, but need not be retained for the working life of the individual or for the life of the item, or discrete part thereof. Items as used here include sites, facilities, structures, plans, materials, machinery, equipment, and systems. (Excluded are nuclear materials accountability records.) <b>Salt Storage Inspection Forms (X-744s)</b></p>	X-700	Arranged by Facility, Work Package/Order, Inspection and/or Date	None at this time	None at this time. Transfers in April when seasonal use has completed.	Fiscal Year	<p><b>Temporary.</b> Cut off the records at the end of the fiscal year, and destroy them 5 years after the date of the completion of the task or the completion of the performance of the activity or the action. This includes records of an individual's performance unless these records either reflect "qualifications" or performance where hazardous activities may be performed. See item 35a. Additionally, destroy upon the item's permanent removal from service or upon the permanent termination of the item's activity.</p>	Nathan Banks	Electronic/ Paper	Active	<p>QUALITY - NON PERMANENT Non-permanent Records remain active until DOE Records Disposition Schedule cutoff</p>

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