

**COMPLETE LISTING:  
DISPOSITION AUTHORITIES FROZEN UNDER  
THE EPIDEMIOLOGICAL MORATORIUM**

**MARCH 2008**

Listed below are all the disposition authorities which are under the moratorium on the destruction of health related records as of March 2008. All records scheduled under these authorities at Department of Energy (DOE) headquarters and field sites should be preserved past their normal retention periods unless an headquarters organization or a field site has obtained permission to remove records scheduled under the authority from the moratorium. Questions about the moratorium and what records should be preserved under it should be directed to Marsha Lawn on 301-903-3721 or at [Marsha.Lawn@hq.doe.gov](mailto:Marsha.Lawn@hq.doe.gov).

**ENVIRONMENTAL RECORDS SCHEDULE**

<u>Item</u>	<u>Series Title</u>
1.b (2)	Administration, Safety and Health Records, Tier Two Emergency and Hazardous Chemical Inventory Reports
1.b (3)	Administration, Safety and Health Records, Toxic Chemical Release Inventory Report
1.b (4)(b)	Administration, Safety and Health Records, Other Safety Analyses
1.b (5)(a)	Administration, Safety and Health Records, Safety and Health CERLA/RCRA Documents, Records which Notify or Support Worker Protection
1.b (5)(b)	Administration, Safety and Health Records, Safety and Health CERLA/RCRA Documents, Occupational Safety and Health Administration Records
1.d (10)(c)	Administration, Environmental Administration Reports, Waste Management Reports, Required Compliance Reports, Dumpster Violations, Dangerous Waste Reports, Decay Heat Reports
1.d (11)	Administration, Environmental Administration Reports, Reports of Noncompliance
1.f (1)	Administration, Planning Records, Environmental Monitoring Reports
1.f (3)	Administration, Planning Records, Waste Minimization and Pollution Prevention Implementation Plan Records

<u>Item</u>	<u>Series Title</u>
1.f (4)	Administration, Planning Records, Waste Stream Identification Records
1.g (5)(a)	Administration, Electronic Data Management Systems, Computer Model Radiation Calculation Records, Records which Include Methodology Calculations and Baseline Data
1.j (2)	Administration, Remediation Management Records (Other Than CERCLA Funded Cooperative Agreements), Expedited Response Action Records
2.b (1)	Regulatory Compliance, Spill/Release Records, Leak Inspection Files
2.b (2)	Regulatory Compliance, Spill/Release Records, Spill Records
2.b (3)	Regulatory Compliance, Spill/Release Records, Polychlorinated Biphenyl Spill and Cleanup Records
2.b (4)	Regulatory Compliance, Spill/Release Records, Spill and Remediation Plan Files
2.b (5)	Regulatory Compliance, Spill/Release Records, Spill Prevention Control and Counter-Measures (SPCC) Records
2.c (1)	Regulatory Compliance, Waste/Chemical Inventory Files, In-Use Chemical Inventory Files
2.c (2)	Regulatory Compliance, Waste/Chemical Inventory Files, Storage Inventory Files
2.c (3)	Regulatory Compliance, Waste/Chemical Inventory Files, Low-Level Radioactive and Mixed Waste Inventory Files
2.c (4)	Regulatory Compliance, Waste/Chemical Inventory Files, Hazardous Waste Inventory Files
2.c (5)	Regulatory Compliance, Waste/Chemical Inventory Files, Transuranic Waste Inventory Files
2.d (1)	Regulatory Compliance, Waste Generator Shipping/Transporting Waste Files, Hazardous Substance Transfer Files
2.d (2)	Regulatory Compliance, Waste Generator Shipping/Transporting Waste Files, Low-Level Radioactive Waste Management Disposal Requests and

<u>Item</u>	<u>Series Title</u>
	Shipment Records
2.d (4)	Regulatory Compliance, Waste Generator Shipping/Transporting Waste Files, Transuranic Shipment Records
2.e (1)	Regulatory Compliance, Pollution Prevention and Waste Minimization Program Records, Waste Stream Identification and/or Characterization Studies
2.j (1)	Regulatory Compliance, Underground Storage Tank Files, Tanks Subject to Excavation
2.j (2)	Regulatory Compliance, Underground Storage Tank Files, Tanks Subject to Remediation
3.b (1)(d)	Permitting, Permits, RCRA Permits, Parts A and B, Required Monitoring Data
3.b (3)(a)	Permitting, Permits, Air Emissions Permit Records, Related and Supporting Documentation for Permits
3.c	Permitting, Permit Petitions and/or Waivers
3.e	Permitting, Pesticide/Herbicide Records
4.b (4)	Monitoring, Air Monitoring Records, Monitoring Baseline Study Record
4.b (5)	Monitoring, Air Monitoring Records, Hazardous Air Pollutant Baseline Study Records
4.b (7)	Monitoring, Air Monitoring Records, Stratospheric Ozone Protection Records
4.b (8)(a)	Monitoring, Air Monitoring Records, Criteria Pollution Records, Criteria Pollutant Release Records
4.b (8)(b)	Monitoring, Air Monitoring Records, Criteria Pollutant Records, Criteria Pollutant Source Inventory
4.c	Monitoring, Meteorological Monitoring Records
6.c	Disposal/Cleanup, Waste Disposal Characterizations/Records

## ADMINISTRATIVE RECORDS SCHEDULES

### Administrative Schedule 1: Personnel

<u>Item</u>	<u>Series Title</u>
20.1a	Contractor Health Unit Control Files, If Information is Summarized etc.
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
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
29.1a	Contractor Employee Training Folders
33a	Examining and Certification Records, Delegated Agreements
33f	Examining and Certification Records, Examination Announcement Case Files

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

<u>Item</u>	<u>Series Title</u>
1a	Individual Employee Pay Record, As Maintained in an Electronic Database

1b	Individual Employee Pay Record, Federal Employee Pay Record
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>
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
- 13g 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
- 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
- 21a Reactor Operations Records, Control Room Logs
- 21b Reactor Operations Records, Shift Supervisors' Logbooks

- 21c Reactor Operations Records, Daily Operations Summary Reports
- 21d Reactor Operations Records, Reactor Temperature Control Records
- 21e Reactor Operations Records, Source Records
- 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
- 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

- 24l(1) Special Research and Reactor Materials Allocations, SS Material Shipping Form Files, DOE Copies
- 24l(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	Investigative Files
11.1b	Protection Program Records, Safety Management Records, Occurrence Reporting Records, Report Files Maintained by All Other Offices
11.1c	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.
35a	Safety Records, Records that Demonstrate the Capability for Safe Operations, Records of Individuals



- 35b 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
- 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