

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>11-330-93-7</b>	
1. FROM (Agency or establishment) Office of the Secretary of Defense		DATE RECEIVED <b>8-8-93</b>	
2. MAJOR SUBDIVISION Correspondence & Directives		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER  D. Joseph Cragg	5. TELEPHONE 703-695-0970 697-2501	DATE <b>6-9-95</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. 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 on the attached <u>3</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>8/8/93</b>	SIGNATURE OF AGENCY REPRESENTATIVE H.D. Neeley <i>[Signature]</i>	TITLE Records Administrator	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	204-10 Safety and Occupational Health Office Files. (See attached pages)		

**204-10 Safety and Occupational Health Office Files.** These files accumulate in the Safety and Occupational Health Office of the Directorate for Real Estate and Facilities, WHS, which is responsible for providing safety and health, industrial hygiene, and environmental protection regulation compliance support to all RE&F-owned and -leased facilities in the National Capital Region. The disposition of these files is governed by Parts 1904 & 1910, 29 CFR.

1. Summary of Injuries and Illnesses (OSHA Form 200).

(Covered under existing authority)

2. Material Safety Data Sheets (OSHA Form 174 or authorized variants). These forms contain descriptions, chemical analyses, and other data (toxicological and health reports, disposal instructions, emergency first aid instructions, handling precautions, etc.) on substances and agents which are potential health and safety hazards in the workplace.

Disposition: COFF at the end of the CY & retire to the WNRC; destroy <sup>75</sup>30 years after COFF (29 CFR 1910.20(d), II (B)).

3. Environmental Files.

a. Asbestos. These files consist of inspection reports, assessments (microscopic analysis and lab reports) pertaining to asbestos abatement in RE&F-owned or -controlled facilities. Also included is general information on the asbestos abatement program, lists of asbestos managers by facility, and general correspondence.

b. Industrial Hygiene. These files contain but are not limited to such documents as indoor air quality surveys (IAQ), industrial hygiene evaluations, special fire protection surveys, fire safety inspection reports, microwave oven leak surveys, underground storage tank (UST) tests, radon test results, pest control reports and other tests, surveys, inspections, and reports pertaining to environmental health and safety programs throughout RE&F-owned and -controlled facilities.

Disposition: COFF when 5 years old and retire to WNRC.  
Destroy <sup>75</sup>30 years <sup>after COFF.</sup> (29CFR 1910.20 (2)ii(B)).

4. Pentagon Building Daily Reports File. This file consists of cover sheets and handwritten "Watchdog" Reports prepared by industrial hygienists documenting results of general building condition air-quality surveys conducted throughout the Pentagon Building on a daily basis.

Disposition: COFF annually. Hold in the current files for 2 years after COFF and retire to WNRC. Destroy <sup>75</sup>30 years after COFF (29 CFR 1910.20(d)ii).