

Request for Records Disposition Authority

Records Schedule Number DAA-0095-2018-0051
 Schedule Status Approved

Agency or Establishment Forest Service
 Record Group / Scheduling Group Records of the Forest Service
 Records Schedule applies to Agency-wide
 Schedule Subject Safety and Health Program Administration
 Internal agency concurrences will be provided No

Background Information The Safety and Occupational Health program includes safety and health in the planning and execution of our daily business to ensure our employees are provided with working environments that enhance their ability to accomplish the Forest Service mission.

The eSafety program replaces the SHIPS program as the main electronic system for recording and managing safety accidents/incidents and must be used to record each accident/incident where an injury is incurred (regardless of severity). Such safety accidents/incidents include all motor vehicle accidents, specialized equipment accidents, other Agency equipment accidents, and all near misses. The eSafety system maintains records of these events and provides statistical information on incident records. The eSafety system is scheduled as temporary under GRS 5.6, item 100 (DAA-GRS-2017-0006-0013).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0095-2018-0051

Sequence Number	
1	Safety and Health Program Administration Disposition Authority Number: DAA-0095-2018-0051-0001

Records Schedule Items

Sequence Number		
1	<p>Safety and Health Program Administration</p> <p>Disposition Authority Number DAA-0095-2018-0051-0001</p> <p>Records include action plans for implementation of safety program goals and objectives, minutes and/or correspondence from the National Safety and Health Council and correspondence to field offices produced with the prevention of violence in the workplace program. Records also include correspondence relating to the implementation of the eSafety program and the program evaluations throughout offices in the Agency.</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? No</p>	
	Manual Citation	Manual Title
	FSH 6209.11, Chapter 40, Filecode 6710	Forest Service Records Management Handbook
	<p>GRS or Superseded Authority Citation N1-95-10-008 / 25 N1-95-10-010 / 144</p> <p>Disposition Instruction</p> <p>Cutoff Instruction End of fiscal year.</p> <p>Retention Period Destroy 5 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	

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
04/17/2018	Certify	Monica McGee	Records Officer	Forest Service - WO - ORMS - CRM
06/11/2019	Submit for Concurrency	Carla Simms	Archives Specialist	National Archives and Records Administration - Records Management Operations
06/13/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/17/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/18/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist