

REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See Instructions on reverse)

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JOB #

NI-310-89-1

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

7/26/89

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
U.S. Department of Agriculture

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION
Agricultural Research Service

4 NAME OF PERSON WITH WHOM TO CONFER
General Services Division, Information Systems Staff

5 TELEPHONE EXT

436-7438

DATE

7/13/89

ARCHIVIST OF THE UNITED STATES

[Signature]

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 6 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 7/5/89	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Allen L. Lundberg</i>	D TITLE Management Analyst
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p><u>Safety and Health</u> - This Item supersedes Item 77 a-f of Job No. C1-310-80-2</p> <p>a. <u>Occupational Health Maintenance Program (OHMP)</u> Occupational medical records pertaining to the health maintenance of employees potentially exposed to toxic substances in the workplace.</p> <p>(1) ARS-182A OHMP Privacy Act Notification</p> <p>Physicians, Medical Clinics, Health Units, or Servicing Personnel Office (SPO)</p> <p>Retain for the duration of employment. Keep in a locked metal cabinet. For transferred or separated employees see instructions for medical records retained in Employee Medical Folder (EMF) in Item 2 of this Schedule.</p> <p>(2) ARS-182B OHMP Enrollment</p> <p>Physicians, Medical Clinics, Health Units, or SPO</p> <p>Record copy will be maintained with Medical Records identified in (1) above.</p>	NC1-310-80-2 Item 77a	

115-108 *Copies sent to agency, NCF 12/18/89*

NSN 7540-00-634-4064

7.
ITEM
NO

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(3) ARS-182C OHMP Occupational/Medical Questionnaire

Physicians, Medical Clinics, Health Units, or SPO Record copy will be maintained with Medical Records identified in (1) above.

(4) ARS-182D OHMP Physical Examination Form

Physicians, Medical Clinics, Health Units, or SPO Record copy will be maintained with Medical Records identified in (1) above.

b. Safety and Health Inspections. Records include ARS Safety Inspection Checklists, safety, health, environmental and fire prevention/protection reports, related correspondence, Inspection Program plans, notices of hazardous or unsafe conditions, including reports by employees concerning unsafe conditions.

All Offices: Destroy 5 years following end of calendar year

c. Accident and Illness Reporting, Investigating, and Analysis Records

(1) CA-1, Report of Injury, and CA-2, Report of Illness

(a) Servicing Personnel Office: File one copy on right side of Official Personnel Folder

(b) Other Offices: Destroy 5 years following the end of calendar year to which they apply.

NC1-310-80-2
Item 77b

NC1-310-80-2
Item 77c
GRS 1
Item 31

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(2) Other records pertaining to accident and illness reporting, including reports of accidents, investigations regular, periodic, and follow-up reports, not covered elsewhere in this Schedule.

All Offices: Destroy 5 years following the end of calendar year to which they apply.

d. Safety Committees. Files consist of minutes of meetings, and related correspondence.

NC1-310-80-2
Item 77

All Offices: Destroy when 5 years old.

e. Annual Report on Occupational Safety and Health, summarizing training and promotional activities, employee involvement, reporting procedures, goals, etc. Includes Inspection Monitoring Record.

NC1-310-80-2
Item 77e

All Offices: Destroy when 5 years old.

f. Employee Exposure Records: Environmental monitoring records including personal, area, grab, wipe, or other form of sampling to assess the exposure of employees to toxic substances or harmful physical agents; biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems; and Material Safety Data Sheets (MSDS).

All Offices: Destroy when 30 years old.

NOTE: MSDS need not be retained for 30 years provided a record of the substance identity, location, and period of use is retained for 30 years.

g. Safety and Health Correspondence Files. Correspondence, reports, and related material pertaining to the Safety and Health Program, not covered elsewhere in this Schedule.

NC1-310-80-2
Item 77f

All Offices: Destroy when 5 years old.

NOTE: Also see Radiological Safety, Job No. NC1-310-80-2, Item No.132, and Motor Vehicles, Job No. NC1-310-88-2, Item 62, and GRS 10,Item 5.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN ONLY
1	<p><u>Employee Medical Folder</u> - This Item supersedes Item No. 78b of Job No. NC1-310-80-2. Item Nos. 78 a,c, and d are unchanged.</p>		
	<p><u>Employee Medical Folder (EMF)</u> containing long term medical records as defined in the Federal Personnel Manual (FPM), Chapter 293</p>	<p>NC1-310-80-2 Item 78b GRS-1 Item 21</p>	
	<p>a. Transferred employee. Health Unit or SPO See FPM for instructions.</p>		
2	<p>b. Separated employee. Health Unit or SPO Transfer to National Personnel Records Center (NPRC), St. Louis, MO., 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later.</p>		
	<p>c. Temporary or short-term records as defined in the FPM. Health Unit or SPO Destroy 1 year after separation or transfer of employee.</p>		
	<p>d. Individual Employee Health Case Files created prior to establishment of EMF system that have been retired to an FRC. Destroy 60 Years after retirement to FRC.</p>		
	<p>[NOTE: Medical Records in the EMF will be kept separate from the Official Personnel File.]</p>		
3	<p><u>Employee Assistance Program</u> - This supersedes Item No. 85 c of Job No. NC1-310-80-2. Item Nos. 85 a and b are unchanged.</p>		

7. ITEM NO.	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
3	<p><u>Employee Assistance Program</u> Developed to find solutions to personal problems that effect work performance and behavior, and to assist supervisors in dealing with troubled employees. Under this program, advisory and referral service is provided to help with problems, such as alcoholism, drug abuse, emotional or financial difficulties, legal entanglements, family or other personal problems. Files consist of:</p> <p>(1) Records relating to documentation of visits, including Release of Client Information; Initial Interview; Treatment Plan; Case Notes; Progress Report and similar records.</p> <p>Counselors: Destroy case file 3 years after case is closed. Files should be shredded or torn into small pieces.</p> <p>NOTE: These files are maintained in confidential files seperate from the Official Personnel File and Employee Medical Folder.</p> <p>(2) Annual and Semiannual Reports, with related statistical data, pertaining to participation in the Program, such as Case Numbers; date of entry into the Program; category of problem; age, sex, race, occupational category of client; outcome, and date case closed.</p> <p>Program Coordinators and Counselors: Destroy when 5 years old.</p>	<p>NC1-310-80-2 Item 85c</p>	

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4	<p><u>Pollution Abatement</u> This supersedes Item No. 89 a and b of Job No. NC1-310-80-2.</p> <p><u>Pollution Abatement.</u> Records relating to pollution abatement at ARS facilities. Correspondence, Pollution Control Plans, and reports including hazardous waste disposal records and manifests, waste analysis plans, well/ground/air sample reports, contingency plans, land disposal records, local, state, federal decisions, Environmental Impact Statements, Environmental Assessments, Preliminary Assessments, site investigations, etc., and National Environmental Policy Act documents.</p> <p>All Offices: Retain for 30 years. Records will be evaluated when 30 years old by competent Agency Safety and Health Program personnel. Records retained beyond 30 years will be re-evaluated every 10 years thereafter and destroyed as soon as the above-mentioned Agency personnel determine that the records no longer have value to the Safety and Health Program or the Agency.</p>	NC1-310-80-2 Item 89a&b	