

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-462-05-7	
1. FROM (Agency or establishment) United States Department of Agriculture		DATE RECEIVED	
2. MAJOR SUBDIVISION Food Safety Inspection Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Sherri D. Rardon	5. TELEPHONE 202-205-0230	DATE 10/16/07	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 11/8/07	SIGNATURE OF AGENCY REPRESENTATIVE Bobby L. Byrd <i>[Signature]</i>	TITLE CHIEF IMAB, ASD	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Records Requirements of the Administrative Services Division, Environmental, Health and Safety Branch, FSIS, USDA. These records are covered under 29 CFR 1910 and 29 CFR 1960. They cover health and safety records held in headquarters and district offices, laboratories, maintained in official meat and egg product establishments. These records cover such items as lockout/tagout procedures and reports on radiation exposure, industrial hygiene surveys, and workplace inspections. Health and safety records are an integral part of agency business in assuring FSIS personnel work in a safe and healthful environment in accordance with OSHA and other USDA regulations.		

10/15/07 copies sent to agency, NARA, NR

**USDA,
Food Safety and Inspection Service
Environmental, Health and Safety Branch**

N1-462-05-7, Emergency Planning Records

Item 1. Emergency Occupant Plan

Case files and maps accumulated on emergency evaluations and written procedures posted in all agency space including establishments in a conspicuous location such as the U.S. Department of Agriculture bulletin boards.

Record Copy: Emergency Occupant Plan

TEMPORARY. Cut off the current plan at the end of the fiscal year in which a new plan is issued. Destroy when 3 FYs old

Item 2. Lockout and Tagout Procedures

Written procedures in each establishment used to lockout or tag out equipment when performing pre-operational processing verification inspection or verification of pre-operation or operational action. The procedures are implemented to insure no equipment or other mechanical devices are energized. Verification of lockout tag out training is sent to the district office each year.

Record Copy: Cooperative agreement for Lockout Tag out Procedures. Each should be filed in an Agency Government Office.

Temporary: Cut off current plan at the end of the fiscal year in which a new plan is issued. Destroy when 5 years old.

Item 3. Report of Alleged Safety or Health Hazard

Form completed to report alleged health or safety hazard at the Food Safety and Inspection Service (FSIS) work places. Forms completed when inspection or investigation reveals a hazard.

Temporary: Cut off when one year old. Destroy 5 years after cases closes.

Item 4. Air Contaminants Monitoring Exposure

Air contaminants monitoring exposures reports used to determine exposure to air contaminants and filed by affiliated employee.

Temporary. Destroy when employee separates from Federal Service plus 30 years.

Item 5. Industrial Hygiene Survey

A report on industrial hygiene conducted by the agency on such issues as occupation exposure to potential health hazards in the workplace. Includes federal and leased facilities as well as approved official establishments of meat, poultry and egg products plants. Also included are reports and any attachments such as tables and statistical information.

Temporary: Cut off at the end of the fiscal year, hold for 5 years, and retire to the FRC. Destroy when 30 years old

Hearing Conservation Program

Program copy consists of noise exposure record audiograms and employees training.

Item 6. Noise Monitoring Case Files.

Records include case files on monitoring noise levels, hearing protections, and training on the effects of noise and the selection, use, fit, and are of hearing protectors.

Record Copy: Temporary. Destroy when 3 years old

~~**Item 7. Audiogram Testing.**~~

~~Record Copy: **Temporary.** Audiogram is maintained in employee's medical folder and is disposed of in accordance with **GRS 1, item 21a(1).**~~

Item 8. Hazard Communication Program

Implemented at all work locations including approved meat and poultry establishments and agency laboratories where employees risk exposure to hazardous chemicals. The program consists of all hazardous chemical Material Safety Data Sheets (MSDS) and training. (MSDS are descriptions supplied by the manufacturer of a hazardous chemical on proper handling methods so not to cause injury.)

Temporary: Destroy Material Safety Data Sheets when chemical is no longer used at work location or when superseded or obsolete.

Item 9. Log of Reported Unsafe or Unhealthful Working Conditions.

A log of occupational injuries and illnesses due to unsafe or un-healthy working conditions in the workplace.

Record Copy: Yearly totals of all injuries and illnesses must be posted in each workplace within 45 days of the closed of the fiscal year. Post log for 45 days.

Temporary. Cut off when 1 year old. Destroy when 5 years old in 5 year blocks.

Item 10. Safety and Workplace Inspections

All workplaces must be inspected at least once annually.

Temporary: Cut off 1 FY from the date a new inspection is completed. Destroy when 5 years old.