

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Animal and Plant Health Inspection Service

2. MAJOR SUBDIVISION
Management Services Division

3. MINOR SUBDIVISION
Document Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Gregory A. Ramsey

5. TELEPHONE
301-436-8215

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-463-93-1

DATE RECEIVED
4-6-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE **5-1-95** ARCHIVIST OF THE UNITED STATES
Candy Henderson

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 1 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,

is not required; is attached; or has been requested.

DATE **2/4/93** SIGNATURE OF AGENCY REPRESENTATIVE *Gregory A. Ramsey* TITLE **Support Services Supervisor
Records Officer**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><i>The following is new submission to the Personnel section of the current APHIS Records Management Handbook, Administrative Disposal-Retention Schedule.</i></p> <p>MEDICAL MONITORING RECORDS</p> <p>General correspondence and material relating to medical monitoring records maintained on employees exposed to toxic substances or harmful physical agents. Records include the following forms:</p> <p>APHIS form 29 - Request for Monitoring</p> <p>APHIS form 88 - Report of Physical</p> <p>ARC form 182c(8/82) Medical History</p> <p>Case file by name of employee.</p>		

Copies sent to agency, NCF 5/16/95

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
-------------	---	-----------------------------------	----------------------------------

a.	<p>Originating office: Forward to official Agency personnel division. Retire to FRC when employee separates from service. Destroy 30 ⁷⁵ years after separation of employment. (see 29 CFR ch. XVII (7-1-91 Edition) 1910.20)</p>		
b.	<p>All other offices: Destroy 5 years after employee separates from the agency.</p>		