

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-7</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/30/07</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Russ Cole	5 TELEPHONE NUMBER (301) 734-3253	DATE <i>19 Sept 07</i>	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 _____ page(s) are not needed now for the business for 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE July 30, 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE GIPSA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>All items on this schedule are media neutral per conversation with the agency on 1/11/11 WWK</i>		

SAFETY, HEALTH, ENVIRONMENT, AND SECURITY (SAF)

General material relating to GIPSA's safety and health program, health benefits, medical facilities, safety management, accidents, alcohol/drug programs, building and personal security, emergency preparedness, employee assistance program, environment and energy, evacuation plans, material safety data sheets, medical surveillance/physicals, personal injury, pollution control and hazardous waste, and safety inspections

Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies.

1. SAFETY MANAGEMENT

Case files of internal investigations relating to safety, health, environment, and energy. Includes assessment materials, notifications, training, final reports, and trending information.

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which investigation is closed. Destroy 5 years after cut off or whenever no longer needed for business purposes, whichever is later.

2. POLICY

Directives instructing employees on complying with health and safety regulations.

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which the directive becomes inactive or superseded. Delete or destroy 5 years after cut off.

3. EMPLOYEE ASSISTANCE PROGRAM

Agreements with external organizations to provide counseling and assistance to employees experiencing difficulty. Also includes copies of bills.

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which agreement

is inactive Delete or destroy 2 years after cut off

4. EVACUATION PLANS

Evacuation plans developed based on guidance from the Department posted at various workplace locations

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which plan is superseded or obsolete Destroy immediately after cut off

5. MATERIAL SAFETY DATA SHEETS

Records compiled on chemicals used in the workplace detailing risks and attributes of each chemical

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which data sheet is created Destroy 5 years after cut off

6. POLLUTION CONTROL AND HAZARDOUS WASTE

Case files documenting chemical inventories, hazardous waste generation reports, and citations from regulating agencies

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which the case files is created Destroy 3 years after cut off

7. WORKPLACE VIOLENCE

Case files of investigations into incidents of workplace violence, including investigation reports, statements, notifications, complaints, initial reports, final reports, and assessments

Disposition Temporary

Recordkeeping Copies Cut off at the end of the fiscal year in which investigation is resolved Destroy 5 years after all involved parties leave the agency