

Request for Records Disposition Authority

Records Schedule Number **DAA-0361-2014-0007**
Schedule Status **Approved**

Agency or Establishment **Defense Logistics Agency**
Record Group / Scheduling Group **Records of the Defense Logistics Agency**
Records Schedule applies to **Agency-wide**
Schedule Subject **Confined Space Entry Permit**
Internal agency concurrences will be provided **No**

Background Information **Confined Space Entry Permit – Is a written and approved certification that verifies pre-entry measures were completed to ensure that a space is safe for entry of personnel to perform inspections, maintenance, or other assigned work. Each permit documents compliance with the Occupational Safety & Health Administration (OSHA) requirements including the identification of all the required data elements in accordance with 29 CFR 1910.146.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0361-2014-0007

Sequence Number

1

Confined Space Entry Permit

Disposition Authority Number: DAA-0361-2014-0007-0001

Records Schedule Items

Sequence Number						
1	<p data-bbox="1692 383 1726 784">Confined Space Entry Permit</p> <p data-bbox="1642 383 1677 1164">Disposition Authority Number DAA-0361-2014-0007-0001</p> <p data-bbox="1405 383 1621 1495">Confined Space Entry Permit – Is a written and approved certification that verifies pre-entry measures were completed to ensure that a space is safe for entry of personnel to perform inspections, maintenance, or other assigned work. Each permit documents compliance with the Occupational Safety & Health Administration (OSHA) requirements including the identification of all the required data elements in accordance with 29 CFR 1910.146.</p> <p data-bbox="1353 383 1384 938">Final Disposition Temporary</p> <p data-bbox="1302 383 1332 872">Item Status Active</p> <p data-bbox="1250 383 1280 842">Is this item media neutral? Yes</p> <p data-bbox="1108 383 1228 829">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <table border="1" data-bbox="968 383 1071 1528"> <thead> <tr> <th data-bbox="1032 383 1062 581">Manual Citation</th> <th data-bbox="1032 961 1062 1103">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="978 383 1015 895">160.70 Confined Space Entry Permit</td> <td data-bbox="978 961 1015 1440">DLA Records Disposition Schedule</td> </tr> </tbody> </table> <p data-bbox="886 383 918 690">Disposition Instruction</p> <p data-bbox="830 383 862 1305">Cutoff Instruction CUTOFF after permit expires/cancels.</p> <p data-bbox="780 383 810 1511">Retention Period The DLA component Office of Primary Responsibility (OPR) will retain the official record copy of the Confined Space Entry Permit. (CUTOFF after permit expires/cancels. Destroy after completion of the annual review of the permit space program). NOTE: If a hazard/accident to personnel or equipment were encountered during a Confined Space Entry, the DLA component OPR will retain the official record copy of the Confined Space Entry Permit with the associated Mishap Report.</p> <p data-bbox="375 383 407 687">Additional Information</p> <p data-bbox="319 383 351 971">GAO Approval Not Required</p>		Manual Citation	Manual Title	160.70 Confined Space Entry Permit	DLA Records Disposition Schedule
Manual Citation	Manual Title					
160.70 Confined Space Entry Permit	DLA Records Disposition Schedule					

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
06/02/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
08/26/2014	Submit for Concur rence	David Weber	for	National Archives and Records Administration - Records Management Services
09/03/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
09/03/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
09/04/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist