

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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
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1
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Confined Space Entry Permit
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Disposition Authority Number: DAA-0361-2014-0007-0001
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Records Schedule Items

Sequence Number					
1	<p><b>Confined Space Entry Permit</b></p> <p>Disposition Authority Number      DAA-0361-2014-0007-0001</p> <p><b>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 &amp; Health Administration (OSHA) requirements including the identification of all the required data elements in accordance with 29 CFR 1910.146.</b></p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Active</p> <p>Is this item media neutral?            Yes</p> <p>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" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>160.70 Confined Space Entry Permit</td> <td>DLA Records Disposition Schedule</td> </tr> </table> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      CUTOFF after permit expires/cancels.</p> <p>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><b>Additional Information</b></p> <p>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