REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. N1-361-91-15

DATE RECEIVED 7-10-91

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM *(Agency or establishment)*
Defense Logistics Agency

2. MAJOR SUBDIVISION
Staff Director, Administration

3. MINOR SUBDIVISION
Planning & Resource Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Allen Easterly

5. TELEPHONE EXT.
274-6234

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal; the signature of the Archivist is not required.

DATE 10/24/91

ARCHIVIST OF THE UNITED STATES Claudine Weiher

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
4 Jun 91	Preston B. Speed PRESTON B. SPEED	Chief, Administrative Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN *(NARS USE ONLY)*
	The enclosed is a revision of the records disposition schedule for our Health and Safety Office. This revision will supersede the 370, 380, and 390 series of our Files Maintenance and Disposition Manual (DLAM 5015.1).		

MASS DATA CHANGE SHEET NOT REQUIRED

160 SAFETY AND HEALTH. Relates to development and managing programs that assure safe working conditions and to activities that promote the health of employees and others.

160.01 Safety and Health Program Files. Documents related to the formulation, management, administration and execution of individual Safety and Health programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. *(Destroy 2 years after termination of program effort, or when no longer required, whichever is sooner.)* — NEW

160.02 Safety and Health Correspondence Files. Documents providing general direction, staff guidance and reporting in the management and administration of Safety and Health matters including interpretations and decisions on applicability, requests for waivers and exception, data calls and periodic reporting, and similar documents not covered elsewhere. — DLAM 5015.1, 370.01

a. *HQ DLA* - *Destroy after 2 years.*

b. *Other Activities* - *Destroy after 1 year.*

160.20 Safety and Health Case Files. Safety Program Report, mishap reports, accident analysis reports, other similar reports, printouts, and related backup materials used to investigate, record and report hazards and accidents involving Government personnel, vehicles and facilities, and recommend action to prevent recurrences. (Contract Administration/Quality functions also see 770.90, Contractor Mishaps.) *(Destroy after 5 years.)* — DLAM 5015.1, 370.20

160.40 Hazard Report File. Program Safety Reports, annual OSHA reports, personnel strength listings, quarterly reports, logs, correspondence, notes and related backup materials used to identify hazardous conditions and recommend corrective actions. *(Destroy after 3 years.)* — DLAM 5015.1, 370.10

160.60 Survey and Inspection Files. Reports and inspections of facilities, conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents. (Contract Administration/Quality functions also see 770.80, Contract and Specialized Safety Surveys.) *(Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.)* GRS 18/9. — DLAM 5015.1, 370.25

~~**160.80 Informational Materials.** General information on topics such as blood pressure, cholesterol, etc., used to promote safety, health and medical programs. *(Destroy when 3 years old, or when superseded, obsolete, or no longer needed, whichever is sooner.)*~~ — ~~NEW~~ Non-record