

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Dec 10/1/79*

LEAVE BLANK

JOB NO.  
NC1-361-80-1

DATE RECEIVED  
10-1-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*10-23-79* *Walter M. Stender*  
Date *acting* Archivist of the United States

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  
Administrative Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Ms. Anne Nicewicz

5. TEL EXT  
274-6234

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>26 SEP 79</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> PETER I. TOMAI	E. TITLE Chief, Records Management Branch Administrative Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<u>Industrial Hygiene Survey Reports (380.40)</u>  Reports of the data and results of surveys conducted to evaluate employee exposures to workplace health hazards, such as noise, toxic chemicals, radiation, etc.  Destroy after 40 years.		<i>1 item</i>

*Copy to  
All FRCS, NNG  
Agency, 10-30-79  
JE*

## BACKGROUND INFORMATION

These files contain documents pertaining to employee occupational health hazards.

These files are maintained in DLA field activities. A new file number is required for data relative to employee occupational health hazards. There is a recognized need to retain such data in order to determine the long range effects of health hazardous agents. This data is vital in establishing an employee's long term exposure to such agents in the adjudication of Workman's Compensation claims. The retention of environmental monitoring data is in compliance with the Occupational Safety and Health Act (OSHA) health standards provisions. OSHA has established the requirements for the retention of such records for up to 40 years.

Current disposition standard: None

Recommended standard: Destroy after 40 years.

These records are not covered in the GRS.