

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

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  
Resources Management Division

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

5. TEL. EXT  
274-6234

|  |  |
|--|--|
| LEAVE BLANK  |  |
| JOB NO<br><b>NCI-361-82-1</b>  |  |
| DATE RECEIVED<br><b>November 13, 1981</b>  |  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |  |
| <b>2-13-82</b><br>Date   | <i>[Signature]</i><br>Archivist of the United States |

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.

A Request for immediate disposal.

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

|                      |   |  |
|----------------------|---|--|
| C. DATE<br>10 Nov 81 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i><br>PRESTON B. SPEED | E. TITLE<br>Chief, Administrative Management Branch<br>Resources Management Division |
|----------------------|---|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO.  | 10. ACTION TAKEN |
|------------|---|---|------------------|
| 1          | <p><u>Civilian Employee Health Case Files (380.20)</u></p> <p>Forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all other treatment received in health units. Included are industrial hygiene consultations, laboratory and X-ray findings, reports of pulmonary function tests, audiograms, records of exposure to physical and chemical hazards, clinical record cover sheets or equivalent. (<u>Excluding</u> pre-employment physical examinations and disability retirement, and fitness for duty examinations which are filed in the OPF upon separation of employee (Reference: FPMS 293-31).</p> <p>a. On transfer of an employee, the personnel office will collect the file and forward it with the Official Personnel Folder.</p> <p>b. On separation of an employee from the Federal Service, retire records to the National Personnel Records Center (Civilian Personnel Records) at the end of the calendar year. Destroy <del>XXXX</del> 30 years <del>XXXX</del> later (See Note).</p> | <p>NOTE: Longer retention periods may be required by Regulatory Agencies such as OSHA, Nuclear Regulatory Commission (CFR Title 10, Part 20), and EPA. In this event a new SF115 must be submitted.</p> |                  |

115-107 Changes made with agency concurrence, 11-23-81.

*Closed out: 3-18-82: R.P.D. Copy to OAC-C, Agency & NARS*