REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
Defense Commissary Agency

2. MAJOR SUB DIVISION  
Directorate of Operations

3. MINOR SUBDIVISION  
Records Management

4. NAME OF PERSON WITH WHOM TO CONFER  
Carol Chambliss

5. TELEPHONE  
(804) 734-8841

6. 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 on the attached page(s) are not needed now 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☐ is not required  
☐ is attached; or  
☐ has been requested.

DATE  
05-09-2007

SIGNATURE OF AGENCY REPRESENTATIVE  
Carol Chambliss

TITLE  
Records Officer DeCA East

7. ITEM NO.  
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
9. GRS OR SUPERSEDED JOB CITATION  
10. ACTION TAKEN

<table>
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<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
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<td>1</td>
<td>30-17a General Safety Correspondence</td>
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<td>2</td>
<td>30-17f Safety Survey and Visits Files</td>
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<td>30-18f Critical Infrastructure Protection (CIP)</td>
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<td>4</td>
<td>30-18m Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRNE) Files</td>
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Agency withdrew 2 Items, e-mail to mialgee 7/10/07

LEAVE BLANK (NARA use only)

JOB NUMBER  
AI1-500-07-10

DATE RECEIVED  
5/11/07

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

FORM DESIGNED BY ADobe Form Client Designer 5.0

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228
SAFETY & SECURITY FILES
30 Series
050907N

30-1 thru 30-16 Reserved.

30-17 SAFETY. Relates to the program to reduce frequency and severity of accidental injuries to civilian and military personnel, contractor employees, and other personnel on the premises of DeCA or performing assignments incident to DeCA operations. Also relates to accidental damage to vehicles, equipment, merchandise and property. All items in this series are considered "Media Neutral."

Note: items in this schedule with a disposition of "UNSCHEDULED" can not be destroyed until approval is announced.

30-17a GENERAL SAFETY CORRESPONDENCE.

(1) General correspondence relating to safety that cannot logically be filed with the detailed records.

Disposition:
Unscheduled
COFF: end of FY
DEST: in CFA after 2 years

(2) Documents relating to safety that are received for information only, on which no action is required:

Disposition:
DEST: when no longer needed for current operations

30-17f SAFETY SURVEY AND VISITS FILES. Information relating to surveys/visits made by HQ DeCA, Region DeCA, Installation-Level, Dept of Labor OSHA personnel or in-house store safety representatives to evaluate the effectiveness of safety programs, safety standards and procedures; to conduct training; review accident experience; etc. Included are program evaluations (e.g., Safety Program Assistance and Review (SPAR)), site survey/visit reports, spot inspection logs, safety inspection reports, notice of unsafe or unhealthful working conditions (DeCAF 30-68), record of changes made as a result of the survey findings, personal protective equipment workplace hazard assessment surveys, job hazard analysis, and similar information.

Disposition:
Unscheduled
COFF: when case closes
DEST: 5 years after case closing—Destroy when 5 years old.
30-18 CRITICAL INFRASTRUCTURE PROTECTION (CIP). Documents relating to the preparation, conduct and follow-up analysis of formal and informal assessments, training and awareness instruction designed to acquaint individuals with the objectives, principals and methods of CIP programs and to maintain a sense of CIP awareness among military and civilian personnel assigned to DeCA.

Disposition:
Unscheduled
COFF: when superseded
DEST: after 3 years after COFF

30-18m CHEMICAL, BIOLOGICAL, RADILOGICAL, NUCLEAR AND HIGH YIELD EXPLOSIVES (CBRNE) FILES. Documents relating to the preparation, conduct and follow-up analysis of formal and informal assessments, training and awareness instruction designed to acquaint individuals with the objectives, principals and methods of CBRNE programs and to maintain a sense of CBRNE awareness among military and civilian personnel assigned to DeCA.

Disposition:
Unscheduled
COFF: when superseded
DEST: after 3 years after COFF