

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-506-07-10</i>	
1. FROM (Agency or establishment) Defense Commissary Agency		DATE RECEIVED <i>5/11/07</i>	
2. MAJOR SUB DIVISION Directorate of Operations		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management			
4. NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss			
5. TELEPHONE (804) 734-8841		DATE <i>6/18/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</i>
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 05-09-2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i>	TITLE Records Officer DeCA East	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	30-17a General Safety Correspondence		
2.	30-17f Safety Survey and Visits Files		
3.	30-18l Critical Infrastructure Protection (CIP)		
4.	30-18m Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRNE) Files		<i>Agency withdrew these 2 items, e-mail to mdaynes 7/10/07</i>

SA 10/16/07 copies sent to Agency, NWMW, NR

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:~~

. Non-record

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.

*Agency records officer, Carol Chambliss
Amended item in e-mail, 7/3/07,
to Mary Haynes.*

SAFETY & SECURITY FILES

30 Series

050907N

~~30-18i **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, RADIOLOGICAL, 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

Agency
withdrew
these 2 items
e-mail
7/10/07 DeCA
Records officer to
M Nagro