

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER **NI-537-01-4**

DATE RECEIVED **9/25/01**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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

1. FROM (Agency or establishment)  
NATIONAL IMAGERY AND MAPPING AGENCY (NIMA)

2. MAJOR SUBDIVISION  
INFORMATION SERVICES DIRECTORATE

3. MINOR SUBDIVISION  
b(3)

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE  
b(3)

DATE.. ARCHIVIST OF THE UNITED STATES  
**3-8-02 [Signature]**

## 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 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, 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
12 Sep 01	b(3)	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The National Imagery and Mapping Agency (NIMA) submits Series 900, Safety, Health and Environment Files, for approval by the Archivist of the United States.</p> <p>Disposition instructions in the General Records Schedule (GRS) have been applied to these records where possible.</p> <p>The attached 900 series (Enclosure 1) has been coordinated with NIMA General Counsel, Inspector General Offices, Human Resource Office and other offices administering these programs.</p>		

SA 3/10/02 sent copy to agency & NARA

## 900 Series - Safety, Health and Environment

Offices responsible for medical, industrial hygiene, safety, protection of the environment, fire prevention, and related functions will use this series to identify, maintain, and dispose of records documenting their mission. This file series covers:

901 - General Medical and Health

902 - Industrial Hygiene

903 Safety Program

904 - Fire Prevention

905 - Environmental Protection

### 901 Series - GENERAL MEDICAL AND HEALTH FILES

These files relate to the administration of medical and health programs (not specifically covered in 613 Employee Work/Life Program Files or 614 Injury Compensation Files or elsewhere in the NIMA Records Schedule).

Series	Type of File	Disposition
901-01	<b>HEALTH AND MEDICAL SERVICES ADMINISTRATION</b> Data regarding health and medical matters of a general nature or relating to the administration of dispensaries or other medical treatment facilities.	
	a. Recordkeeping copies (paper, electronic, or both).	a. <b>TEMPORARY</b> Destroy/delete when 3 years old or when superseded or obsolete.
	b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	b. <b>TEMPORARY</b> Delete within 180 days after recordkeeping copy has been produced.

901-02

**HEALTH UNIT CONTROL FILES**

Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, or health facilities.

a. Recordkeeping copies (paper, electronic, or both).

(1) If information is summarized on a statistical report.

(1) **TEMPORARY** GRS 1/20a

(2) If information is not summarized.

(2) **TEMPORARY** GRS 1/20b

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

b. **TEMPORARY** GRS 1/43

901-03

**CLINIC OPERATION FILES**

Files include medical policies, operation policy, standing orders, bloodborne pathogen program and similar operational programs.

a. Recordkeeping copies (paper, electronic, or both)

a. **TEMPORARY** Destroy/delete when superseded, obsolete or when no longer needed.

b. Paper records maintained separately from the recordkeeping system.

b. **TEMPORARY** Destroy when 180 days old.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

- 901-04 INDIVIDUAL CIVILIAN EMPLOYEE OCCUPATIONAL HEALTH RECORDS**  
 Medical folder consisting of forms, correspondence, and other records documenting an individual employee's medical history, physical condition, and visits to Government health facilities.
- a. Recordkeeping copies (paper, electronic, or both) a. **TEMPORARY** GRS 1/21a,b,c
  - b. Paper records maintained separately from the recordkeeping system. b. **TEMPORARY** Destroy when 180 days old.
  - c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. **TEMPORARY** GRS 1/43
- 901-05 MILITARY, CONTRACTOR, STUDENT, VISITOR CLINIC VISIT RECORDS**  
 Medical information generated during clinic visits. Upon request, copy is provided to patient.
- a. Recordkeeping copies (paper, electronic, or both) a. **TEMPORARY** Destroy/delete 5 years after the calendar year of last entry.
  - b. Paper records maintained separately from the recordkeeping system. b. **TEMPORARY** Destroy when 180 days old.
  - c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.
- 901-06 INDIVIDUAL NON-OCCUPATIONAL HEALTH RECORD FILES**  
 Forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Government

health facilities, for nonwork-related purposes, EXCLUDING records covered by 901-04 of this schedule.

a. Recordkeeping copies (paper, electronic, or both)

a. **TEMPORARY** GRS 1/19

b. Paper records maintained separately from the recordkeeping system.

b. **TEMPORARY** Destroy when 180 days old.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

c. **TEMPORARY** GRS 1/43

**901-07**

**MEDICAL REPORTS**

Reports prepared or received reflecting statistics regarding treatment given, number of individuals treated, or population served, occupational health hazards and control measures, and similar matters.

a. Recordkeeping copies (paper, electronic, or both)

a. **TEMPORARY** GRS 1/22

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

b. **TEMPORARY** GRS 1/43

**901-08**

**BLOOD PROGRAM FILES**

These files relate to administration of the blood program, including blood grouping, blood collection, procurement of blood, method of payment, interchange of blood between installations, notification of existence or activation of blood donor centers, and similar matters.

a. Recordkeeping copies (paper, electronic, or both).

a. **TEMPORARY** Destroy/delete when 2 years old.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

b. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

## 902 Series - INDUSTRIAL HYGIENE FILES

These files relate to the administration of the industrial hygiene program, efforts to minimize hazards to personnel and property, and effectiveness of the efforts to that end.

Series	Type of File	Disposition
902-01	<b>INDUSTRIAL HYGIENE ADMINISTRATIVE FILES</b> Data regarding industrial hygiene program reviews, training, and the administration of this program.  a. Recordkeeping copies (paper, electronic, or both).  b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	   a. <b>TEMPORARY</b> Destroy/delete when 3 years old or when superseded or obsolete.  b. <b>TEMPORARY</b> Delete within 180 days after recordkeeping copy has been produced.
902-02	<b>INDUSTRIAL HYGIENE POLICY AND PROCEDURES</b> Development, coordination, and application of industrial hygiene policies and procedures and related information.  a. Recordkeeping copies (paper, electronic, or both).  b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	   a. <b>TEMPORARY</b> Destroy/delete when superseded, obsolete or when no longer needed.  b. <b>TEMPORARY</b> Delete within 180 days after recordkeeping copy has been produced.
902-03	<b>PERSONAL EXPOSURE INFORMATION</b> Industrial hygiene evaluations containing personal exposure information. This information is generally gathered from surveys or field assistance visits.	

a. Recordkeeping copies (paper, electronic, or both)

a. **TEMPORARY** Destroy/delete 40 years after date of finding.

b. Paper records maintained separately from the recordkeeping system.

b. **TEMPORARY** Destroy when 180 days old.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

902-04

**GENERAL EXPOSURE INFORMATION**

Industrial hygiene evaluations containing general exposure information. Examples are radon, lead, IAQ.

a. Recordkeeping copies (paper, electronic, or both)

a. **TEMPORARY** Destroy/delete 40 years after date of finding.

b. Paper records maintained separately from the recordkeeping system.

b. **TEMPORARY** Destroy when 180 days old.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

902-05

**EQUIPMENT CALIBRATION FILES**

Standards, reports, records, and related data on calibration of equipment used in the industrial hygiene program.

a. Recordkeeping copies (paper, electronic, or both)

a. **TEMPORARY** Destroy/delete 6 years after date of calibration.

b. Paper records maintained separately from the recordkeeping system.

b. **TEMPORARY** Destroy when 180 days old.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.



### 903 Series - SAFETY FILES

These files relate to the administration of the safety program. They include and are the result of the development, interpretation, and implementation of policies, standards, and requirements of the occupational safety program.

Series	Type of File	Disposition
903-01	<b>SAFETY ADMINISTRATIVE FILES</b> Data regarding the safety program, such as program reviews, budgets, councils, training and promotions of this program.  a. Recordkeeping copies (paper, electronic, or both).  b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	a. <b>TEMPORARY</b> Destroy/delete when 3 years old or when superseded or obsolete.  b. <b>TEMPORARY</b> Delete within 180 days after recordkeeping copy has been produced.
903-02	<b>SAFETY POLICY, PROCEDURES, AND WAIVERS</b> Development, coordination, and application of safety policies, procedures, waivers, and related information.  a. Recordkeeping copies (paper, electronic, or both).  b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	a. <b>TEMPORARY</b> Destroy/delete when superseded, obsolete or when no longer needed.  b. <b>TEMPORARY</b> Delete within 180 days after recordkeeping copy has been produced.

903-03

**SAFETY INSPECTIONS**

Data on safety inspections and related information.

- a. Recordkeeping copies (paper, electronic, or both) a. **TEMPORARY** Destroy/delete when 5 years old.
- b. Paper records maintained separately from the recordkeeping system. b. **TEMPORARY** Destroy when 180 days old.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

903-04

**ACCIDENT DATA**

Reports, investigations, and findings resulting from a safety related incident.

- a. Recordkeeping copies (paper, electronic, or both) a. **TEMPORARY** Destroy/delete 15 years after occurrence or end of investigation, whichever is later.
- b. Paper records maintained separately from the recordkeeping system. b. **TEMPORARY** Destroy when 180 days old.
- c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

903-05

**HAZARD AND ABATEMENT FILES**

Reports, logs and related data on hazard and abatement.

- a. Recordkeeping copies (paper, electronic, or both) a. **TEMPORARY** Destroy/delete 3 years after date of abatement.
- b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. b. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

903-06

**MATERIAL SAFETY DATA SHEETS**

Consists of data sheets and information on various chemicals and ingredients in products or materials used by or for NIMA.

a. Recordkeeping copies (paper, electronic, or both)

b. Paper records maintained separately from the recordkeeping system.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. **TEMPORARY** Destroy 5 years after product usage.

b. **TEMPORARY** Destroy when 180 days old.

c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

## 904 Series - FIRE PREVENTION FILES

These files relate to the administration of the fire prevention program and actions taken to reduce loss by fire.

Series	Type of File	Disposition
904-01	<b>FIRE PREVENTION ADMINISTRATIVE FILES</b> These files include fire prevention program reviews, budgets, committee meetings, training, and promotion relating to the administration this program.	
	a. Recordkeeping copies (paper, electronic, or both).	a. <b>TEMPORARY</b> Destroy/delete when 5 years old or when superseded or obsolete.
	b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	b. <b>TEMPORARY</b> Delete within 180 days after recordkeeping copy has been produced.
904-02	<b>FIRE PREVENTION POLICY AND PROCEDURES</b> Data on the development, coordination, and application of fire prevention policies and procedures and related information.	
	a. Recordkeeping copies (paper, electronic, or both).	a. <b>TEMPORARY</b> Destroy/delete when superseded, obsolete or when no longer needed.
	b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	b. <b>TEMPORARY</b> Delete within 180 days after recordkeeping copy has been produced.

- 904-03 FIRE PREVENTION SURVEYS, INSPECTIONS AND REPORTS**  
Information on fire prevention inspections, surveys, or assistance visits and related information.
- a. Recordkeeping copies (paper, electronic, or both)
    - a. **TEMPORARY** Destroy/delete 15 years after date of inspection or closure of investigation of incident, whichever is later.
  - b. Paper records maintained separately from the recordkeeping system.
    - b. **TEMPORARY** Destroy when 180 days old.
  - c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.
    - c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.
- 904-04 FIRE INCIDENT FILES**  
Reports, investigations, and related data pertaining to fire incidents.
- a. Recordkeeping copies (paper, electronic, or both)
    - a. **TEMPORARY** Destroy/delete 15 years after date of incident or closure of investigation of incident, whichever is later.
  - b. Paper records maintained separately from the recordkeeping system.
    - b. **TEMPORARY** Destroy when 180 days old.
  - c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.
    - c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.
- 904-05 FIRE EXTINGUISHER MAINTENANCE LOG**  
Logs and data maintained on fire extinguishers.
- a. Recordkeeping copies (paper, electronic, or both)
    - a. **TEMPORARY** Destroy/delete 3 years after date of maintenance.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

b. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

904-06

**FIRE PREVENTION WAIVERS**

Waivers granted in exceptional situations.

a. Recordkeeping copies (paper, electronic, or both)

a. **TEMPORARY** Destroy/delete when waiver is no longer valid.

b. Paper records maintained separately from the recordkeeping system.

b. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

## 905 Series - ENVIRONMENTAL PROTECTION FILES

These files relate to the administration of the environmental protection program.

Series	Type of File	Disposition
905-01	<b>ENVIRONMENTAL ADMINISTRATIVE FILES</b> Files include general correspondence, training, committees, budget, and related information on the administration of the environmental protection program.	
	a. Recordkeeping copies (paper, electronic, or both).	a. <b>TEMPORARY</b> Destroy/delete when 3 years old or when superseded or obsolete.
	b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	b. <b>TEMPORARY</b> Delete within 180 days after recordkeeping copy has been produced.
905-02	<b>ENVIRONMENTAL PROTECTION POLICY</b> Subject matter includes the development and coordination of environmental protection policies, procedures, plans, and related data. Also included are real estate permits when negotiations/renewals impact the environmental program.	
	a. Recordkeeping copies (paper, electronic, or both).	a. <b>TEMPORARY</b> Destroy/delete when 3 years old or when superseded, obsolete or no longer needed.
	b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.	b. <b>TEMPORARY</b> Delete within 180 days after recordkeeping copy has been produced.

905-03

**ENVIRONMENTAL PROTECTION PROGRAM FILES**

These files cover sub-programs related to specific environmental media, sources of pollution, and/or regulatory oversight not covered elsewhere in this 905 series. Examples are air, hazardous waste, community right-to-know, erosion and sediment control, noise, underground storage tanks, water and cultural and natural resources.

a. Recordkeeping copies (paper, electronic, or both)

b. Paper records maintained separately from the recordkeeping system.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. **TEMPORARY** Destroy/delete when 5 years old or when superseded, obsolete or no longer needed, whichever is later.

b. **TEMPORARY** Destroy when 180 days old.

c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.

905-04

**ENVIRONMENTAL AUDITS AND EVALUATIONS**

Included are audits, evaluations, reports, investigations, and related areas pertaining to environmental protection. Also included are NEPA mandated documents and environmental studies related to real estate transfers and spills.

a. Recordkeeping copies (paper, electronic, or both).

b. Paper records maintained separately from the recordkeeping system.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.

a. **TEMPORARY** Destroy/delete when 5 years old or when superseded, obsolete or no longer needed, whichever is later.

b. **TEMPORARY** Destroy when 180 days old.

c. **TEMPORARY** Delete within 180 days after recordkeeping copy has been produced.



## CONVERSION CHART FOR 900 SERIES (SAFETY, HEALTH AND ENVIRONMENT)

<u>NIMA File</u>	<u>DMA File</u>
901-01	901-01,2
901-02	new
901-03	new
901-04	901-04
901-05	901-03
901-06	901-04
901-07	901-05
901-08	901-06
902-01	902-01
902-02	902-02
902-03	902-05
902-04	902-04
902-05	902-03
903-01	615-02, 3, 4
903-02	615-01, 5, 6
903-03	615-12
903-04	615-07, 8, 9, 10, 11, 13
903-05	615-01
903-06	new
904-01	1404-01, 4
904-02	1404-01, 2, 4
904-03	1404-03
904-04	1404-05, 6
904-05	new
904-06	new
905-01	new
905-02	1406-01, 3
905-03	1406-01, 3
905-04	1406-02, 4

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Geospatial- Intelligence Agency (formerly National Imagery and Mapping Service)." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

<http://www.archives.gov/foia/>