

Request for Records Disposition Authority

Records Schedule Number **DAA-0434-2013-0002**

Schedule Status **Approved**

Agency or Establishment **Department of Energy**

Record Group / Scheduling Group **General Records of the Department of Energy**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Lawrence Berkeley National Laboratory**

Schedule Subject **Safety Program Records**

Internal agency concurrences will be provided **No**

Background Information **Records that document the policy, program, standards, and procedures pertaining to the administration of the Safety Program**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0434-2013-0002

Sequence Number

1

Safety Program Records

Disposition Authority Number: DAA-0434-2013-0002-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="379 414 726 457">Safety Program Records</p> <p data-bbox="379 468 1172 510">Disposition Authority Number DAA-0434-2013-0002-0001</p> <p data-bbox="379 521 1506 712">Includes safety committee files comprised of agendas, minutes, final reports, and related records documenting accomplishments of safety-related committees, and occupational safety information that documents worker safety, including, but not limited to, job hazard analyses, accident and injury preventative measures, hazardous work authorizations, and safety inspections</p> <p data-bbox="379 723 941 766">Final Disposition Temporary</p> <p data-bbox="379 776 875 819">Item Status Active</p> <p data-bbox="379 829 842 872">Is this item media neutral? Yes</p> <p data-bbox="379 883 826 1010">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="379 1042 693 1085">Disposition Instruction</p> <p data-bbox="379 1095 1288 1138">Cutoff Instruction Cut off at the end of each fiscal year</p> <p data-bbox="379 1149 1205 1191">Retention Period Destroy 75 year(s) after cutoff.</p> <p data-bbox="379 1223 693 1266">Additional Information</p> <p data-bbox="379 1276 974 1319">GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

Signatory Information

Date	Action	By	Title	Organization
05/09/2013	Certify	Troy Manigault	Director, Records Management Division	Office of the Chief Information Officer - Records Management Division
09/27/2013	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
10/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/22/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/24/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist