

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-434-89-1
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	10-17-88
1 FROM (Agency or establishment) Department of Energy		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Managing and Operating Contractors		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Ed Nugent	5 TELEPHONE EXT FTS 896-3288	DATE 6/14/89	ARCHIVIST OF THE UNITED STATES <i>Claude Engle</i>
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 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 10/13/88	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Benjamin L. White</i> Benjamin L. White	D TITLE Departmental Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>These records are created by Management and Operating Contractors (as authorized by the Secretary of Energy under Subpart 17.6, Federal Acquisition Regulation) under a variety of contracts with the Department of Energy.</p> <p>They include contractor personnel job classification, and health unit records.</p> <p>Contractor personnel records will not be transferred to St. Louis; they will be retained until their authorized disposition in other Federal Records Centers (FRC) or by the contractor at his or her choice. The contractors will negotiate the transfer dates with their servicing FRC to allow them to consider and comply with corporate policies on record transfers.</p>	<p>All changes to this proposed schedule have been approved by:</p> <p><i>Anders D. Egelund</i> X</p>	<p>NARA Appraiser <i>6/8/89</i></p> <p>Agency representative <i>June 8, 1989</i></p>

PERSONNEL RECORDS SCHEDULE
FOR
MANAGEMENT AND OPERATING CONTRACTORS

Management and Operating (M&O) Contractor personnel records provide essential management information on all employees of contractors, including unique information relative to risks associated with executing contractual agreements with the Department of Energy. This schedule includes job classification manuals and health unit records.

DESCRIPTION

AUTHORIZED DISPOSITION

1. INDIVIDUAL PERSONNEL FILES

Records consist of employment histories and jobs held by the employee from initial date of employment to date of separation. Includes, among other things, copy of all personnel and pay actions, life and health insurance coverage, resumes, proof of residence, copy of background investigation (not the Personal Security Questionnaire or Standard Form 86, which is filed in Security Offices), military service documents; and training records of more than 40 hours and any and all training records (certificates of completion) on health and safety, radiation, hazardous duty and other courses when the employer's contract includes safety and health clauses (DEAR subparts 970.52; 970.5204-2; 952.223; 952.223-71; 952.223-72; 952.223-74; and, 952.223-75), unless separate training records are kept in training activity. Drug testing records may be part of these files or may be maintained elsewhere provided they are adequately safeguarded.

Cut off file at time of separation. Transfer folders to local FRC in one-cubic foot increments. Destroy 75 years after cut off.

DESCRIPTIONAUTHORIZED DISPOSITION2. PERSONNEL OFFICE RECORDS

Administrative and correspondence type files relating to general administration and operation of personnel functions and such other records not maintained in individual personnel files or elsewhere in this schedule.

In accordance with the terms of the contract. Do not transfer to Federal Records Center.

3. JOB CLASSIFICATION MANUALS

Records describing tasks associated with jobs and reflect the procedures and training required to accomplish them.

a. For jobs relating to the handling of hazardous, toxic, or radioactive materials; radiation safety or critically safety; or any job where chronic exposure may have had an impact: dispose in accordance with item 1 of this schedule.

b. For all other jobs: destroy 2 years after position is abolished.

4. HEALTH UNIT RECORDS

a. Individual Health Case file. Forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the health unit, including records of exposure to toxic substances, toxic chemicals, and to unique occupational hazards of the atomic energy program. Also includes preemployment physical examinations and disability retirement and fitness for duty examinations.

Dispose of in accordance with item 1, of this schedule.

b. Individual Health Record Files Cards which contain such information as date of employee's visit, diagnosis, and treatment.

Destroy 6 years after date of last entry.

DESCRIPTIONAUTHORIZED DISPOSITION

c. Health Unit Control Files Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.

(1) If information is summarized on statistical reports.

Destroy 3 months after last entry.

(2) If information is not summarized.

Destroy 2 years after last entry.