

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-442-98-1	DATE RECEIVED 2-17-98
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Centers for Disease Control and Prevention		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 National Institute for Occupational Safety and Health			
4. NAME OF PERSON WITH WHOM TO CONFER Jimmy Harrison	5. TELEPHONE (404)639-0457	DATE 10-6-98	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</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 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, 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 FEB 11 1998	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A. Prentice Barnes, Sr.	TITLE DHHS Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	This schedule covers epidemiological study records and employee exposure and medical records of the Centers for Disease Control and Prevention's National Institute for Occupational Safety and Health.  (see attached)		

## NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH (NIOSH)

Plans, directs, and coordinates a national program to develop and establish recommended occupational safety and health standards and to conduct research, training, technical assistance, and related activities to assure safe and healthful working conditions for every working person. In carrying out this mission, the Institute: administers research in the field of occupational safety and health, including the conduct of health hazard evaluations; develops innovative methods and approaches for dealing with occupational safety and health problems; provides medical criteria which will ensure, insofar as practicable, that no employee will suffer diminished health, functional capacity, or life expectancy as a result of work experience, with emphasis on ways to discover latent disease, establishing causal relationship between diseases and work conditions; develops and coordinates the appropriate reporting procedures which assist in accurately describing the nature of the national occupational safety and health problems; consults with the U.S. Department of Labor; U.S. Department of the Interior; other Federal agencies; and, in cooperation with the PHS Regional Offices, State and local government agencies; industry; and employee organizations with regard to promotion of occupational safety and health; provides technical assistance to other nations in establishing and implementing occupational safety and health programs.

### 1. NIOSH Epidemiological Studies

This item includes all NIOSH epidemiological study records not covered under chapter 4 of the CDC Records Control Schedule and does not include electronic records. The studies are evaluations of mortality, disability, and morbidity patterns in the United States work force. NIOSH identifies potentially high risk occupations and develops approaches to reduce dangers existing in the workplace. The results of these studies may be used to develop new policies for NIOSH which are disseminated in alerts or other types of bulletins, and for presentations at scientific meetings or publication in scientific journals. The studies involve many types of diseases, including cancer, cardiovascular disease, neurologic, and reproductive disorders. The records may include medical history questionnaires, occupational background and work activity questionnaires, results of medical tests, consent forms, notification letters, study protocols, draft reports and manuscripts, and peer review correspondence. Some of these diseases and disorders can only be discerned by the long-term tracking of a cohort's health and cause of death.

- a. Mortality and Morbidity Studies. Long-term studies that track a particular cohort of potentially exposed or affected individuals for their entire life span. Periodically segments of the cohort are recontacted and death certificates obtained for those that died. In addition to long-term research needs these records protect the rights of workers by documenting their health and their

potential exposure.

Disposition: Transfer to the FRC 3 years after study initially closes and destroy 75 years after study closed.  *Destruction date to be provided by NIOSH when records are returned to FRC. per e-mail 7/20/98 SYE.*

- b. Non-Mortality and Morbidity Studies. Studies that track a particular cohort of potentially exposed or affected individuals for less than their entire life span.

Disposition: Transfer to the FRC 3 years after study is initially closed and destroy 20 years after study closes.  *Destruction date to be provided by NIOSH when records are returned to FRC. per e-mail 7/20/98 SYE*

2. Employee Exposure and Medical Records

This item covers the employee medical and exposure records that employers cease, or intend to cease, keeping for the thirty years mandated by 29 CFR 1910.1000 - 1910.1020. The records contain documentation including workplace monitoring of toxic substances and harmful physical agents, biological monitoring results, medical examinations, medical questionnaires and histories, treatment records, and material data safety sheets. NIOSH assumes custody of the records to guarantee government access, prevent their premature destruction, and safeguard the health related information for the pertinent employees.

- a. Exposure and Medical Records. Employee records that document the exposure and medical condition and treatment of employees that NIOSH determines meet the definitions in 29 CFR 1910.1020.

Disposition: Transfer to the FRC quarterly after evaluation and analysis and destroy 40 years after NIOSH assumes custody.  *Destruction date to be provided by NIOSH when records are returned to FRC. per e-mail 7/20/98 SYE*

- b. Employee Records. Employee records that NIOSH determines do not document the exposure and medical condition and treatment of employees as defined in 29 CFR 1910.1020.

Disposition: Destroy upon determination that records do not document exposure or medical condition and treatment. Transfer of these records to an FRC is not authorized.