

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-560-04-17</i>	
1. FROM (Agency or establishment)  Department of Homeland Security		<b>NOTIFICATION TO AGENCY</b>  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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.	
2. MAJOR SUBDIVISION  Transportation Security Administration			
3. MINOR SUBDIVISION  Office of Occupational Safety, Health and Environment (OSHE)			
4. NAME OF PERSON WITH WHOM TO CONFER  Arthur McCune, Jr.	5. TELEPHONE  571/227-2076	DATE <i>1-12-05</i>	ARCHIVIST OF THE UNITED STATES <i>John 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 <u>6</u> 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,  <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE  04/21/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Arthur L. McCune Jr.</i>	TITLE <b>Records Management Officer</b>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>**See Attached**</b>		

*cc Agency*

This category is for specific disposition guidance in connection with Transportation Security Administration records created by **Office of Occupational Safety, Health and Environment**

Title	Description of Records	Disposition	Authority
<del>OSHE 2400.1 ADMINISTRATION GENERAL</del>	<del>Records accumulated that relate to the internal administration or housekeeping activities of the OSHE Office. In general these records include staffing procedures, communications, expenditure of funds, day to day administration of office personnel, including training and travel, supplies and office services.</del>	<del>Destroy when 2 years old.</del>	<del>GRS 23/1</del>
1) OSHE 2400.2 ORGANIZATION, AUTHORITIES AND FUNCTIONS	Documents relating to the establishment and changes in the organization, functions and delegations of authority, including organizational charts, functional structure documents and operating/business plans with staff comments.	Cut off when superseded or obsolete. <b>Destroy 5 years after cutoff.</b>	
<del>2) OSHE 2400.3 PROGRAM MANAGEMENT (POLICY AND PLANNING)</del>	<del>Records relating to policy development, planning formulation, and oversight of OSHE policies, including directives, bulletins, policy interpretation memos, correspondence relating to the interpretation of policy, and official signed policy documents.</del>	<del>Cut off when superseded or obsolete. <b>Destroy 5 years after cutoff.</b></del>	<del>GRS 16/8/b(1)</del>
<del>OSHE 2400.3.2 Program Management (Committees, Councils and Meetings)</del>	<del>Records created by OSHE committees, including agenda, minutes, final reports and related records documenting the accomplishments of the committees, EXCLUDING those maintained by the sponsor or Secretariat.</del>	<del>Cut off at end of calendar year. <b>Destroy 3 years after cutoff.</b></del>	<del>GRS 16/8/b(1)</del>

**INACTIVE ITEMS SUPERSEDED**

*superseded  
see attached*

Title	Description of Records	Disposition	Authority
<p>[NOTE: Records maintained by the sponsor or Secretariat are potentially permanent and must be scheduled by submission of an SF 115 to the National Archives.]</p>			
<p><del>3) OSHE 2400.3.3 Program Management (OSHE Reports)</del></p>	<p><del>Occupational Safety, Health and Environment Reports as required, including the Annual Report and other Administrative Reports.</del></p>	<p><del>Cut off at end of calendar year. <b>Destroy</b> 7 years after cutoff.</del></p>	<p><i>Superseded see attached</i></p>
<p>4) OSHE 2400.3.4 Program Management (Contract Support Services)</p>	<p>Documentation relating to the procurement of contracted support services for the occupational safety, health and program, includes signed contracts and correspondence.</p>	<p>Cut off when contract terminated. <b>Destroy</b> 7 years after cutoff.</p>	
<p><del>5) OSHE 2400.4 PROGRAM EVALUATION</del></p>	<p><del>Documents relating to performance standards, measurement and evaluation of occupational safety, health and environment programs.</del></p>	<p><del>Cut off at end of calendar year. <b>Destroy</b> 7 years after cut off.</del></p>	<p><i>Superseded see attached</i></p>
<p><del>6) OSHE 2400.5 WORKPLACE OPERATIONS</del></p>	<p><del>Correspondence, study reports and other documents related to safe workplace operations, including job hazard analysis, compliance monitoring and assessments.</del></p>	<p><del><b>INACTIVE - ALL ITEMS SUPERSEDED</b> Cut off at end of calendar year. Transfer to FRC 5 years after cutoff. <b>Destroy</b> 30 years after cutoff per 29 CFR 1910.1020.</del></p>	<p><i>Superseded see attached</i></p>
<p><del>7) OSHE 2400.5.3 Workplace Operations (Technical Information)</del></p>	<p><del>Technical documentation, specifications, data sheets, procedures, correspondence and reports pertaining to operations safety.</del></p>	<p><del><b>INACTIVE - ALL ITEMS SUPERSEDED</b> superseded or obsolete. <b>Destroy</b> 1 year after cutoff.</del></p>	<p><i>Superseded see attached</i></p>
<p><del>8) OSHE 2400.5.4 Workplace Operations (Hazardous Materials)</del></p>	<p><del>Reports, correspondence, guidance documents relating to hazard communications programs.</del></p>	<p><del><b>INACTIVE - ALL ITEMS SUPERSEDED</b> Cut off when superseded or obsolete. <b>Destroy</b> 1 year after cutoff.</del></p>	<p><i>Superseded see attached</i></p>
<p>OSHE 2400.6 FIRST AID TSA Records Disposition Schedules N1-560-04-17</p>	<p>Guidance and other documents relating to first aid issues to</p>	<p><b>Destroy</b> 1 year after superseded.</p>	<p><b>Disposition authority</b></p>
	<p>24-2</p>		

Title	Description of Records include minor injuries, that do not require follow up care.	Disposition	Authority required.
9) OSHE 2400.7 INDUSTRIAL HYGIENE	Documentation and correspondence relating to environmental, occupational and industrial hygiene programs including radiation issues, hearing, respiratory protection, and air quality.	Cut off at end of calendar year. Transfer to FRC 5 years after cut off. <b>Destroy</b> 30 years after cutoff per 29 CFR 1910.1020.	
<b>INACTIVE - <del>AS</del> ITEMS SUPERSEDED</b>			
<del>10) OSHE 2400.8 ANALYSIS AND PREVENTION PROGRAMS (Investigations)</del>	<del>Correspondence, reports and information obtained relating to occupational safety, health and incident investigations.</del>	<del>Cut off at end of calendar year. <b>Destroy</b> 30 years after cutoff per 29 CFR 1910.1020.</del>	<i>Superseded see attached</i>
<b>INACTIVE - <del>AS</del> ITEMS SUPERSEDED</b>			
<del>11) OSHE 2400.8.2 Analysis and Prevention Programs (Injuries and Illnesses)</del>	<del>Reports, correspondence, forms and other documentation on occupational injuries and illnesses.</del>	<del>Cut off at end of calendar year. <b>Destroy</b> 30 years after cutoff per 29 CFR 1910.1020.</del>	<i>Superseded see attached</i>
<del>OSHE 2400.8.3 BLOODBORNE PATHOGENS POST EXPOSURE PROGRAM</del>	<del>This file contains medical records of Transportation Security Administration (TSA) employees who become incidentally exposed to blood or other potentially infectious materials.</del>		
	These medical records include but are not limited to: a copy of all results of examinations, medical testing, and follow up procedures; a copy of the information provided to the health care professional; TSA Form 2402, Post Exposure Evaluation and Follow Up; TSA Form 2403, Healthcare Professional's Written Opinion; TSA Form 2404, Post Exposure Prophylaxis Checklist; CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of		

**Title**

**Description of Records**

**Disposition**

**Authority**

~~Pay/Compensation; and a copy of any other medical examination and evaluation records as determined by the nature of the employee's exposure.~~

~~Arrange by employee's name, and maintain in accordance with Privacy Act provisions until record is transferred to the EMF.~~

Title	Description of Records	Disposition	Authority
	<p><del>NOTE: Transfer the medical records to the Office of Human Resources Management. The medical records shall be maintained in the Employee Medical File (EMF) in accordance with 5 CFR 293, Subpart E.</del></p>		
	(1) <del>Transferred employees</del>	<p>See 5 CFR Part 293, Subpart E for instructions.  <del>[NOTE: 5 CFR Part 293, Subpart E states that when an employee transfers to another Federal agency, the EMF must be transferred to the gaining agency at the same time as the employee's OPF. The EMF is to be addressed only to the gaining agency's designated manager (medical, health, safety, or personnel officer, or other designee) of the EMF.]</del></p>	GRS 1/21a(1)
	(2) <del>Separated employees</del>	<p>Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.</p>	GRS 1/21a(2)
	<p>b. <del>Temporary or short term records as defined in the</del></p>	<p><del>Destroy 1 year after separation or transfer of</del></p>	GRS 1/21b

Title	Description of Records Federal Personnel Manual (FPM).	Disposition employee.	Authority
12) OSHE 2400.8.4 Analysis and Prevention Programs (Workers Compensation)	Correspondence, reports and information received on occupational safety and health aspects of workers compensation claims.	Cut off at end of calendar year. <b>Destroy</b> 30 years after cutoff per 29 CFR 1910.1020.	
<del>OSHE 2400.9 SAFETY INFORMATION SYSTEM (DOCUMENTATION)</del>	<del>Correspondence, reports, and other documentation related to the creation implementation and maintenance of a Safety Information System.</del>		<b>Disposition authority required.</b>  [If system is appraised as temporary, may use GRS 20/11 here.]

Title	Description of Records	Disposition	Authority
<del>OSHE 2400.9.2</del> SAFETY INFORMATION SYSTEM (DATABASE)	Electronic database of occupational safety, health and environment information.	Cut off when superseded or obsolete. Destroy 2 years after cut off.	Disposition authority required.
13) <del>OSHE 2400.10</del> OPERATIONS SUPPORT	Correspondence, reports and documents created or received relating to field operations support, including information requests, and correspondence with other DHS and TSA organizations.	<del>INACTIVE</del> Cut off at end of calendar year. Destroy 5 years after cutoff.	<i>Superseded see attached</i>
14) OSHE 2400.11 EMPLOYEE COMPLAINTS	a. <del>Reports, correspondence and documentation of occupational safety, health and environment complaints submitted by TSA employees.</del>	<del>INACTIVE</del> Cut off at end of calendar year. Destroy 30 years after cutoff, per 29 CFR 1910.1020.	<i>superseded see attached</i>
	b. <del>Investigation reports and documentation of employee alleged allegations of reprisals.</del>	<del>INACTIVE</del> Cut off following final decision that investigation is closed. Destroy 5 years after cutoff.	<i>superseded see attached</i>
15) OSHE 2400.12 OSHE TRAINING	Correspondence, publications, plans, briefing materials and objectives relating to the establishment of occupational safety, health and environment training courses for TSA employees.	Cut off at end of calendar year. Destroy 5 years after cutoff.	
16) OSHE 2400.13 EMERGENCY PREPAREDNESS	Copies of correspondence relating to administration and operation of the emergency planning program.	Cut off at end of calendar year. Destroy 2 years after cutoff.	
17) OSHE 2400.14 MARKETING	Brochures, presentations, and other publications created in support of occupational safety, health and environment programs.	Destroy when superseded or obsolete.	
OSHE 2400.15 TSA Records Disposition Schedules N1-560-04-17	Correspondence, memoranda 24-7	Cut off at end of	Disposition



Title	Description of Records	Disposition	Authority
PUBLIC SAFETY	and documents relating to public safety in TSA controlled space.	calendar year. <del>Destroy 2 years after cutoff.</del>	authority required.

~~OSHE 2400.16-19~~  
UNASSIGNED

18) OSHE 2400.20  
ENVIRONMENTAL  
WORKPLACE  
OPERATIONS

Records regarding the collection of solid hazardous waste material (as defined in Subpart D of 40 CFR, Part 261) as a result of passenger and baggage screening at airport checkpoints. Files may include test results, waste analyses, or other determinations made in accordance with §262.40.

a. Investigation case files.

Cut off at end of calendar year in which case closed. Transfer to Federal Records Center 1 year after cutoff. **Destroy 10 years cutoff.**

b. Airport copies of Biennial Report and Exception Report.

**Destroy 3 years** from the due date of the report.

~~c. Manifests including Land Disposal Restriction (LDR) Certificates.~~

~~**Destroy 5 years** from the date the waste was shipped.~~

*Superseded*

~~d. Hazardous Waste Personnel Training Records.~~

~~**Destroy 3 years** following employee termination/resignation.~~

*See attached*

~~e. Laboratory Analyses~~

~~**Destroy 5 years** from the date of the analysis.~~

19) Electronic Mail and Word Processing System Copies

Electronic copies of records on this schedule that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records

Title	Description of Records	Disposition	Authority
	<p>covered by the items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>		
	<p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>	<p><b>Destroy/Delete</b> within 180 days after the recordkeeping copy has been produced.</p>	
	<p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p><b>Delete</b> when dissemination, revision, or updating is complete.</p>	

**INACTIVE superseded****Superseded by/when**

N1-560-05-17  
Item 2 (OSHE 2400.3)

DAA-0560-2017-0021-0001  
02/13/2019

N1-560-05-17  
Item 3 (OSHE 2400.3.3)

DAA-0560-2017-0021-0007  
02/13/2019

N1-560-05-17  
Item 5 (OSGE 2400.4)

DAA-0560-2017-0021-0010  
02/13/2019

N1-560-05-17  
Item 6 (OSGE 2400.5)

DAA-0560-2017-0021-0002  
02/13/2019

N1-560-05-17  
Item 7 (OSGE 2400.5.3)

DAA-0560-2017-0021-0003  
02/13/2019

N1-560-05-17  
Item 8 (OSGE 2400.5.4)

DAA-0560-2017-0021-0004  
02/13/2019

N1-560-05-17  
Item 10 (OSGE 2400.8)

DAA-0560-2017-0021-0005  
02/13/2019

N1-560-05-17  
Item 11 (OSGE 2400.8.2)

DAA-0560-2017-0021-0006  
02/13/2019

N1-560-05-17  
Item 13 (OSGE 2400.10)

DAA-0560-2017-0021-00114  
02/13/2019

N1-560-05-17  
Item 14a (OSGE 2400.11)

DAA-0560-2017-0021-0008  
02/13/2019

N1-560-05-17  
Item 14b (OSGE 2400.11)

DAA-0560-2017-0021-0009  
02/13/2019

N1-560-05-17  
Item 18c (OSGE 2400.20)

DAA-0560-2017-0021-0011  
02/13/2019

N1-560-05-17  
Item 18d (OSGE 2400.20)

DAA-0560-2017-0021-0012  
02/13/2019

N1-560-05-17  
Item 18e (OSGE 2400.20)

DAA-0560-2017-0021-0013  
02/13/2019