

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-560-04-17</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 withdrawn 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. Carl</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 <i>04/21/04</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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>		

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</del> ADMINISTRATION GENERAL	<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</b> 5 years after cutoff.	
2) OSHE 2400.3 PROGRAM MANAGEMENT (POLICY AND PLANNING)	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.	Cut off when superseded or obsolete. <b>Destroy</b> 5 years after cutoff.	
<del>OSHE 2400.3.2</del> Program Management (Committees, Councils and Meetings)	<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</b> 3 years after cutoff.</del>	GRS 16/8/b(1)

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	Cut off when superseded or obsolete.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

Title	Description of Records <del>include minor injuries, that do not require follow up care.</del>	Disposition	Authority <del>required.</del>
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.	
10) OSHE 2400.8 ANALYSIS AND PREVENTION PROGRAMS (Investigations)	Correspondence, reports and information obtained relating to occupational safety, health and incident investigations.	Cut off at end of calendar year. <b>Destroy</b> 30 years after cutoff per 29 CFR 1910.1020.	
11) OSHE 2400.8.2 Analysis and Prevention Programs (Injuries and Illnesses)	Reports, correspondence, forms and other documentation on occupational injuries and illnesses.	Cut off at end of calendar year. <b>Destroy</b> 30 years after cutoff per 29 CFR 1910.1020.	
<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><del>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.</del></p>	GRS 1/21a(2)
	<p><del>b. 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</del> <del>SAFETY</del> <del>INFORMATION</del> <del>SYSTEM</del> <del>(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)	<del>Electronic database of occupational safety, health and environment information.</del>	<del>Cut off when superseded or obsolete. Destroy 2 years after cut off.</del>	<del>Disposition authority required.</del>
13) OSHE 2400.10 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.	Cut off at end of calendar year. <b>Destroy</b> 5 years after cutoff.	
14) OSHE 2400.11 EMPLOYEE COMPLAINTS	a. Reports, correspondence and documentation of occupational safety, health and environment complaints submitted by TSA employees.  b. Investigation reports and documentation of employee alleged allegations of reprisals.	Cut off at end of calendar year. <b>Destroy</b> 30 years after cutoff, per 29 CFR 1910.1020.  Cut off following final decision that investigation is closed. <b>Destroy</b> 5 years after cutoff.	
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. <b>Destroy</b> 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. <b>Destroy</b> 2 years after cutoff.	
17) OSHE 2400.14 MARKETING	Brochures, presentations, and other publications created in support of occupational safety, health and environment programs.	<b>Destroy</b> when superseded or obsolete.	
<del>OSHE—2400.15</del> TSA Records Disposition Schedules N1-560-04-17	Correspondence, memoranda  24-7	Cut off at end of	<b>Disposition</b>



Title	Description of Records	Disposition	Authority
<del>PUBLIC SAFETY</del>	<del>and documents relating to public safety in TSA-controlled space.</del>	<del>calendar year. Destroy 2 years after cutoff.</del>	<del>authority required.</del>
<del>OSHE 2400.16-19</del> <del>UNASSIGNED</del>	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. <b>Destroy</b> 10 years cutoff.	
	b. Airport copies of Biennial Report and Exception Report.	<b>Destroy</b> 3 years from the due date of the report.	
	c. Manifests including Land Disposal Restriction (LDR) Certificates.	<b>Destroy</b> 5 years from the date the waste was shipped.	
	d. Hazardous Waste Personnel Training Records.	<b>Destroy</b> 3 years following employee termination/resignation.	
	e. Laboratory Analyses	<b>Destroy</b> 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>	



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2. MAJOR SUBDIVISION <b>Transportation Security Administration</b>			
3. MINOR SUBDIVISION <b>Office of Occupational Safety, Health and Environment (OSHE)</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Arthur McCune, Jr.</b>	5. TELEPHONE <b>571/227-2076</b>	DATE	ARCHIVIST OF THE UNITED STATES
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 <b>04/21/04</b>	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>		

**OSHE - 2400 OFFICE OF OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT**

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

<b>Title</b>	<b>Description of Records</b>	<b>Disposition</b>	<b>Authority</b>
<b>OSHE 2400.1</b> ADMINISTRATION GENERAL	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.	Cut off at end of calendar year. <b>Destroy</b> after 2 years.	GRS 23/1
<b>OSHE 2400.2</b> ORGANIZATION, AUTHORITIES AND FUNCTIONS	Documents relating to the establishment and changes in the organization, functions and delegations of authority, including organizational charts, functional structure and operating plans.	<b>PERMANENT.</b> Cut off at end of calendar year. Transfer to FRC 3 years after cutoff. Offer to NRA when 10 years old.	
<b>OSHE 2400.3</b> PROGRAM MANAGEMENT (POLICY AND PLANNING)	a. Records relating to policy development, planning formulation, and oversight of OSHE policies, including directives and policy memos.  b. Policy interpretation memos, correspondence and other documents relating to the interpretation of policy.  c. Official signed policy documents.	a. Cut off at end calendar year. <b>Destroy</b> when 3 years old.  b. Cut off at end of calendar year. Keep for 10 years.  c. <b>PERMANENT.</b> Cut off at end of calendar year. Transfer to FRC after 3 years. Offer to NARA when 10 years old.	

**OSHE - 2400 OFFICE OF OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT**

<b>Title</b>	<b>Description of Records</b>	<b>Disposition</b>	<b>Authority</b>
<b>OSHE 2400.3.1</b> Program Management (Committees, Councils and Meetings)	Records created by OSHE committees, including agenda, minutes, final reports and related records documenting the accomplishments of the committee.	Cut off at end of calendar year. <b>Destroy</b> when 3 years old.	GRS 16/8b(1)
<b>OSHE 2400.3.2</b> Program Management (OSHE Reports)	Occupational Safety, Health and Environment Reports as required, including the Annual Report and other Administrative Reports.	Cut off at end of calendar year. <b>Destroy</b> when 7 years old.	
<b>OSHE 2400.3.3</b> Program Management (Contracting Services)	Documentation relating to the procurement of contracted support services for the occupational safety, health and program.	Cut off at end of calendar year. <b>Destroy</b> when 7 years old.	
<b>OSHE 2400.4</b> PROGRAM EVALUATION	Documents relating to performance standards, measurement and evaluation of occupational safety, health and environment programs.	Cut off at end of calendar year. <b>Destroy</b> when 7 years old.	
<b>OSHE 2400.5</b> WORKPLACE OPERATIONS	Correspondence, study reports and other documents related to safe workplace operations, including job hazard analysis, compliance monitoring and assessments.	Cut off at end of calendar year. Transfer to FRC 5 years after cut off. Keep for 30 years, per 29 CFR 1910.1020.	

OSHE - 2400 OFFICE OF OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT

Title	Description of Records	Disposition	Authority
OSHE 2400.5.1 Workplace Operations (Job Hazard Analysis)	Data collected electronically pertaining to implementation of job hazard analysis and assessments.	Cut off at end of calendar year. Transfer to FRC 5 years after cut off. Keep for 30 years, per 29 CFR 1910.1020.	
OSHE 2400.5.2 Workplace Operations (Technical Information)	Technical documentation, specifications, data sheets, procedures, correspondence and reports pertaining to operations safety.	<b>Destroy</b> 1 year after superseded.	
OSHE 2400.5.3 Workplace Operations (Hazardous Materials)	Reports, correspondence, guidance documents relating to hazard communications program.	<b>Destroy</b> 1 year after superseded.	
OSHE 2400.6 FIRST AID	Guidance and other documents relating to first aid issues to include minor injuries, that do not require follow up care.	<b>Destroy</b> 1 year after superseded.	
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. Keep for 30 years, per 29 CFR 1910.20.	
OSHE 2400.8 ANALYSIS AND PREVENTION PROGRAMS (INVESTIGATIONS)	<p>a. Correspondence, reports and information obtained relating to occupational safety, health and incident investigations.</p> <p>b. Data collected electronically and reports generated on OSHE incident investigations.</p>	<p>a. Cut off at end of calendar year. Keep for 5 years after cut off.</p> <p>b. Cut off at end of calendar year. <b>Destroy</b> when 30 years old per 29 CFR 1910.1020.</p>	

**OSHE - 2400 OFFICE OF OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT**

<b>Title</b>	<b>Description of Records</b>	<b>Disposition</b>	<b>Authority</b>
<p><b>OSHE 2400.8.1</b> Analysis and Prevention Programs (Injuries and Illnesses)</p>	<p>a. Reports, correspondence, forms and other documentation on occupational injuries and illnesses.</p> <p>b. Data collected electronically and reports generated on OSHE injuries and illnesses.</p>	<p>Cut off at end of calendar year. Keep for 5 years after cut off.</p> <p>Cut off at end of calendar year. <b>Destroy</b> when 30 years old. Per 29 CFR 1910.1020.</p>	
<p><b>OSHE 2400.8.2</b> BLOODBORNE PATHOGENS POST EXPOSURE PROGRAM</p>	<p>This file contains medical records of Transportation Security Administration (TSA) employees who become incidentally exposed to blood or other potentially infectious materials a, as defined in Title 29, Code of Federal Regulations, Part 1910.1030 (29 CFR 1910.1030), Bloodborne Pathogens.</p> <p>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, Parts I and II, Post Exposure Evaluation and Follow-Up; TSA Form 2403, Healthcare Professional's Written Opinion; TSA Form 2404, Post Exposure Prophylaxis Checklist; TSA Form 2400.B, Healthcare Professional's Written Opinion.</p> <p>Compensation; and a copy any other medical examination and evaluation records as determined by the nature of the employee's exposure.</p>		<hr style="width: 100%; border: 1px solid black;"/>

OSHE - 2400 OFFICE OF OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT

Title	Description of Records	Disposition	Authority
	<p>Arrange by employee's name, and maintain in accordance with Privacy Act provisions until record is transferred to the EMF.</p> <p><b>NOTE:</b> 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.</p>		
	(1) Transfer employees	<p>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.</p>	GRS 1/21a(1)
	(2) Separated employees	<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</p>	GRS 1/21a(2)



**OSHE - 2400 OFFICE OF OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT**

<b>Title</b>	<b>Description of Records</b>	<b>Disposition</b> birth cannot be ascertained; or 30 years after latest separation, whichever is later.	<b>Authority</b>
<b>OSHE 2400.8.3</b> Analysis and Prevention Programs (Workers Compensation)	b. Temporary or short-term records as defined in the Federal Personnel Manual (FPM).	<b>Destroy</b> 1 year after separation or transfer of employee.	GRS 1/21b
	a. Correspondence, reports and information received on occupational safety, health and environmental aspects of workers compensation claims.	Cut off at end of calendar year. Keep for 5 years after cut off.	
	b. Data collected electronically and reports generated on workers compensation claims pertaining to OSHE issues.	Cut off at end of calendar year. <b>Destroy</b> when 30 years old, per 29 CFR 1910.1020.	
<b>OSHE 2400.9</b> SAFETY INFORMATION SYSTEM	Correspondence, reports, and other documentation related to the creation implementation and maintenance of a Safety Information System.	<b>Destroy</b> 1 year after termination of system.	

**OSHE - 2400 OFFICE OF OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT**

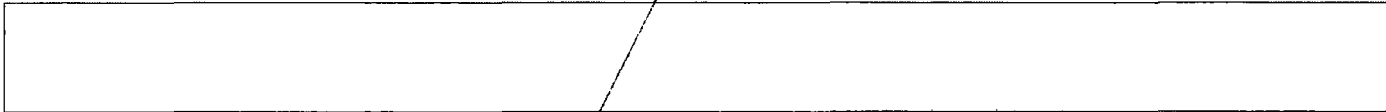
<b>Title</b>	<b>Description of Records</b>	<b>Disposition</b>	<b>Authority</b>
<b>OSHE 2400.9.1</b> Safety Information System (Database)	Electronic database of occupational safety and health information.	Cut off at end of calendar year. <b>Destroy</b> when superseded.	
<b>OSHE 2400.10</b> OPERATIONS SUPPORT	Correspondence, reports and documents created or received relating to field operations support, including information requests, and correspondence with other DHS and TSA organizations.	Cut off at end of calendar year. <b>Destroy</b> when 5 years old.	
<b>OSHE 2400.11</b> EMPLOYEE COMPLAINTS	a. Reports correspondence and documentation of occupational safety, health and environment complaints submitted by TSA employees.	Cut off at end of calendar year. Keep for 5 years after cut off.	
	b. Data collected electronically on employee complaints pertaining to OSHE issues.	Cut off at end of calendar year. <b>Destroy</b> when 30 years old, per 29 CFR 1910.1020.	
	c. Investigation reports and documentation of employee alleged allegations of reprisals.	Keep for 5 years following final decision that investigation is closed.	
<b>OSHE 2400.12</b> OSHE TRAINING	Correspondence, publications, plans, briefing materials and objectives relating to the establishment of occupational safety, health and environment training courses.	Cut off at end of calendar year. <b>Destroy</b> 5 years after cut off.	
<b>OSHE 2400.13</b> EMERGENCY PREPAREDNESS	Correspondence files relating to administration and operation of the emergency planning program.	Cut off at end of calendar year. <b>Destroy</b> when 2 years old.	
<b>OSHE 2400.14</b> MARKETING	Brochures, presentations, and other publications created in support of occupational safety,	<b>Destroy</b> when superseded or obsolete.	

OSHE - 2400 OFFICE OF OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT

Title	Description of Records health and environment programs.	Disposition	Authority
<b>OSHE 2400.15</b> PUBLIC SAFETY	Correspondence, memoranda and documents relating to Public Safety in TSA controlled space.	Cut off at end of calendar year. <b>Destroy</b> when 2 years old.	
<b>OSHE 2400.16-19</b> UNASSIGNED			
<b>OSHE 2400.20</b> ENVIRONMENTAL WORKPLACE OPERATIONS	Correspondence, study reports and other documents (signed manifests, biennial report, exception reports, records of waste characterization, LDR notifications and certifications) related compliance monitoring inspections and assessments.	Cut off at end of calendar year. Transfer to FRC 3 years after cut off. Keep for 3 years.	
<b>OSHE 2400.21</b> ENVIRONMENTAL ANALYSIS AND PREVENTION PROGRAMS (INVESTIGATIONS)	<p>a. Correspondence, reports and information obtained relating to environmental incident investigations.</p> <p>b. Data collected electronically and reports generated on environmental incident investigations.</p>	<p>Cut off at end of calendar year. Keep 5 years after cut off.</p> <p>Cut off at end of calendar year. <b>Destroy</b> when 10 years old.</p>	

OSHE - 2400 OFFICE OF OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENT

Title	Description of Records	Disposition	Authority
<p><b>OSHE 2400.1.1</b> ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</p>	<p>a. Copies that have no further administrative value after the record keeping 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 record keeping copy.</p> <p>b. Copies used for dissemination, revision, or updating that is maintained in addition to the record keeping copy.</p>	<p><b>Destroy/delete</b> within 180 days after the record keeping copy has been produced.</p> <p><b>Destroy/delete</b> when dissemination, revision, or updating is completed.</p>	



**ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this GRS 24 schedule. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.