

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) FEDERAL BUREAU OF PRISONS	
2. MAJOR SUBDIVISION FEDERAL CORRECTIONAL FACILITIES - <i>BOPwide</i>	
3. MINOR SUBDIVISION (SEE ATTACHED)	
4. NAME OF PERSON WITH WHOM TO CONFER  OMAR HERRAN	5. TELEPHONE  (202) 514 - 2254

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-129-06-3</i>	
DATE RECEIVED <i>2-8-2006</i>	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>7/16/07</i>	ARCHIVIST OF THE UNITED STATES <i>A. H. Vande...</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 \_\_\_\_\_ 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 <i>2/7/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Omar Herran</i>	TITLE CHIEF, INFORMATION MANAGEMENT OFFICE
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	(SEE ATTACHED)		

*SA 7/27/07 copies sent to Agay, NNMWA, NWCTC, NR*

**INST Hazardous Materials Records (BOP-Wide) - DRAFT**

Authority: N1-129-06-3	Existing Authority(ies): 29 CFR 1910.1020, 1926.1101 (OSHA); Also 40 CFR § 262.23, 265, 268, 272	Approved:
Major Sub. BOP/INST, REG, CO	Physical Medium: Electronic & Paper	Dated:
Minor Sub: ADM	Location: INST, REG, CO	
Item Name:		

Asbestos-related records have been consolidated in one inventory category covering multiple field disciplines and associated departments (Safety, Health Services, Facilities, etc.). Hazardous material records may be located at multiple departments within a field site. Asbestos-related records, for example, may be located in the Facilities Department as well as the Safety Office. This schedule provides cross-departmental guidance for hazardous material records usually located at field components but also applicable to Regions and Central Office.

1. **BUILDING FILES RELATED TO HAZARDOUS MATERIALS.**  
Building surveys, laboratory and other reports, scientific analyses, external assessments, correspondence, memoranda and other records documenting the assessment, possible presence, proposed and/or actual abatement of areas suspected of containing asbestos, lead-based paint or other significant hazardous materials. Records may be part of a building project for maintenance, modification, upgrade and/or addition.

**Disposition:** Temporary. Destroy/delete 12 years after date of the latest document.

2. **HAZARDOUS MATERIALS COMMUNICATION PROGRAM**  
Institution Supplements for this activity have been appraised for permanent retention under N1-129-00-03/4. Supplemental files may include reference and training material.

**Disposition:** Temporary. Destroy/delete when 3 years old or no longer needed for legal or operational purposes, whichever is later.

3. **HAZARDOUS WASTE MANIFESTS AND CERTIFICATES OF DISPOSAL**  
Initial and final manifests, certificates, and any supporting material.

**Disposition:** Temporary. Cutoff at the end of the calendar year. Destroy/delete 4 years after cutoff or when no longer needed for legal or operational purposes, whichever is later.

4. **RECORDS DOCUMENTING EMPLOYEE EXPOSURE TO HAZARDOUS MATERIALS**  
Exposure records as defined in 29 CFR 1910.1020(c)(5) and successor regulations, if maintained separately from Employee Medical Folders (EMF).

**Disposition:** Temporary. Destroy/delete 30 years after separation or release, or when no longer needed for legal or operational purposes, whichever is later.

5. **RECORDS DOCUMENTING INMATE EXPOSURE TO HAZARDOUS MATERIALS**  
Exposure records as defined in 29 CFR 1910.1020(c)(5) and successor regulations, if maintained separately from Inmate Medical Folders (IMF, part of the inmate central file).

**Disposition:** Temporary. Destroy/delete 30 years after separation or release, or when no longer needed for legal or operational purposes, whichever is later.

6. **LDR FORM AND DOCUMENTATION**

The Resource Conservation and Recovery Act (RCRA - 42 U.S.C. s/s 6901 et seq. (1976), also see 40 CFR 262, 265, 268, and 272), as amended, requires the EPA to evaluate all listed and characteristic hazardous wastes to determine which wastes should be restricted from land disposal. These restrictions are called the Land Disposal Restrictions (LDR). BOP maintains LDR forms and associated documentation which describe water treatment procedures including hazardous waste determination analysis, treatment process, standards compliance, and related materials. This item includes water sample analysis reports, generator reports, treatment management reports and related documentation.

**Disposition:** Permanent. Transfer to NARA 12 years after official site closure or when no longer needed for reference purposes, whichever is later.

7. **LANDFILL SITES DOCUMENTATION**

Reports, forms, correspondence, analysis, and documentation created to manage, maintain, monitor, correct, and close landfills presently and/or previously under Bureau custody and/or use. Records include site characterizations studies, remedial investigations analysis and reports, corrective action plans, and ongoing monitoring reports among other related documentation.

**Disposition:** Permanent. Transfer 12 years after official site closure or when no longer needed for reference purposes, whichever is later.

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8.

Electronic Version of Records Created by the Electronic Mail and Word Processing for items 1-7 of BOP Hazardous Materials Records schedule. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate record-keeping copies of the material covered by the items listed above. Also included are copies of records created on electronic mail & word processing that are maintained for updating, revision, or dissemination.

**Disposition:** Temporary. Destroy/delete within 180 days after the record-keeping copy has been produced. Longer retention authorized.