

REQUEST FOR RECORDS DISPOSITION AUTHORITY (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	
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 71-129-06-5	
DATE RECEIVED 2-8-2006	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 6/10/06	ARCHIVIST OF THE UNITED STATES <i>Alshenck</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 1 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 2/7/06	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 GRS OR SUPERSEDED JOB CITATION	10.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)		

INST- Safety Office - DRAFT

Authority: N1-129-06-	Existing Authority(ies): 29 CFR 1960.69(OSHA); N1-129-01-10	Approved:
Major Sub. BOP/FIELD/REG	Physical Medium: Electronic & Paper	Dated:
Minor Sub: SAFETY	Location: INST, REG	
Item Name:		

The Safety Department is involved with the implementation of occupational safety and environmental health programs that provide a safe and healthful work and living environment for all employees and inmates. Not included in this survey are the records related to hazardous materials which are part of the Safety Department but have been consolidated with other field department areas under a separate schedule.

1. STAFF FITNESS TESTS

Respiratory-related and other tests and documentation required for staff's participation in a Disturbance Control Team (DCT).

Disposition: Temporary. Cut off at the end of the calendar year. Destroy 1 year after cutoff.

2. TRAINING RECORDS

Inmate training materials and safety presentations regarding the proper use of equipment, cleaning materials and protective gear associated with inmate employment. Includes completed BP 182 form, job orientation documentation.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy 5 years after cutoff.

3. OSHA 2014 LOGS

Summary logs organized by year, documenting staff injury counts by date. Information includes name, title, type of injury, and impact (lost time, medical bills), among other summary details.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy 5 years after cutoff.

4. INMATE INJURY FILES

Records include a BP-140, Lost Time Follow-up Report. The file may also contain Health Services medical assessment forms and inmate accident compensation form, BP-362, among other injury related documentation.

Disposition: Temporary. Cut off at the end of the calendar year. Destroy 2 years after expiration of sentence.

5. ELECTRONIC VERSION OF RECORDS CREATED BY THE ELECTRONIC MAIL AND WORD PROCESSING APPLICATIONS FOR THE ABOVE ITEMS.

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