

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U.S. Department of Labor

2. MAJOR SUBDIVISION
Bureau of Labor Statistics

3. MINOR SUBDIVISION
Office of Safety, Health and Working Conditions

4. NAME OF PERSON WITH WHOM TO CONFER
William Weber

5. TELEPHONE
606-6162

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-257-99-1

DATE RECEIVED
4-19-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
8-13-99

ARCHIVIST OF THE UNITED STATES
[Signature]

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
3/29/99

SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]
Karen Nunley

TITLE
Chief, Branch of Records Management and General Services

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Office of Safety, Health and Working Conditions Program Records consisting of the Survey of Occupational Injuries and Illnesses.</p> <p>a. <u>Survey Instrument</u> - Data Collection Booklets <u>Retention:</u> Destroy after the case characteristics publication is generated.</p> <p>b. <u>Electronic Records</u> - Created by electronic mail and word processing applications. <u>Retention:</u> Delete when file copy is generated or when no longer needed for reference or updating, whichever is later.</p>		