

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

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

1. FROM (Agency or establishment)  
**Department of State**

2. MAJOR SUBDIVISION  
**Bureau of Administration**

3. MINOR SUBDIVISION  
**Safety and Environmental Management**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Audree Holton**

5. TELEPHONE  
**202/647-7462**

LEAVE BLANK (NARA use only)


JOB NUMBER  
**N1-59-92-30**

DATE RECEIVED  
**4/30/92**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**12/29/92**

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 3 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 <b>11/20/92</b>	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE <b>Acting Chief, Records Management Branch</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p><b>NOTE:</b> Asbestos Survey inspections are expected to be a one time project. The project began in 1991 and is expected to continue for approximately 10 years or until all posts have been inspected. As each post completes its inspection, the reports are sent to the Department. These reports will be accessed to show the results of testing and/or monitoring asbestos for legal purposes only.</p> <p><b>ASBESTOS SURVEY RECORDS.</b> Bound in spiral notebooks, arranged as received and may range in size from 1/4 to 2 inches thick per report. One report for each building inspected. Reports document the results of inspections and testings used to monitor and measure asbestos, conducted at Department of State owned or long-term leased facilities.</p> <p>Volume on hand: 4 cubic feet Annual accumulation: 25 cubic feet</p> <p><b>RETIRE TO RSC AT THE END OF CALENDAR YEAR. TRANSFER TO WNRC IMMEDIATELY. DESTROY WHEN 30 YEARS OLD.</b></p> <p><i>Copies sent to Agency NCF 1/4/93</i></p>		

2. **POST ASBESTOS MANAGEMENT PLAN.** This report is abstracted from the Asbestos Survey Records. The Post Asbestos Management Plan describes location and condition of asbestos materials in each post surveyed and gives procedures for managing asbestos in place.

**DESTROY WHEN ALL ASBESTOS IS REMOVED FROM POST BUILDINGS.**

3. **POST FILES.** Arranged by Post and Domestic Annex. Documentation relating to Safety-Occupational Health-Environmental planning, policies, programs, negotiations, history, including, Assessment Reports, special studies and Exposure Assessment data.

- a. Documentation that reflects the decisions, policy, planning, negotiations, and history related to safety, industrial hygiene or environmental health. Correspondence, memorandums, memorandums of decision and conversation, reports, telegrams, and the Safety, Occupational Health and Environmental Management Resource Guides, that establishes Department of State policy and programs used to implement policy and document history.

**CUT OFF AT THE END OF THE CALENDAR YEAR.  
TRANSFER TO RSC WHEN 5 YEARS OLD FOR  
TRANSFER TO WNRC. DESTROY WHEN 30 YEARS  
OLD.**

- b. Assessment Reports and reports of special studies.

**DESTROY WHEN 10 YEARS OLD.**

Bureau of Administration  
Safety and Environmental Management

- c. Exposure Assessment data and related information.

**RETIRE TO RSC WHEN 10 YEARS OLD FOR IMMEDIATE TRANSFER TO WNRC AND DESTROY WHEN 30 YEARS OLD.**

4. **SUBJECT FILES.** Arranged by subject. Department notices, letters, bulletins, etc. relating to safety, industrial hygiene or environmental health.

**DESTROY WHEN SUPERSEDED, OBSOLETE OR NO LONGER NEEDED.**