

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-84-94-3	DATE RECEIVED 5/2/95
1 FROM (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION All Foreign Service Posts			
3 MINOR SUBDIVISION General Services Office			
4 NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5 TELEPHONE 647-6021	DATE 5-12-95	ARCHIVIST OF THE UNITED STATES <i>Audrey Huskamp Peterson</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 2 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 4/27/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Kenneth F. Rossman Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Attachment		

*Copies sent to agency, NNT NCF 5/17/95*

1. Safety, Health and Environmental Records

Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.

- a. Records documenting employee occupational exposures (regarding chemicals, asbestos, radiation, etc.); medical monitoring information; annual hazard material inventory; and all policies, procedures, cables and other safety and health information promulgated by the Department as well as policies/programs issued by the post.

DISPOSITION: Retire to RSC when 10 years old for transfer to WNRC. Destroy when 75 years old.

- b. Records documenting post initiated inspection/assessment findings and reports (i.e. related to safety, health, fire or environmental hazards); hazard condition notifications and requests to investigate hazardous conditions.

DISPOSITION: Destroy when 5 years old.

- c. Records of Mishap Investigation Analysis Boards, Mishaps Forms (DS 1663), Motor Vehicle Accident Forms (SF 91 and SF 91a); training records; and safety and health planning analyses.

DISPOSITION: Destroy when 3 years old.

- d. Material Safety Data Sheets (MSDS)

DISPOSITION: Retain as long as product is used, then destroy.