

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

LEAVE BLANK (NARA use only)

JOB NUMBER *71-318-04-24*

TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

DATE RECEIVED  
*10-3-2003*

1. FROM (Agency or establishment)  
Bureau of Engraving and Printing

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Office of IT Budget and Strategic Planning

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION  
IT Regulatory Compliance Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Evangela C. Wimbush-Jeffrey

5. TELEPHONE  
202-874-3219

DATE ARCHIVIST OF THE UNITED STATES  
*8/30/2004* *Leis Bellardo*

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 7 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

*10/2/03*

SIGNATURE OF AGENCY REPRESENTATIVE

*Cary C. Conn*

TITLE

Records Officer/Manager,  
IT Regulatory Compliance Division

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Bureau of Engraving and Printing Records Control Schedule  
ENVIRONMENT, SAFETY & OCCUPATIONAL HEALTH RECORDS  
See attached sheets

New

*cc Agency NR NWMB NWMW NWCET*

Chapter 22:  
ENVIRONMENT, SAFETY AND OCCUPATIONAL HEALTH RECORDS

1. Environmental, Safety and Occupational Health Policy and Directives

- a. Environment, Safety and Occupational Health directives, circulars, manuals and procedures, including regulations, policy memorandums, and related materials issued by the Bureau, Department of Treasury, OSHA, and other organizations. Includes working files for the BEP Safety and Occupational Health Manual (currently in draft), and other BEP directives. (Record copy of the manual and other directives are issued and maintained under the official Bureau Directives Program.)

TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.

- b. ISO 14000 Certification Files

Records relating to planning and developing an ISO 14000 certified environmental management system and obtaining ISO certification.

TEMPORARY. Destroy 2 years after ISO certification is obtained.

2. Waste Water Treatment Plant Records

- a. Records relating to permitting and managing the Bureau's waste water treatment plant to control the amount of water pollutants produced from Bureau operations and discharged into ground water and sanitary sewers. Files include permits, compliance monitoring data, wastewater reports, operational logs, flow charts, calibration reports, maintenance records, status reports, inspection reports, correspondence.

TEMPORARY. Destroy 3 years after permit expires or when no longer needed, whichever is later.

- b. Other files associated with the wastewater treatment plant include; Standard Operating Procedures, Plant Operator's Training Curriculum, Quality Assurance/Quality Control Manual, Slug Control Plan

TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.

c. Base Line Monitoring Report

TEMPORARY. Destroy 4 years after permit expires or when no longer needed, whichever is later.

d. Acid Tank Corrosion Inspection Report

TEMPORARY. Maintain until tank is removed/replaced, *then destroy*

3. Clean Air Emissions Records

- a. Records relating to permitting and managing the Bureau's operations and equipment to prevent or minimize the amount of air pollutants emitted from Bureau operations to the outside air to ensure compliance with the Clean Air Act, and associated state and local regulations. Records include permit applications and supporting documentation, permits, approvals for new construction or modifications to equipment or changes in raw materials, monitoring plans and procedures, volatile organic compound limits (VOC) for inks, wiping, and dampening solutions, and other products used in Bureau operations, equipment documentation, monitoring data and analysis, and other documentation required by the permit.

TEMPORARY. Destroy 3 years after related permit expires.

b. Annual Air Report

TEMPORARY. Destroy 15 years after related permit expires.

c. Notification and Compliance Testing for Hard Chromium Plating Operations

TEMPORARY. Maintain until equipment is removed, *then destroy.*

4. Waste Management

- a. Files documenting the Bureau's solid waste management activities in compliance with Resource Conservation and Recovery Act and other applicable local and federal regulations. Records include hazardous waste shipment manifests, non-hazardous waste shipment manifests, lead and

asbestos disposal records, and analytical laboratory data on waste shipments.

TEMPORARY. Destroy when 50 years old.

- b. Other supporting documentation and records include inventory of hazardous waste, hazardous waste storage inspection reports, production facilities inspection reports, spill response reports and other hazardous waste activity reports.

TEMPORARY. Destroy when 4 years old.

- c. Lead Acid Battery Manifests

TEMPORARY. Destroy when 5 years old.

- d. Fluorescent bulb recycling invoices and records

TEMPORARY. Destroy when 10 years old.

- e. Waste Stream Profiles

TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.

- f. Records pertaining to Hazardous Waste Operations Employee Training (HAZWOPER)

TEMPORARY. Maintain for term of employment plus 1 year, *then destroy*

- g. Records pertaining to the removal and disposal of poly chlorinated biphenyls (PCBs)

TEMPORARY. Destroy when 30 years old.

5. Environmental Program Subject Files

- a. Documentation relating to Emergency Planning and Community Right to Know Act (EPCRA) and Superfund Amendments and Reauthorization Act (SARA)

- (1) Extremely Hazardous Substance List

- TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.

- (2) All other documentation relating to EPCRA and SARA

- TEMPORARY. Destroy when 3 years old.

- b. Policies, procedures, training curricula and informational materials relating to environmental programs not covered elsewhere in this schedule.

- TEMPORARY. Destroy when information is superseded, obsolete, or no longer needed.

- 6. Occupational Health and Safety Program Files

- a. Policies, procedures, training curricula and informational materials relating to the Bureau's health and safety programs.

- TEMPORARY. Destroy when information is superseded, obsolete, or no longer needed.

- b. Annual Health and Safety Reports, Employee Safety Suggestion Reviews, Safety Document reviews

- TEMPORARY. Destroy when 5 years old.

- c. Confined space permits, air monitor calibration logs, downgrading of confined space certifications, ventilation surveys, lab hood certifications

- TEMPORARY. Destroy when 1 year old.

- d. Confined space inventory, control of hazardous energy inventory and procedures

TEMPORARY. Destroy when superseded, obsolete, or no longer in use.

- e. Air borne contaminant exposure monitoring personal/ambient, instrument calibration logs, noise exposure monitoring, respiratory protection issuance and training records

TEMPORARY. Maintain for term of employment plus 30 years, *then destroy*

7. Fire Protection Program Files

- a. Policies, procedures, training curricula and informational materials on fire planning and emergency preparedness.

TEMPORARY. Destroy when information is superseded, obsolete, or no longer needed.

- b. Drill/Evacuation Reports, Hot Work Permits

TEMPORARY. Destroy when 1 year old.

- c. Fire reports

TEMPORARY. Destroy when 5 years old.

8. Environment, Safety and Health Training Records

Records of employee training include attendance records, records demonstrating competence, and certificates of completion for training mandated by law or BEP policy.

TEMPORARY. Maintain for term of employment plus 1 year, *then destroy*

9. Accident/Injury Investigation Files

Files on accident and injury incident reporting and investigation, not including workers compensation claims. Includes reports and logs as required by OSHA to document all recordable occupational injuries and illnesses.

TEMPORARY. Destroy 5 years following the end of the calendar year the reports cover.

10. Hazardous Materials Files

a. Material Safety Data Sheets

Records providing detailed safety information on hazardous chemical products used in Bureau manufacturing, production, research, and support operations. MSDS records are obtained from chemical manufacturers and/or commercial information services and are originated by manufacturers of chemical products and passed on to product purchasers to provide detailed product safety information and are required by public law.

(1) Bureau master file

TEMPORARY. Destroy 50 years after substance has been removed from use.

(2) Other copies

TEMPORARY. Destroy when superseded, obsolete, or no longer in use.

b. Asbestos and Lead Paint removal records

Records that document activities relating to the management, identification, and safe removal of asbestos and lead paint in Bureau facilities. Includes hardcopy files and electronic CAD files of building floor plans identifying location and quantities, survey, inspection and test results, air monitoring results, reviews and approvals, and work performed.

TEMPORARY. Destroy 30 years after completion of project.

c. Employee exposure records

TEMPORARY. Destroy when 30 years old.

d. Employee Asbestos Awareness training records

TEMPORARY. Maintain for term of employment plus 1 year, then destroy

11. Audit and Inspection

- a. Deficiency reports and correspondence generated by a regulatory agency, corrective action reports and other documentation related to regulatory agency actions

TEMPORARY. Destroy 5 years after deficiencies have been abated.

- b. Documentation related to self-auditing, inspection, and job safety analyses

TEMPORARY. Destroy 1 year after deficiencies have been abated.

12. Environmental Assessments and Other Environmental Studies

Records of Environmental Assessments and other environmental studies performed in accordance with the National Environmental Policy Act (NEPA) or other environmental requirements. Files may include draft and final reports, Notices of Intent, Records of Decision, supporting documentation, review comments, and other materials.

- a. Final published report.

PERMANENT. Close file when project is completed and transfer to BEP's records storage area. Transfer to National Archives and Records Administration (NARA) when 20 years old.

- b. Background documentation and other documentation not otherwise addressed

TEMPORARY. Destroy when 30 years old.

13. Joint Labor Management Occupational Safety, Health, and Environmental Committee

Records include meeting minutes, presentations, issue papers, committee recommendations, reviews, and other information relating to the activities of the committees.

TEMPORARY. Destroy when 3 years old or when no longer needed for reference, whichever is later.



Electronic Mail and Word Processing System Copies:

Electronic copies of record that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

- a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed