

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2017-0010
Schedule Status Approved

Agency or Establishment General Records Schedules (National Archives and Records Administration)
Record Group / Scheduling Group General Records Schedules
Records Schedule applies to Government-wide
Schedule Subject General Records Schedule 2.7: Employee Health and Safety Records
Internal agency concurrences will be provided No

Background Information

This schedule covers records about employee health and safety functions within Federal agencies. This schedule applies only to civilian health records, although in both civilian and military agencies. Military healthcare management follows very different processes and creates records that are unique to only a few agencies. Therefore these records are not covered in the GRS.

Health and Safety Committee records are covered by GRS 5.1, item 030, Records of non-mission related internal agency committees.

Agency-specific records schedules address records of mission-related Federal research, monitoring, standard-setting and enforcement activities to ensure environmental protection, occupational safety, and public health.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
20	0	20	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2017-0010

Sequence Number	
1	Clinic scheduling records. Disposition Authority Number: DAA-GRS-2017-0010-0001
2	Occupational Health Records
2.1	Occupational injury and illness program records. Disposition Authority Number: DAA-GRS-2017-0010-0002
2.2	Occupational health and safety training records. Disposition Authority Number: DAA-GRS-2017-0010-0003
2.3	Workplace environmental monitoring and exposure records.
2.3.1	OSHA-regulated substance monitoring and exposure records. Disposition Authority Number: DAA-GRS-2017-0010-0004
2.3.2	Occupational noise monitoring and exposure records. Disposition Authority Number: DAA-GRS-2017-0010-0005
2.3.3	Lead (Pb), Coke Oven emissions, Dibromochloropropane (DBCP), Acrylonitrile, and Inorganic Arsenic monitoring and exposure records. Disposition Authority Number: DAA-GRS-2017-0010-0006
2.3.4	Background data. Disposition Authority Number: DAA-GRS-2017-0010-0007
2.4	Safety Data Sheets (SDS). Disposition Authority Number: DAA-GRS-2017-0010-0008
2.5	Occupational individual medical case files.
2.5.1	Long-term records. Disposition Authority Number: DAA-GRS-2017-0010-0009
2.5.2	Short-term records. Disposition Authority Number: DAA-GRS-2017-0010-0010
2.5.3	Individual employee health case files created prior to establishment of the Employee Medical File system in 1986. Disposition Authority Number: DAA-GRS-2017-0010-0011
3	Non-Occupational Health Records
3.1	Non-occupational individual medical case files. Disposition Authority Number: DAA-GRS-2017-0010-0012
3.2	Non-occupational health and wellness program records. Disposition Authority Number: DAA-GRS-2017-0010-0013
3.3	Employee Assistance Program (EAP) counseling records.
3.3.1	Records related to employee performance or conduct. Disposition Authority Number: DAA-GRS-2017-0010-0014

- 3.3.2 Records not related to performance or conduct.
Disposition Authority Number: DAA-GRS-2017-0010-0015
- 4 Drug-free Workplace Program Records
 - 4.1 Employee drug test plans, procedures, and scheduling records.
Disposition Authority Number: DAA-GRS-2017-0010-0016
 - 4.2 Employee drug test acknowledgment of notice forms.
Disposition Authority Number: DAA-GRS-2017-0010-0017
 - 4.3 Employee drug testing specimen records.
Disposition Authority Number: DAA-GRS-2017-0010-0018
 - 4.4 Employee drug test results.
 - 4.4.1 Positive results.
Disposition Authority Number: DAA-GRS-2017-0010-0019
 - 4.4.2 Negative results.
Disposition Authority Number: DAA-GRS-2017-0010-0020

Records Schedule Items

Sequence Number

1

Clinic scheduling records.

Disposition Authority Number DAA-GRS-2017-0010-0001

Scheduling records of clinic visits, both occupational and non-occupational. Includes: • patient's name, time of appointment, and type of work to be performed • details for pending, confirmed, and upcoming appointments, including date, time, clinic, care team and reason for visit • notifications about appointment updates • patient visit and other scheduling-related statistics

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 010	

GRS or Superseded Authority Citation NC1-64-77-10 / 20/A
NC1-64-77-10 / 20/B

Disposition Instruction

Retention Period Destroy when 3 years old, but longer retention is authorized if needed for business use.

Additional Information

GAO Approval Not Required

2

Occupational Health Records

2.1

Occupational injury and illness program records.

Disposition Authority Number DAA-GRS-2017-0010-0002

Records documenting the planning, management, reporting, and routine operations undertaken by occupational health and safety organizations. Includes: • miscellaneous reports, annual summaries or reports to the Secretary of Labor •

correspondence with internal agency offices and Occupational Safety and Health Administration (OSHA) • OSHA 300 Log • OSHA 301 Incident Report • OSHA 300A Summary or equivalent Exclusion: Workers' Compensation (personnel injury compensation) records are covered under items 100 and 101 of GRS 2.4, Employee Compensation and Benefits Records. Legal Citations: 29 CFR Part 1904.33 and 29 CFR Part 1960.69.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 020	

GRS or Superseded Authority Citation N1-GRS-87-6 / 35

Disposition Instruction

Retention Period Destroy when 6 years old, but longer retention is authorized if needed for business use.

Additional Information

GAO Approval Not Required

2.2

Occupational health and safety training records.

Disposition Authority Number DAA-GRS-2017-0010-0003

Records of health and safety-related training on topics such as cardiopulmonary resuscitation (CPR), automatic external defibrillators (AED), personal protective equipment (PPE) use, safe sampling techniques, personal decontamination procedures, and emergency response procedures. Exclusion 1: Records appropriate for long-term retention in an Official Personnel Folder, such as academic transcripts and professional licenses. GRS 2.2, Employee Management Records, item 040 covers these. Exclusion 2: Training records related to job-specific activities or that may impact individual occupational health. Items 060 and 061 of this schedule cover these. Legal Citation: 29 CFR Part 1910.120 App E(9)

Final Disposition Temporary

Item Status Active

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.7, item 030	

Disposition Instruction

Retention Period **Destroy 5 years after training participation or when superseded, whichever is applicable, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

2.3

Workplace environmental monitoring and exposure records.
Results or measurements of monitoring workplace air, toxic substances, or harmful physical agents, including personal, area, grab, wipe, or other methods of sampling results. Note 1: Biological monitoring results, such as blood and urine analysis results, designated as exposure records by specific Occupational Safety and Health Administration (OSHA) standards are maintained as required by the specific standard governing their use. For more information, refer to 29 CFR 1910.1020(c)(5) – Employee exposure records and 29 CFR 1910.1020(c)(5)(ii). Note 2: These items are intended for agencies subject to Executive Order 12196, Occupational Safety and Health Programs for Federal Employees. Entities excluded from these requirements may use these items or agency-specific schedules.

2.3.1

OSHA-regulated substance monitoring and exposure records.

Disposition Authority Number **DAA-GRS-2017-0010-0004**

Area/general occupational exposure records and select carcinogen exposure records from hazardous chemical use in laboratories. Includes the Chemical Hygiene Plan. Exclusion: Employee-specific occupational exposure records appropriate for individual occupational medical case files are covered by item 060. Legal Citations: 29 CFR Part 1910.1020(d)(1)(ii) and 29 CFR Part 1910.1020(d)(1)(iii).

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.7, item 040	

Disposition Instruction

Retention Period Destroy no sooner than 30 years after monitoring is conducted, but longer retention is authorized if needed for business use.

Additional Information

GAO Approval Not Required

Occupational noise monitoring and exposure records.

Disposition Authority Number DAA-GRS-2017-0010-0005

Exclusion: Employee-specific occupational exposure records appropriate for individual occupational medical case files are covered by item 060. Legal Citation: 29 CFR Part 1910.95(m)(3)(i)

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.7, item 041	

Disposition Instruction

Retention Period Destroy no sooner than 2 years after monitoring is conducted, but longer retention is authorized if needed for business use.

2.3.2

2.3.3

Additional Information

GAO Approval Not Required

Lead (Pb), Coke Oven emissions, Dibromochloropropane (DBCP), Acrylonitrile, and Inorganic Arsenic monitoring and exposure records.

Disposition Authority Number DAA-GRS-2017-0010-0006

Exclusion: Employee-specific occupational exposure records appropriate for individual occupational medical case files are covered by item 060. Legal Citation: 29 CFR Part 1910.1045 App A(vi)(C)

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 042	

Disposition Instruction

Retention Period Temporary. Destroy no sooner than 40 years after monitoring is conducted, but longer retention is authorized if needed for business use.

Additional Information

GAO Approval Not Required

2.3.4

Background data.

Disposition Authority Number DAA-GRS-2017-0010-0007

Records, such as consensus standards or other regulatory/non-regulatory documents, associated with related data. Note: Use of this item requires that the agency retains the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, for at least thirty (30) years. Legal Citation: 29 CFR Part 1910.1020(d)(1)(ii)(A)

Final Disposition Temporary

Item Status **Active**
 Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.7, item 043	

Disposition Instruction

Retention Period **Destroy no sooner than 1 year after monitoring is conducted, but longer retention is authorized if needed for business use.**

Additional Information

GAO Approval **Not Required**

Safety Data Sheets (SDS).

Disposition Authority Number **DAA-GRS-2017-0010-0008**

Includes other specified records concerning the identity of a substance or agent. These records were formerly called Material Safety Data Sheets (MSDS).
 Exclusion: Copies placed in individual occupational medical case files to document substances or agents to which employees are exposed are covered under item 060 of this schedule. Note: Based on OSHA requirements in 29 CFR 1910.1020 under paragraph (d)(1)(ii)(B), employers may discard safety data sheets if "some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years." Then, an employer may discard the original data sheet and retain only the new data sheet if a record on the original formulation is maintained. Legal citation: 29 CFR Part 1910.1020(d)(1)(ii)(B)

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

2.4

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.7, item 050	

Disposition Instruction

Retention Period **Destroy when business use ceases.**

Additional Information

GAO Approval **Not Required**

2.5

Occupational individual medical case files. These records are also referred to as Employee Medical Folders (EMFs), Occupational Safety and Health Administration (OSHA) medical records, and medical surveillance records. Includes: • personal and occupational health histories • opinions and written evaluations generated in the course of diagnosis and employment-related treatment/examination by medical health care professionals and technicians • employee-specific occupational exposure records, which include employee-specific occupational records (exposures include, but are not limited to, gases, liquids, vapors, mists, dust particles and noise) • employee audiometric testing records Note: For those entities subject to OPM's requirements, OPM determines which of these records are long-term and which are short-term records. For guidance on which records qualify for this category, follow OPM guidance. Other entities should follow agency policy. Exclusion: Records of claims filed under the Federal Employees Compensation Act (FECA) are covered under GRS 2.4, items 100 and 101.

2.5.1

Long-term records.

Disposition Authority Number **DAA-GRS-2017-0010-0009**

Exclusion: Individual non-occupational medical records are covered by item 070. Note 1: While non-occupational/patient records pertaining to an employee are not required to be included as a record within the individual occupational medical case files, under certain conditions, copies of such records are occupationally-related and, in those cases, may be included in the individual occupational medical case files. (5 CFR Part 293, Subpart E, Part 504) Note 2: For transferred employees subject to OPM's requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions. Note 3: For separated employees subject to OPM's requirements, see 5 CFR Part 293, Subpart E, Employee Medical File System Records, for implementing instructions. Legal Citations: 5 CFR Part 293.511(b), 29 CFR 1910.1020(d)(1)(i), and 29 CFR Part 1910.95(m)(3)(ii).

Final Disposition **Temporary**

Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 060	

GRS or Superseded Authority Citation N1-GRS-86-4 / 21/A/2

Disposition Instruction

Retention Period Destroy 30 years after employee separation or when the Official Personnel Folder (OPF) is destroyed, whichever is longer.

Additional Information

GAO Approval Not Required

Short-term records.

Disposition Authority Number DAA-GRS-2017-0010-0010

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 061	

GRS or Superseded Authority Citation N1-GRS-86-4 / 21/B

2.5.2

2.5.3

Disposition Instruction

Retention Period Destroy 1 year after employee separation or transfer.

Additional Information

GAO Approval Not Required.

Individual employee health case files created prior to establishment of the Employee Medical File system in 1986.

Disposition Authority Number DAA-GRS-2017-0010-0011

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 062	

GRS or Superseded Authority Citation N1-GRS-86-4 / 21/C

Disposition Instruction

Retention Period Destroy 60 years after retirement to the NARA records storage facility.

Additional Information

GAO Approval Not Required

3

Non-Occupational Health Records

3.1

Non-occupational individual medical case files.

Disposition Authority Number DAA-GRS-2017-0010-0012

Records of treatment or examination created and maintained by a health care facility or dispensary documenting an individual's medical history, physical condition, vaccinations, and first-aid visits for nonwork-related purposes. Also referred to as "patient records" in Title 5 Part 293 Subpart E. Legal Citations: American Health Information Management Association (AHIMA) Recommended

Retention Standards [Appendix D from the 2011 update] and 31 U.S.C. 3731(b), False Claims Act.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 070	

GRS or Superseded Authority Citation NC1-64-77-10 / 19

Disposition Instruction

Retention Period Destroy 10 years after the most recent encounter, but longer retention is authorized if needed for business use.

Additional Information

GAO Approval Not Required

Non-occupational health and wellness program records.

Disposition Authority Number DAA-GRS-2017-0010-0013

Records documenting the planning, management, reporting, correspondence with internal agency offices, statistical summaries, and routine operations undertaken by employee health service organizations involving non-occupational worksite health and wellness programs, such as nursing mothers, Automated External Defibrillators (AEDs), alcohol and drug abuse programs, and tobacco cessation. Includes: • health risk appraisals • biometric testing • health coaching • disease management • behavioral management • preventive services • fitness programs

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

3.2

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.7, item 080	

GRS or Superseded Authority Citation **NC1-64-77-10 / 27/B**

Disposition Instruction

Retention Period **Destroy 3 years after the project/activity/ or transaction is completed or superseded, but longer retention is authorized if needed for business use.**

Additional Information

GAO Approval **Not Required**

3.3 **Employee Assistance Program (EAP) counseling records.**
Records of individuals who have sought or been referred to counseling services provided through the Employee Assistance Program (EAP). May include records of family members and dependents.

3.3.1 **Records related to employee performance or conduct.**

Disposition Authority Number **DAA-GRS-2017-0010-0014**

Records of counseling services provided through the EAP for performance or conduct reasons. Records include documentation of: • leave and attendance • performance • alleged inappropriate behavior or workplace violence • reason for referral • management interventions • illegal drug or alcohol use o test results for use of illegal drugs o test results for alcohol consumption on the job o substance abuse assessment, treatment, aftercare, and monitoring records Note: GRS 2.3, Employee Relations Records, covers adverse action files under item 061 and performance-based action files under item 062.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 2.7, item 090	

Disposition Instruction

Retention Period Destroy once employee has met condition(s) specified by agreement or adverse action or performance-based action case file has been initiated.

Additional Information

GAO Approval Not Required

Records not related to performance or conduct.

Disposition Authority Number DAA-GRS-2017-0010-0015

Records documenting nature of an individual's problem and participation in a treatment or rehabilitation program. Records may include documentation of treatment by a private therapist or a therapist at a Federal, State, local government, or private institution. Includes: • Privacy Act and signed written consent forms • psychosocial history and assessments • medical records • correspondence with the client • clinical and education interventions • records of attendance at treatment, kinds of treatment, and counseling programs • identity and contact information of treatment providers • name, address, and phone number of treatment facilities • notes and documentation of internal EAP counselors • insurance data • intervention outcomes

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 091	

GRS or Superseded Authority Citation NC1-64-77-10 / 27/A

Disposition Instruction

3.3.2

Retention Period Destroy 7 years after termination of counseling for adults or 3 years after a minor reaches the age of majority, or when the state-specific statute of limitations has expired for contract providers subject to state requirements, but longer retention is authorized if needed for business use.

Additional Information

GAO Approval Not Required

Drug-free Workplace Program Records

4

4.1

Employee drug test plans, procedures, and scheduling records.

Disposition Authority Number DAA-GRS-2017-0010-0016

Drug testing program records pertaining to the development of procedures, such as the determination of testing incumbents in designated positions and selection of specific employees/applicants for testing. Includes: • agency copies of plans and procedures, with related drafts, correspondence, and memoranda • lists of selectees • notification letters • testing schedules
Exclusion 1: Documents filed in record sets of formally issued documents, such as directives, procedure handbooks, and operating manuals. Schedule these on agency-specific schedules.
Exclusion 2: Consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Pub. L. 100-71, 503(f), are covered in GRS 5.7, Agency Accountability Records.
Exclusion 3: Oversight program records of the Department of Health and Human Services, the Office of Personnel Management, the Office of Management and Budget, the Office of National Drug Control Policy, and the Department of Justice. Schedule these on agency-specific schedules.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 100	

GRS or Superseded Authority Citation N1-GRS-98-2 / 6
N1-GRS-90-2 / 36/C

4.2

Disposition Instruction

Retention Period Destroy when 3 years old or when superseded or obsolete.

Additional Information

GAO Approval Not Required

Employee drug test acknowledgment of notice forms.

Disposition Authority Number DAA-GRS-2017-0010-0017

Forms completed by employees whose positions are designated sensitive for drug testing purposes, acknowledging they have received notice and they may be tested.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 110	

GRS or Superseded Authority Citation N1-GRS-90-2 / 36/B

Disposition Instruction

Retention Period Destroy when employee separates from testing-designated position.

Additional Information

GAO Approval Not Required

Employee drug testing specimen records.

Disposition Authority Number DAA-GRS-2017-0010-0018

Identifying data on each specimen, recorded at each collection site in the order in which the specimen was collected. Includes records used to maintain control and accountability of specimens from the point of collection to final disposition, e.g., chain-of-custody records.

4.3

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 120	

GRS or Superseded Authority Citation N1-GRS-90-2 / 36/D/1
 N1-GRS-90-2 / 36/D/2

Disposition Instruction

Retention Period Destroy 3 years after date of last entry or when 3 years old, whichever is later.

Additional Information

GAO Approval Not Required

4.4

Employee drug test results.
 Records documenting individual test results, including testing reports, notification of employees and employing offices, and documents relating to follow-up testing. Exclusion: Drug test results of applicants for employment are covered by GRS 2.1, Employee Acquisition Records, items 050 and 051.

4.4.1

Positive results.
 Disposition Authority Number DAA-GRS-2017-0010-0019
 Final Disposition Temporary
 Item Status Active
 Is this item media neutral? Yes
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? Yes

4.4.2

Manual Citation	Manual Title
GRS 2.7, item 130	

GRS or Superseded Authority Citation N1-GRS-98-1 / 36/E/2/A

Disposition Instruction

Retention Period Destroy when employee leaves the agency or when 3 years old, whichever is later.

Additional Information

GAO Approval Not Required

Negative results.

Disposition Authority Number DAA-GRS-2017-0010-0020

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 2.7, item 131	

GRS or Superseded Authority Citation N1-GRS-98-1 / 36/E/1 in part

Disposition Instruction

Retention Period Destroy when 3 years old.

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/24/2017	Certify	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/29/2017	Submit for Concurrence	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/11/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist