

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2021-0003

Status: APPROVED  
Date Approved: 01/31/2022  
Last Modified: 11/08/2024

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## General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	Additions to General Records Schedule 2.7: Employee Health and Safety Records
Additional Schedule Information	<p>This schedule covers records about employee health and safety functions within Federal agencies.</p> <p>Conditions and Exclusions</p> <p>The following conditions and exclusions apply to all disposition authorities in this schedule.</p> <ol style="list-style-type: none"><li>1. Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</li><li>2. This schedule does not apply to mission-related Federal research, monitoring, standard-setting and enforcement activities to ensure environmental protection, occupational safety, and public health. Such records are covered by agency-specific schedules.</li><li>3. The terms “non-occupational” and “patient” are used in this schedule to refer to nonwork-required health services and to health conditions not causally connected to the employee’s work or workplace. The terms “workplace” and “safety” refer to occupational records.</li></ol>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 4  
Number of Temporary disposition items: 4  
Number of Permanent disposition items: 0  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-GRS-2021-0003

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
	Workplace Health Assessments	
0001	Workplace Health Assessments : Vaccination attestations and proof of vaccination records. : Federal Employees and contractors.	Temporary
0002	Workplace Health Assessments : Vaccination attestations and proof of vaccination records. : Visitors.	Temporary
0003	Workplace Health Assessments : Symptom screening and testing records. : Federal Employees.	Temporary
0004	Workplace Health Assessments : Symptom screening and testing records. : Contractors and visitors.	Temporary

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Records Schedule Items

Group Title	Workplace Health Assessments : Vaccination attestations and proof of vaccination records.
Group Description	Records attesting to an individuals' current vaccination status and providing proof or certification of vaccination.
<b>DAA-GRS-2021-0003-0001 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Federal Employees and contractors.
Item Description	Applies only to records related to federal employees and contractors of the agency collecting the records.
	Note: If agencies file these records in occupational health files, use the disposition authority for occupational health files instead.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.7, item 063
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-GRS-2021-0003-0002 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Visitors.
Item Description	Includes federal employees and contractors visiting from other agencies.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	

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Agency Code	GRS 2.7, item 064
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 30 days old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Workplace Health Assessments : Symptom screening and testing records.
Group Description	Records related to screening and testing intended to detect a possible communicable or infectious disease, if collected. Includes: *symptom check/screening data *testing records/results

DAA-GRS-2021-0003-0003 STATUS: Active

<b>ITEM GENERAL INFORMATION</b>	
Item Title	Federal Employees.
Item Description	Applies only to records related to federal employees of the agency collecting the records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	

<b>MANUAL CITATION</b>	
Agency Code	GRS 2.7, item 065
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 1 year old.
<b>ADDITIONAL INFORMATION</b>	

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-GRS-2021-0003-0004</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Contractors and visitors.
Item Description	Includes federal employees that are visiting from another agency.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 2.7, item 066
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 30 days old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Approve	David Ferriero	01/31/2022