

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER NI-GRS-97- /	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 10/01/96	
1. FROM (Agency or establishment) National Archives and Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Records Administration			
3. MINOR SUBDIVISION Records Appraisal Division			
4. NAME OF PERSON WITH WHOM TO CONFER Mary T. Donovan	5. TELEPHONE (301) 713-7110 X257	DATE 4-28-97	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>1</u> 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 2/4/97	SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry J. Kelly</i>	TITLE Director, Records Appraisal Division	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

**1. Alternate Worksite Records**

a. Approved requests or applications to participate in the program; agreements between employer and employee; records relating to the safety of the worksite; the installation and/or use of equipment, hardware, and software; and the use of secure, classified, or Privacy Act data.

Destroy 1 year after employee terminates the program.

b. Unapproved requests.

Destroy 1 year after employee request rejected.

c. Forms completed by employee or supervisor evaluating the alternate worksite program.

Destroy 1 year after evaluation or when no longer needed, whichever is later.