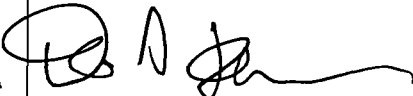
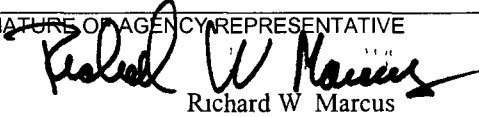


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-064-11- 2	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/11/11	
1 FROM (Agency or establishment) National Archives & Records Administration		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Space and Security Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Richard Marcus	5 TELEPHONE NUMBER 301-837-1942	DATE 17 NOV 11	ARCHIVIST OF THE UNITED STATES 
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>2</u> page(s) are not needed now for the business for 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 APR - 7 2011	SIGNATURE OF AGENCY REPRESENTATIVE  Richard W. Marcus		TITLE for NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Safety and Occupational Health Function See attached pages		

1 Inspection

- a All inspection activities with the exception of those listed below
Cut off at the end of each inspection cycle
DESTROY after one additional inspection cycle
- b Job hazard analysis
Cut off when task is no longer performed
DESTROY 1 year after cut off.
- c Job hazard analysis master file
DESTROY upon dissolution of the SOH Program
- d Hearing Conservation Program (HCP)
Cut off 2 years after inspection cycle
DESTROY after one additional inspection cycle
- e Medical evaluations (personal air sampling results, personal noise sampling results, etc)
File all related records in an employee's Employee Medical File *filing instructions*
- f Respiratory protection fit testing
Cut off at the end of the fit testing cycle
DESTROY one year after cut off

2 Incident reporting

- a Non-injury related
Cut off when case is closed
DESTROY 5 years after cut off
- b Injury related
File all related records in Employee Medical File *filing instructions*
- c OSHA log
Cut off 5 years after end of calendar year
DESTROY 1 year after cut off

3 Reference Material Safety Data Sheets (MSDS) *non-record*

Retain as long as substances are in active use
Cut off when substance is no longer in use

4 Standards

DESTROY 40 years after cut off *Removed per discussion w/ agency records officer 7/20/2011*

- a Reference set of externally generated government and industry standards
non-record
- b NARA-generated standards (standard

Cut off individual standard when no longer used or superceded Destroy 1 year after cut off *Removed per discussion w/ agency records officer 7/20/2011*
Cut off individual standard when no longer

and all related documentation)

used or superceded Destroy 1 year after cut
off

5 Training

Evidence of employee SOH training

Cut off at end of training cycle Destroy after
one additional training cycle