REQUEST FOR R	JOB NUMBER N1-064-11- <b>2</b>					
To NATIONAL AR 8601 ADELPH	Date received S/////					
1 FROM (Agency or esta National Arc	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			
3 MINOR SUBDIVISION Space and Se	Division	approved" or "withdrawn" in column 10				
4 NAME OF PERSON WIT Richard Marcus	H WHOM TO CONFER	5 TELEPHONE NUMBER 301–837–1942	DATE	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 attached2page(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,  Solventially a second of the disposition of its records and that the records proposed for disposal on the attached2page(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,						
DATE S IS I	SIGNATURE OF AGENC	s attached, or	nas		tea	
APR - 7 2011	Richard W Marcus	NARA Records Officer				
7 ITEM NO 8 I	EM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPO		9 GRS SUPERSE CITAT	DED JOB	10 ACTION TAKEN (NARA USE ONLY)	
	-	onal Health Function hed pages				

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1 In	spection	
ä	All inspection activities with the exception of those listed below	Cut off at the end of each inspection cycle
	exception of those listed below	DESTROY after one additional inspection cycle
ł	Job hazard analysis	Cut off when task is no longer performed
,		DESTROY 1 year after cut off.
(	Job hazard analysis master file	DESTROY upon dissolution of the SOH Program
(	Hearing Conservation Program (HCP)	Cut off 2 years after inspection cycle
		DESTROY after one additional inspection cycle
(	Medical evaluations (personal air sampling results, personal noise sampling results, etc.)	File all related records in an employee's Employee Medical File - filing instructions
i	Respiratory protection fit testing	Cut off at the end of the fit testing cycle
' <sub>1</sub>		DESTROY one year after cut off
2 In	cident reporting	
ä	Non-injury related	Cut off when case is closed
	A	DESTROY 5 years after cut off
l	o Injury related	File all related records in Employee Medical File Airy in Thurthang
(	OSHA log	Cut off 5 years after end of calendar year
		DESTROY 1 year after cut off
	eference 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 St	andards	DESTROY 40 years after out off Pernoved per discussion is agency records officer 712010011
8	Reference set of externally generated government and industry standards  Nem - Necerol	Cut off individual standard when no longer Removed used or superceded Destroy 1 year after cut for discussion off Wagung records officer 7/20/2011
ł	NARA-generated standards (standard	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