

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 General Records Administration

2. MAJOR SUBDIVISION  
 Office of Administration

3. MINOR SUBDIVISION  
 Information Management Division

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
 Mary Cunningham | (202) 501-3415

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NI-121-97-1

DATE RECEIVED  
 3-21-97

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *10/1* ARCHIVIST OF THE UNITED STATES  
*9/26/97 [Signature]*

**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 \_\_\_ 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,

is not required;  is attached; or  has been requested.

DATE: 3/19/97 | SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]* | TITLE: GSA Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Asbestos Program Records (see attached)	NI-121-91-1)	

Item 07E096  
Asbestos program records

(N1-121-91-1, item 43F96)

Documents accumulated in support of the asbestos program regarding monitoring of the use of asbestos in Federal buildings.

NOTE: This category does not include circulars. Records of an individual's exposure to asbestos are maintained with the individual's medical record described in category 12F001.

- a. Hard copy of documents that are imaged and retained in electronic form.

Disposition: TEMPORARY. Cut off when records are imaged. Destroy hard copy after verification of image.

- b. Electronic image of asbestos program documents.

Disposition: TEMPORARY. Label as inactive when building is excessed or otherwise leaves GSA custody. Delete 10 years after placed in inactive status.

- c. Documents that are retained in hard copy.

Disposition: TEMPORARY. Cut off at the end of fiscal year after building is excessed or otherwise leaves GSA custody, and retire to FRC. Destroy 10 years after cutoff.

RECORD  
SYMBOLDESCRIPTION OF RECORDAUTHORIZED DISPOSITION

1). Documents accumulated in support of the hazardous waste program.

a. Record copy.

Permanent. Cut off at end of fiscal year; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.

b. Copies retained for convenience of reference.

Disposable. Cut off at end of fiscal year; destroy 2 years after cutoff.

07E096.

**Asbestos program records (00-000-000).** Documents accumulated in support of the asbestos program. Documenting asbestos usage, exposure and related records. Excluding circulars.

Temporary. Cut off at the end of fiscal year after building is excessed or otherwise leaves GSA custody, and retire to FRC. Destroy 10 years after cutoff.

07E097.

**Polychlorinated Biphenyls - PCB program records (NI-121-91-1).** Documents accumulated in support of the PCB program.

Temporary. Cut off following the close of the project; hold 2 years and retire to FRC. Destroy 20 years after cutoff.

07E098.

**Drinking water quality records (NI-121-91-1).** Records associated with the quality and standards of drinking water.

a. Bacterial records.

Temporary. Cut off at the end of fiscal year. Destroy 5 years after cutoff.

b. Chemical records.

Temporary. Cut off at end of fiscal year; destroy 10 years after cutoff.

c. Sanitary survey reports.

Temporary. Cut off at end of fiscal year; destroy 10 years after cutoff.

07E099.

**Underground storage tanks (NI-121-91-1).** Records associated with underground storage tanks.

Temporary. Cut off at end of fiscal year; hold 2 years and retire to FRC. Destroy 20 years after cutoff.

07E100.

**Civil defense and disaster planning records (NC1-121-82-1).** Copies of building civil defense or disaster plans prepared by occupant agencies, damage control plans, similar plans, and correspondence, reports, and other records relating to their preparation, maintenance, and execution.

a. Copies of building civil defense or disaster plans prepared by occupant agencies, damage control plans, similar plans.

Disposable. Destroy when superseded, obsolete, or no longer needed.

b. Correspondence, reports, and other records relating to plan preparation, maintenance, and

Disposable. Cut off at the end of the fiscal year; destroy 2 years later.

Appendix 7-E