

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	<i>NI-142-98-4</i>
1 FROM (Agency or establishment)		DATE RECEIVED	<i>10-27-97</i>
TENNESSEE VALLEY AUTHORITY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OCCUPATIONAL HEALTH AND SAFETY		In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Vicki Callahan	423-751-6249	<i>9-16-99</i>	<i>[Signature]</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 on the attached <u>one</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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
<i>10/21/97</i>	<i>Georgia S. Greene</i> <i>[Signature]</i>	Assistant TVA Archivist	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See the attached schedule for the MATERIAL SAFETY DATA SHEETS (MSDS)		

9/27/1999 doc copies to: agency, NWME, NR, NRC

MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets, required since 1983, are prepared and distributed to users of hazardous materials by the manufacturers of those materials. TVA maintains approximately 45,000 of these sheets, and approximately 20 are created by TVA. They are the primary source of information on hazardous materials. They must be readily accessible during each work shift while employees are in their work area. They include chemical characteristics, physical hazards, health hazards, special protection, spill or leak procedures and special precautions for handling as well as cleanup and fire instructions. The owner of MSDS is Occupational Health and Safety (OH&S).

The 29 CFR 1910.1020 requires employers to maintain records of employee exposure for 30 years. However since these records will be used to account for long latency periods between exposures and manifestation of diseases such as cancer it is recommended that they be maintained for 75 years. Since TVA does not measure employee exposures, the Access rule has identified MSDS to be considered substitutes for exposure records because they document that the chemical was present in the workplace.

~~An index of the MSDS is maintained on a CICS data base.~~ The MSDS are being scanned and will be maintained electronically. Plans are to have them available for viewing throughout TVA.

A. MSDS created by TVA and created by manufacturers of hazardous materials that are maintained by OH&S (or successor organization)

1. Hard copy

Destroy when imaged and verified.

2. Imaged version

Destroy 75 years from date of MSDS unless earlier destruction is authorized by OSHA regulations

3. Electronic mail and word processing versions

Delete when recordkeeping copy has been produced *or when no longer needed* ~~unless needed longer~~ for revision or dissemination, *whichever is later,*

(TO BE APPROVED BY NARA)

B. All other copies

Destroy when no longer needed

(Nonrecord)

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- 2. Electronic version
Destroy 75 years from date of MSDS

(TO BE APPROVED BY NARA)

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Destroy when no longer needed.

(Nonrecord)

C. Index

Delete with related records or when TVA determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

(GRS 20, item 9)