

## Request for Records Disposition Authority

Records Schedule Number           **DAA-0412-2012-0002**  
 Schedule Status                       **Approved**

Agency or Establishment           **Environmental Protection Agency**  
 Record Group / Scheduling Group   **Records of the Environmental Protection Agency**  
 Records Schedule applies to       **Major Subdivision**  
 Major Subdivision                   **Safety and Health**  
 Schedule Subject                     **Safety and Health**  
 Internal agency concurrences will be provided   **No**

Background Information               **This schedule covers files relating to the establishment and development of internal safety, health, and environmental management program policies, management and administrative systems, program models, and operating policies that address the mission-oriented activities throughout the Agency at Agency offices, laboratories, field sites, research vessels, and diving operations. Includes records related to the evaluation of working conditions and resolving occupational and environmental risks and hazards, including strategies to reduce the Agency's internal use of chemicals and its volume of hazardous waste. Also includes records related to on-site investigations, audits, and program evaluations of current space as well as new construction, renovation, lease and closure plans to determine compliance with statutory and regulatory mandates, development and monitoring of corrective actions, and managing the wellness center, health unit, and activities of the labor/management inspection team.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0412-2012-0002

Sequence Number	
1	Safety and Health
1 1	Property safety inspections Disposition Authority Number DAA-0412-2012-0002-0001
2	Other safety and health records Disposition Authority Number DAA-0412-2012-0002-0002

## Records Schedule Items

Sequence Number	
1	<b>Safety and Health</b>
1 1	<p><b>Property safety inspections</b></p> <p>Disposition Authority Number      DAA-0412-2012-0002-0001</p> <p>Includes, but is not limited to safety inspections for EPA real and personal property, and reports of surveys and inspections of government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents</p> <p>Final Disposition                      Temporary</p> <p>Item Status                                Active</p> <p>Is this item media neutral?            Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                          No</p> <p>GRS or Superseded Authority Citation      N1-412-07-63/2a, N1-412-07-63/3a</p>
	<b>Disposition Instruction</b>
	Cutoff Instruction                      Close after sale, release or disposal of property
	Retention Period                        Destroy 7 year(s) after file closure
	<b>Additional Information</b>
	GAO Approval                            Not Required
2	<p><b>Other safety and health records</b></p> <p>Disposition Authority Number      DAA-0412-2012-0002-0002</p> <p>Includes, but is not limited to safety standards and practices, including safe location design, layout, equipment, and construction of Agency facilities and other areas requiring safety standards, industrial hygiene files, health and safety training, and reports and related records concerning investigations of fires, explosions and accidents, consisting of retained copies when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related records concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements</p>

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-412-07-63/1a N1-412-07-63/4a GRS 18/22
<b>Disposition Instruction</b>	
Cutoff Instruction	Close at end of calendar year, or when superseded or obsolete
Retention Period	Destroy 5 year(s) after file closure
<b>Additional Information</b>	
GAO Approval	Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
07/09/2012	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
11/27/2012	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
11/29/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/29/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/05/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

**401 Provide Safety, Health, and Environmental Services**

Activities to establish and develop internal safety, health and environmental management program policies, management and administrative systems, program models, and operating policies that address the mission-oriented activities throughout the agency at offices, laboratories, field sites, research vessels, and diving operations. Provide assistance and support for the evaluation of working conditions and resolving occupational and environmental risks/hazards including strategies to reduce the agency's internal use of chemicals and its volume of hazardous waste. Conduct on-site investigations, audits and program evaluations of current space as well as new construction, renovation, lease and closure plans to determine compliance with statutory and regulatory mandates. Help develop and monitor corrective actions for program weaknesses. Manage the headquarters safety, health and environmental management program, including the wellness center, health unit, and activities of the labor/management inspection team.

<b>Previous Schedule</b>	<b>Previous Title</b>	<b>Previous Retention</b>	<b>New Schedule</b>
578a N1-412-07-63/1a	Safety standards files – Record copy	Close inactive records when superseded or canceled. Destroy immediately after file closure.	1001b
581a N1-412-07-63/2a	Property safety inspections – Record copy	Close inactive records when property is disposed of by EPA. Destroy immediately after file closure.	1001a ✓
582a N1-412-07-63/3a	Protective and preventive measures reports files – Record copy	Close inactive records at end of year. Destroy 5 years after file closure.	1001a ✓
584a N1-412-07-63/4a	Industrial hygiene files – Standards and practices documents [routine medical monitoring records will be scheduled separately]	Close inactive records when material is superseded. Destroy 5 years after file closure.	1001b
611a GRS 18/22	Investigative files – Record copy	Destroy when 2 years old.	1001b