

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-412-85-8

DATE RECEIVED

1-25-85

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-28-86
Date

Francis D. Burke
Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Environmental Protection Agency

2. MAJOR SUBDIVISION
Occupational Health and Safety Staff

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Thomas Tasker

5. TEL EXT

382-5911

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 11/18/85	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas Tasker</i> Thomas Tasker	E. TITLE Agency Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1 - 12	<p>Safety Records Control Schedule is being revised to make is consistent with the Program's current operations. The revision of this schedule is part of a major review and update of the EPA Records Control Schedules.</p> <p>Attached is a copy of the revised Safety Records Control Schedule.</p>	Appendix B Schedule 13	

115-107 Copies to Agency, NCF, NTF, 5-2-86, emb

14 items

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE
SAFETY RECORDS

COVERAGE OF SCHEDULE
APPLICABLE HEADQUARTERS OFFICE

ITEM NO.	NAME AND DESCRIPTION OF RECORD/FILE	RETENTION PERIOD AND DISPOSITION
1.	<p><u>General Correspondence of the Director, Occupational Health and Safety Staff.</u> Includes copies of non-controlled (routine) correspondence. Records consist of incoming letters and enclosures.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
2.	<p><u>Program Management File.</u> Consists of records related to the management and administrative support of each unit of the Occupational Health and Safety Staff. Records consist of program planning and implementation, personnel needs, work accomplishments, budgetary materials, and other program management activities.</p>	<p><u>Retention:</u> Retain 5 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office 1 year, then transfer to the FRC. Destroy when 5 years old.</p>
3.	<p><u>Speeches by Office Director or Staff.</u> Speeches prepared for delivery at civic functions and professional conferences and meetings.</p>	<p><u>Retention:</u></p> <p>a. <u>Record Copy.</u> Permanent.</p> <p>b. <u>Information Copies.</u> Retain 1 year.</p> <p><u>Disposition:</u></p> <p>a. <u>Record Copy.</u> Break file after presentation: Keep in office 5 years, then transfer to the FRC. Keep in FRC 5 years, then offer to the National Archives in five year blocks.</p> <p>b. <u>Information Copies.</u> Destroy when 1 year old or sooner if no longer needed.</p>
4.	<p><u>Freedom of Information Response File.</u> Includes copies of incoming requests for information under the Freedom of Information Act, copies of replies, and copies of any interagency memoranda concerning the request. Note: this file does not contain the Program's official record of information being requested.</p>	<p><u>Retention:</u> Retain 2 years.</p> <p><u>Disposition:</u> Break file at end of year. Keep in office, then destroy when 2 years old.</p>

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

SCHED. NO.

TITLE OF SCHEDULE
SAFETY RECORDS

COVERAGE OF SCHEDULE
AGENCYWIDE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

5. ~~Safety Standards Files.~~ Documents created in the development of safety standards and practices in: developmental and production operations; and the site location design, layout, equipment, and construction of facilities and other areas requiring safety standards. The files include recommendations, coordination actions, studies, and other actions taken to establish standards.

Retention: See disposition below.

Disposition: Break file when superseded or canceled, then destroy.

6. Accident Case Files. Correspondence, reports, and all related papers concerning accidents and employee illnesses occurring at all EPA installations.

Retention: Disposal not authorized per GSA Bulletin B-136.

Disposition: See Retention above.

7. Safety Program Report Files. Statistical reports of injuries and accidents.

Retention: Retain 5 years.

Disposition: Break file when no longer needed. Keep in office for 5 years, then destroy.

8. ~~Property Safety Files.~~ Safety inspection records for all EPA real and personal property.

Retention: See disposition below.

~~Disposition: Break file and destroy when related property is disposed of by EPA.~~

9. Protective and Preventive Measures Report Files. Reports of surveys and inspections of Government-owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents.

Retention: Retain 5 years.

Disposition: Break file when no longer needed. Keep in office for 5 years, then destroy.

10. Occupational Medical Files. Documents created as part of the ongoing Medical Monitoring Program efforts for EPA employees.

a. Medical Examination Files.

Retention: Disposal not authorized per GSA Bulletin B-112.

Disposition: See retention above.

RECORDS MANAGEMENT MANUAL

U.S. ENVIRONMENTAL PROTECTION AGENCY—RECORDS CONTROL SCHEDULES

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SAFETY RECORDS

AGENCYWIDE

ITEM NO.

NAME AND DESCRIPTION OF RECORD/FILE

RETENTION PERIOD AND DISPOSITION

b. Medical Statistical Reports.

Retention: Retain 5 years.

Disposition: Break file when no longer needed. Keep in office for 5 years, then destroy.

11. Health and Safety Training Files. Documents created in the development of occupational health and safety training programs. The files include recommendations, coordination actions, studies, and other actions taken to develop and present approved courses.

Retention: See disposition below.

Disposition: Break files when material is superseded or outdated, then destroy.

12. Industrial Hygiene Files.

a. Documents created in the development of industrial hygiene standards and practices in: developmental and production operations; and the location design, layout, equipment, and construction of facilities and other areas requiring industrial hygiene standards. The files include recommendations, coordination actions, studies and other actions taken to establish standards.

Retention: Retain 5 years.

Disposition: Break files when material is superseded or outdated. Keep in office five years, then destroy.

b. Employee Exposure Reports.

Retention: Retain 30 years.

Disposition: Break file when report is completed. Keep in office for 5 years, then transfer to FRC. Destroy when 30 years old.

c. Asbestos Monitoring Records/Reports.

Retention: Retain 30 years.

Disposition: Break file when report is completed. Keep in office for 3 years, then transfer to FRC. Destroy when 30 years old.

RECORDS MANAGEMENT MANUAL

Atch to SF 115 (Info for "PERMANENT" retention records)

Title Of Schedule: Safety Records

<u>Item No.</u>	<u>Volume On Hand</u>	<u>Growth Per Year</u>	<u>Arrangement Of Files</u>
3	½ Cubic Feet	¼ Cubic Feet	Chronological