

**All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules**

## (P) Permanent

(T) Temporary

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

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

**1 FROM (AGENCY OR ESTABLISHMENT)**  
 Department of Transportation

**2 MAJOR SUBDIVISION**  
 Federal Aviation Administration

**3 MINOR SUBDIVISION**  
 Headquarters, Regions/Centers and Field.

**4 NAME OF PERSON WITH WHOM TO CONFER**

Phillip Leach

**5. TEL EXT**

426-8735

**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 1 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.**

<b>C DATE</b>	<b>D SIGNATURE OF AGENCY REPRESENTATIVE</b>	<b>E TITLE</b>	
5/30/84	<i>Phillip Leach</i>	Records Officer	
<b>ITEM NO</b>	<b>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</b>	<b>9. SAMPLE OR JOB NO</b>	<b>10 ACTION TAKEN</b>
1.	<p><u>Acoustic and Audiometric Files.</u> Records containing audiograms, charts, graphs, and tables showing an individual hearing threshold. Audiometric test files contains individual's name and job classification, date of audiogram, examiner's name, date of last acoustic or exhaustive calibration and employee's most recent noise exposure assessment. Correspondence and reports related to noise exposure measurements.</p> <p>(a.) Noise exposure measurement files. Destroy after two years. <u>2</u>.</p> <p>(b.) Audiometric test files. Destroy in agency after separation or transfer of affected employee's employment.</p> <p><b>JUSTIFICATION:</b> The Occupational Safety and Health Administration (OSHA) noise standard (29 CFR 1910.95) was amended to require every employer to establish and administer a continuing effective hearing program for all employee's whose 8-hour time-weighted average (TWA) noise exposure equal or exceed an "action-level" of 85 dBA.</p> <p>We do not expect a large volume of these records, therefore we will maintain them on site. (See attached Order for further justification).</p>	FAA Order 1350.15A Item 3900 (8)	<i>2 items</i>