

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2021-0003

Schedule Status Approved

Agency or Establishment General Records Schedules (National Archives and Records Administration)

Record Group / Scheduling Group General Records Schedules

Records Schedule applies to Department-wide

Schedule Subject Additions to General Records Schedule 2.7: Employee Health and Safety Records

Internal agency concurrences will be provided No

Background Information This schedule covers records about employee health and safety functions within Federal agencies.

Conditions and Exclusions

The following conditions and exclusions apply to all disposition authorities in this schedule.

1. Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.
2. This schedule does not apply to mission-related Federal research, monitoring, standard-setting and enforcement activities to ensure environmental protection, occupational safety, and public health. Such records are covered by agency-specific schedules.
3. The terms “non-occupational” and “patient” are used in this schedule to refer to nonwork-required health services and to health conditions not causally connected to the employee’s work or workplace. The terms “workplace” and “safety” refer to occupational records.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2021-0003

Sequence Number	
1	Workplace Health Assessments
1.1	Vaccination attestations and proof of vaccination records.
1.1.1	Federal Employees and contractors. Disposition Authority Number: DAA-GRS-2021-0003-0001
1.1.2	Visitors. Disposition Authority Number: DAA-GRS-2021-0003-0002
1.2	Symptom screening and testing records.
1.2.1	Federal Employees. Disposition Authority Number: DAA-GRS-2021-0003-0003
1.2.2	Contractors and visitors. Disposition Authority Number: DAA-GRS-2021-0003-0004

Records Schedule Items

Sequence Number					
1	Workplace Health Assessments				
1.1	Vaccination attestations and proof of vaccination records. Records attesting to an individuals' current vaccination status and providing proof or certification of vaccination.				
1.1.1	<p>Federal Employees and contractors.</p> <p>Disposition Authority Number DAA-GRS-2021-0003-0001</p> <p>Applies only to records related to federal employees and contractors of the agency collecting the records. Note: If agencies file these records in occupational health files, use the disposition authority for occupational health files instead.</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? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 2.7, item 063</td> <td></td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy when 3 years old.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	GRS 2.7, item 063	
Manual Citation	Manual Title				
GRS 2.7, item 063					
1.1.2	<p>Visitors.</p> <p>Disposition Authority Number DAA-GRS-2021-0003-0002</p> <p>Includes federal employees and contractors visiting from other agencies.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>				

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? **Yes**

Manual Citation	Manual Title
GRS 2.7, item 064	

Disposition Instruction

Retention Period **Destroy when 30 days old.**

Additional Information

GAO Approval **Not Required**

1.2 **Symptom screening and testing records.**
Records related to screening and testing intended to detect a possible communicable or infectious disease, if collected. Includes: *symptom check/ screening data *testing records/results

1.2.1 **Federal Employees.**

Disposition Authority Number **DAA-GRS-2021-0003-0003**

Applies only to records related to federal employees of the agency collecting the records.

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? **Yes**

Manual Citation	Manual Title
GRS 2.7, item 065	

Disposition Instruction

Retention Period **Destroy when 1 year old.**

1.2.2

Additional Information

GAO Approval Not Required

Contractors and visitors.

Disposition Authority Number DAA-GRS-2021-0003-0004

Includes federal employees that are visiting from another agency.

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? Yes

Manual Citation	Manual Title
GRS 2.7, item 066	

Disposition Instruction

Retention Period Destroy when 30 days old.

Additional Information

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
08/24/2021	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/24/2022	Submit for Concurrence	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
01/25/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/27/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/31/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist