Request for Records Disposition Authority

Records Schedule Number

DAA-0361-2014-0007

Schedule Status

Approved

Agency or Establishment

Defense Logistics Agency

Record Group / Scheduling Group

Records of the Defense Logistics Agency

Records Schedule applies to

Agency-wide

Schedule Subject

Confined Space Entry Permit

Internal agency concurrences will

be provided

No

Background Information

Confined Space Entry Permit – Is a written and approved certification that verifies pre-entry measures were completed to ensure that a space is safe for entry of personnel to perform inspections, maintenance, or other assigned work. Each permit documents compliance with the Occupational Safety & Health Administration (OSHA) requirements including the identification of all the required data elements in accordance with 29 CFR 1910.146.

Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn
	Disposition Items	Disposition Items	Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0361-2014-0007

Sequence Number

Confined Space Entry Permit
Disposition Authority Number: DAA-0361-2014-0007-0001

Records Schedule Items

Sequence Number

Confined Space Entry Permit

Disposition Authority Number

DAA-0361-2014-0007-0001

pre-entry measures were completed to ensure that a space is safe for entry data elements in accordance with 29 CFR 1910.146. of personnel to perform inspections, maintenance, or other assigned work. Administration (OSHA) requirements including the identification of all the required Each permit documents compliance with the Occupational Safety & Health Confined Space Entry Permit – Is a written and approved certification that verifies

Final Disposition

Temporary

Item Status

Active

Is this item media neutral?

Yes

by this item currently exist in electronic format(s) other than e-Do any of the records covered

mail and word processing?

Manual Citation	Manual Title
160.70 Confined Space Entry Permit DLA Record	DLA Records Disposition Schedule

Disposition Instruction

Cutoff Instruction

Retention Period

CUTOFF after permit expires/cancels.

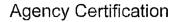
Confined Space Entry Permit. (CUTOFF after permit (OPR) will retain the official record copy of the The DLA component Office of Primary Responsibility

encountered during a Confined Space Entry, the DLA If a hazard/accident to personnel or equipment were annual review of the permit space program). NOTE: Mishap Report. the Confined Space Entry Permit with the associated component OPR will retain the official record copy of expires/cancels. Destroy after completion of the

Additional Information

GAO Approval

Not Required



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	Ву	Title	Organization
06/02/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
08/26/2014	Submit for Concur rence	David Weber	for	National Archives and Records Administration - Records Management Services
09/03/2014	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
09/03/2014	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
09/04/2014	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist