

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-506-02-4</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>6-28-02</i>	
1. FROM (Agency or establishment) Defense Commissary Agency		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Operations Business Area Directorate of Public Health, Safety & Security			
3. MINOR SUBDIVISION Quality Assurance, Security and Safety			
4. NAME OF PERSON WITH WHOM TO CONFER Sue W. Hall	5. TELEPHONE NUMBER 804-734-8817	DATE <i>10-4-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. 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 on the attached <u>15</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 6-27-02	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Sue W. Hall]</i>		TITLE Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i>	Quality Assurance "Recordkeeping Copy: Media Neutral"		
<i>cc Agency HR NWMW</i>			

40-10 *QUALITY ASSURANCE*

40-10a PREVENTIVE MEDICINE INQUIRIES. Documents related to furnishing routine technical information on preventive medicine matters to individuals and activities. Included is correspondence on such matters as handling, storage, and disposition of hazardous materials, safe levels of microwave radiation; toxicity of chemical substances and materials in military use; control of insects and rodents; waste disposal; and other preventive medicine matters.

1 (1) HQ, Region, CDC, commissaries: **DEST** after 5 years. COFF end of each FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

2 a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

3 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-10b QUALITY ASSURANCE RECORDS. Documents reflecting the contractor's ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, and the actual performance over a period of time. Includes reports of non-conformance and corrective actions to be taken and/or taken; sampling inspections and records of tests that were conducted.

4 (1) HQ, Region, CDC, commissaries: **DEST** after 2 years. COFF end of each FY maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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6 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is

completed.

40-10c **MILITARY FOOD ESTABLISHMENT REPORTS.** Documents relating to the sanitary inspections of military and commercial facilities engaged in processing, handling, storage, and sale of subsistence items. Included are sanitary inspection reports, correspondence with facility managers, and supervisors or commanders, relating to inspection reports and similar documents.

7 (1) HQ, Region, CDC, commissaries: **DEST** after 1 year. COFF end of each FY, maintain for 1 year in CFA and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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9 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-10d **ALFOODACTS AND RELATED CORRESPONDENCE.** Inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, ALFOODACT messages and similar or related documents.

10 (1) HQ, Region, CDC, commissaries: **DEST** after 1 year. COFF end of each FY, maintain in CFA for 1 year and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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12 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-10e REGULATORY AND FOOD SAFETY STANDARDS. FDA, USDA, USDC, and Military Standards pertaining to food safety and quality assurance.

13 (1) HQ, Region, CDC, commissaries: **DEST** when superseded, obsolete, or when no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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15 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

~~40-10f ENVIRONMENTAL POLICY ISSUES. Development of DeCA environmental policy and coordination with DoD initiatives at the installation level.~~

16 (1) HQ, BU, Region: **DEST** after 2 years. COFF end of each FY, maintain in CFA for 2 years and **DEST**.

17 (2) Commissaries. **DEST** when superseded, obsolete, or when no longer needed for reference, whichever is later.

(3) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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19 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-10g PEST MANAGEMENT. Monitoring, evaluation and coordination of pest related inspections conducted in the commissary by all agencies concerned with pest control.

20 (1) HQ, BU, Region, CDC, commissaries: **DEST** after 2 years. COFF end of each FY,

*withdrawn
by the
agency
7/17/02
fsc*

maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

21

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22

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-10h HAZARDOUS ANALYSIS. Critical Control Point Program (HACCP). An operator driven program having favorable impact on the sanitary conditions at commissaries which is a major interest of FDA.

23

(1) HQ, Region: **DEST** after 2 years. COFF end of each FY, maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

24

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25

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-11 *ADMINISTRATIVE SECURITY. Relates to the protection of classified or unclassified but sensitive information to prevent its unauthorized disclosure and personnel security investigations.*

40-11a GENERAL SECURITY. Documents relating to security measures undertaken to protect classified information.

26

(1) HQ, CDC, Regions, BU, commissaries: **DEST** after 2 years. COFF end of each FY, maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records

that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

27

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28

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-11b DESIGNATION OF SECURITY OFFICIALS. Documents relating to the designation or assignment of individuals as security managers, documents control officers, key custodians, and custodians of classified documents.

29

(1) HQ, Regions, CDC: **DEST** on transfer, resignation, or separation of individual or when obsolete, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

30

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31

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-11c GRS

40-11d ALARM SYSTEMS TESTING. System tests conducted on all intrusion detection equipment and duress alarms documented on DeCAF 40-43 or its equivalent.

32

(1) Commissaries: **DEST** 30 days after last entry. COFF end of each month in which the form is completed, maintain in CFA for 30 days and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

33

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34

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-12 *INFORMATION SECURITY. Relates to the general administration of the security classification system and the measures required to safeguard classified or unclassified but sensitive information.*

40-12a GRS

40-12b GRS

40-12c GRS

40-12d GRS

40-12e GRS

40-12f GRS

40-12g GRS

40-13 *PERSONNEL SECURITY. Relates to the administration of the personnel security program involving the security clearance of DeCA personnel.*

40-13a GRS

40-13b GRS

40-13c **SECURITY BRIEFINGS AND DEBRIEFINGS.** Documents on security briefing/debriefing of personnel authorized access to classified material. Included are briefing statements, debriefing statements and certificates, and related papers.

35

(1) HQ, Region: **DEST** 2 years after transfer or separation of person. COFF end of FY in which the person transfers or separates, maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

36

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days after the recordkeeping copy has been produced.

37

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-13d **SECURITY AWARENESS.** Documents accumulated in connection with systems designed to obtain compliance with security directives by all personnel, such as a system requiring that each individual periodically read applicable security directives and sign a statement indicating that he/she understands them.

38

(1) HQ, Regions, BU, CDC, commissaries: **DEST** after the next periodic application of the system.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

39

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40

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-14 **OPERATIONS SECURITY (OPSEC).** *Relates to DeCA actions to implement the OPSEC Program.*

40-14a **OPSEC TRAINING FILES.** Documents relating to the preparation, conduct and follow-up analysis of formal and informal training and awareness instruction designed to acquaint individuals with the objectives, principals and methods of OPSEC programs and to maintain a sense of OPSEC awareness among military and civilian personnel assigned to DeCA.

41

(1) HQ, BU, Regions, CDC, commissaries: **DEST** after 3 years. COFF end of each FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and **DEST**.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

42

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days after the recordkeeping copy has been produced.

43

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15 SAFETY. Relates to the program to reduce frequency and severity of accidental injuries to civilian and military personnel, contractor employees, and other personnel on the premises of DeCA or performing assignments incident to DeCA operations. Also relates to accidental damage to vehicles, equipment, and property.

40-15a. GRS

40-15b. GRS

40-15c SAFETY LIAISON FILES. Information reflecting coordination and exchange of information with private and public safety agencies and representation of the DOD on safety councils and committees. Included are replies to inquiries, requests for information, and similar information.

44

(1) HQ, Region, CDC, commissaries: **DEST** after 2 years. COFF end of the FY, maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

45

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46

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15d SAFETY HAZARDS. Scientific/technical analysis or study on safety and occupational health hazards applicable agency or region wide. Also includes information on technical review and advice on safety hazards, as well as identification, elimination or control of safety hazards.

47

(1) HQ, Region: **DEST** after 5 years or when no longer needed for reference, whichever is sooner. COFF end of FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes

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49

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15e SAFETY AWARENESS/TRAINING FILES. Information on developing or selecting safety materials to make personnel aware of safety issues and to conduct safety training. Included are pamphlets, flyers, posters, placard, cartoons, newspaper items, photographs, letters, and similar material (alphabetical files). These items may be DeCA originated or obtained from outside sources.

50

(1) HQ, Region, BU, CDC, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

51

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52

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15f GRS

40-15g GRS

40-15h ACCIDENT EXPERIENCES. Information related to statistical reporting of accidents that summarize and analyze DeCA accident experience and trends involving motor vehicles, fires, damage to property and recordable accidents resulting from occupational injury and illness. Included are exposure reports, listings, and similar information. **(This definition does not include information relating to the investigation of specific accident claim files, nor the control documents accumulated by ADP activities for preparation of statistical reports).**

53

(1) HQ, BU, Region, CDC, commissaries: **DEST** after 5 years. COFF end of each FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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55 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15i MATERIAL SAFETY DATA SHEETS. Data sheets for hazardous chemicals currently used within the work area.

56 (1) HQ, Regions, CDC, commissaries: **DEST** when chemicals are no longer in use.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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58 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15j HAZARDOUS CHEMICAL INVENTORY: Specific work area inventory of hazardous chemicals, identified for example by either its chemical, common or trade name, as defined by 29 CFR 1910.1200, which provides the information of when and where the chemical or agent was used. Inventory will be formally updated annually on the first day of March. Retention period is 30 years.

59 (1) HQ, CDC, Region, commissaries: COFF end of each FY, maintain in CFA for 2 years, then TRF to Region.

60 (2) Region: TRF consolidation to HQ.

61 (3) HQ: Maintain reports received on file 1 year and TRF to RHA for 5 years. TRF to applicable records center for remaining retention and DEST.

(4) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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63 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15j HAZARD COMMUNICATION PROGRAM. Facility's written program and associated documentation which describes implementing procedures of the Hazard Communication Program. Also includes memorandums and purchase orders requesting Material Safety Data Sheets (MSDS).

64 (1) HQ, Region, CDC, commissaries: **DEST** after 2 years. COFF end of each FY, maintain in CFA and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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66 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15k ERGONOMICS.

(1) Information and documentation relating to the implementation and evaluation of the facility's ergonomic program. Includes information on local ergonomic policy; workplace surveillance activities to identify ergonomic hazard areas and to identify, evaluate and manage ergonomic risk factors; ergonomic hazard prevention and control strategies; medical management protocol; and training and education materials/initiatives.

67 (a) HQ, BU, Region, CDC, commissaries: **DEST** after 5 years or when no longer needed for reference, whichever is later. COFF end of each FY, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(b) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

68 1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

69 2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

(2) Information and documentation relating to collection, analysis, and interpretation of active surveillance tasks on both general/specific work areas and specific job tasks to identify potential or actual ergonomic risk areas and/or to measure the effectiveness of intervention strategies. Active surveillance tasks may include analysis of manual material handling tasks using the NIOSH lifting equation; employee discomfort surveys; actual measurements of body postures, repetitive movements, exertions; personnel surveys (age, gender, anthropometric data, work schedules, etc.) and facility surveys (machinery/equipment, hand tools, work flow, raw materials and finish products, etc). Retention period is 40 years.

70 (a) CDC and commissaries: COFF end of each FY, maintain in CFA for 5 years then forward to Region for consolidation and transfer to HQ.

71 (b) Region: Consolidate all information and TRF to HQ.

72 (c) HQ: TRF to RHA for 5 years. TRF to applicable records center for remainder of retention and DEST.

(3) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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74 b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-151 CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT). Information relating to the implementation and evaluation of the facility's Lockout/Tagout program. Included are the facility's written program, procedures to lockout/tagout applicable machines or

equipment, certifications of periodic evaluations of these procedures, and a roster of "authorized" and "affected" employees.

75

(1) HQ, Region, CDC, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

76

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

77

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15m **PERMIT-REQUIRED CONFINED SPACE.** Information relating to the implementation and evaluation of the facility's permit-required confined space program. Included are work area surveys to determine if any spaces are permit-required confined spaces, written permit space program, certification documents to verify that a space is safe for entry and/or hazards have been removed to reclassify as a non-permit space, and the entry permit.

78

(1) HQ, Region, CDC, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference, whichever is later.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

79

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80

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15n **SAFETY AND FIRE PREVENTION MEETINGS.** Information and documentation associated with periodic internal safety related facility council and department meetings. Included are fire prevention meetings, department level safety meetings and facility council meetings.

81

(1) HQ, BU, Region, CDC, commissaries: **DEST** after 2 years. **COFF** at end of FY,

maintain in CFA for 2 years and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

82

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83

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15o INDUSTRIAL HYGIENE/OCCUPATIONAL HEALTH SURVEILLANCE RECORDS. Records related to the presence or absence, nature and degree of occupational health hazards. These records generally contain noise measurements, heat stress information, ventilation data, floor diagrams of the work area, detailed inventory of workplace toxic substances, and a register of personnel occupationally exposed to chemical substances or other hazardous physical or biological stresses. Retention period for industrial hygiene workplace monitoring and surveys is 40 years.

84

(1) CDC, commissaries: COFF at end of FY, maintain in CFA 5 years, TRF to Region for consolidation.

85

(2) Region: TRF consolidation to HQ.

86

(3) HQ: TRF to RHA for 5 years. TRF to applicable records center for remainder of retention and DEST.

(4) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

87

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88

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15p HAZARD REPORT. Completed forms (DeCAF 30-66) used by DeCA's employees to document hazards(s). Includes any information and documentation associated with the report's investigation and corresponding result. Also includes any appeal action associated with a hazard

report and the facility's hazard report log.

89

(1) HQ, BU, Region, CDC, commissaries: **DEST** 5 years after correction of deficiency. COFF end of FY after correction of deficiency, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

90

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91

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

40-15q HAZARD ABATEMENT PLAN. Completed forms (DeCAF 30-67) used to establish corrective action for safety hazards which require longer than 30 days to implement. Includes any information and documentation associated with the plan accomplishment, funding, prioritizing, etc.

92

(1) HQ, BU, Region, CDC, commissaries: **DEST** 5 years after correction of deficiency. COFF end of FY after correction of deficiency, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST.

(2) Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

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94

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.