

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>	
2 MAJOR SUBDIVISION Centers for Disease Control and Prevention (CDC)	
3 MINOR SUBDIVISION National Institute of Occupational Health (NIOSH)	
4 NAME OF PERSON WITH WHOM TO CONFER  Jimmy Harrison/Rodger Tatken	5 TELEPHONE  (404) 498-1509

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>71-442-05-1</i>	
DATE RECEIVED <i>10-14-2004</i>	
<b>NOTIFICATION TO AGENCY</b>	
In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>12/16/05</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 3 page(s) are not now needed for the business of 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,

is not required;       is attached; or       has been requested.

DATE <b>SEP 22 2004</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer
----------------------------	--	--

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2-80	<p>The attached proposed records control schedule revises item 2-80, Employee Exposure and Medical Records (N1-442-98-1, item 2) in the CDC Records Control Schedule, B-321. A copy of the original schedule and background information precipitating the revision is attached.</p> <p>CDC Approvals:</p> <p><i>Mary Mitchell Armstrong</i> date <i>9/21/2004</i> Mary Armstrong CDC Legal Representative</p> <p><i>Jimmy A. Harrison</i> date <i>9-3-2004</i> Jimmy A. Harrison CDC Records Officer</p> <p><i>Rosario Cirrincione</i> date <i>9/23/04</i> Rosario Cirrincione Dir., Freedom of Info/Privacy</p> <p>(Proposed Schedule and Background information attached)</p> <p><i>cc Agency DR DWMW DWETC</i></p>	N1-442-98-1, item 2	

## **1. Employee Exposure and Medical Records (NIOSH, N1-442-98-1, Item 2), Item 2-80 in the CDC RCS B-321**

This item covers the employee medical and exposure records that employers must transfer, or offer to transfer, to NIOSH when a company closes and leaves no successor company, in accordance with Occupational Safety and Health Administration (OSHA) regulations 29 CFR 1910.1001-1910.1450. The records may contain documentation including workplace monitoring of toxic substances and harmful physical agents, biological monitoring results, medical examinations, medical questionnaires and histories, treatment records, and material data safety sheets. NIOSH assumes custody of the records to ensure the Institute's access to occupational records that may have research value.

**A. Exposure and Medical Records.** Employee records that systematically document to exposure and medical condition and treatment of employees that NIOSH determines meet the definitions in 29 CFR 1910.1001-1910.1450 and have potential research value.

**Authorized Disposition:** Transfer to the FRC after evaluation and analysis and destroy 30 years after NIOSH assumes custody (Note: Destruction date to be provided by NIOSH when records are retired to the Federal Records Center (FRC)).

**B. Employee Medical Records.** Employee records that NIOSH determines have no research value because (1) they do not meet the definition of the types of records specified in 29 CFR 1910.1001-1910.1450 to be transferred to NIOSH, or (2) they are incomplete or were not systematically collected according to standard protocols and therefore are unsuitable for research.

Authorized Disposition: Destroy upon determination that records do not document exposure or medical condition and treatment or have no research value. Transfer of these records to an FRC is not authorized.

## **2. Electronic Mail and Word Processing System Copies**

**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.

DISPOSITION: **TEMPORARY.** Delete within 180 days after the recordkeeping copy has been produced.

**B.** Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION: **TEMPORARY.** Delete when dissemination, revision, or updating is complete.