INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-84-94-003

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Items 1a-1d superseded by DAA-GRS-2017-0010-0008

Date Reported: 3/10/2021

(See Instructions on reverse) O NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 1 FROM (Agency or establishment) Pepartment of State 2 MAJOR SUBDIVISION General Service Posts 3 MINOR SUBDIVISION General Service Office 4 NAME OF PERSON WITH WHOM TO CONFER B TELEPHONE Pat Magin 6 AGENCY CERTIFICATION 1 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 affached 2 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 Ceneral Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, DATE SIGNATURE OF AGENCY PEPRESENTATIVE TITLE 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION See Attachment NI = 48-94-3 DATE RECEIVED NITION (18	NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	REQUEST FOR RECORDS DISPOSIT	LEAVE BLANK (NARA use only) JOB NUMBER			
## SECRIPTION OF ITEM AND PROPOSED DISPOSITION ## SECRIPTION OF ITEM AND PROP	## STATE OF AGENCY OF STATE OF AGENCY NOT NOW AND AGENCY OF STATE OF AGENCY PROPERSION OF THE MAND PROPOSED DISPOSITION AGENCY CERTIFICATION Agency Not agency or will not be needed fire the retention periods specified and that written concurrence from the General Services of this agency or will not be needed after the retention periods specified and that the records proposed (or disposal on the attached 2 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. Signature of Agency Proposed (or disposal on the attached) Agencies	(See Instructions on reverse)		N1-84-94-3		
Department of State 2 MAJOR SUBDIVISION All Foreign Service Posts 3 MINOR SUBDIVISION General Service Posts 4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE 4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE 6 AGENCY CERTIFICATION 1 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 2 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. In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except not approved for "withdrawn" in column 10 DATE AGENCY CERTIFICATION 1 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 2 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. In accordance with the provisions of 44 U S C 3303a the approved except not approved for "withdrawn" in column 10 DATE AGENCY CERTIFICATION In accordance with the provisions of 44 U S C 3303a the approved except not approved for "withdrawn" in column 10 DATE AGENCY CERTIFICATION In accordance with the provisions of 44 U S C 3303a the approved except not approved for "withdrawn" in column 10 DATE AGENCY CERTIFICATION In accordance with the provisions of 44 U S C 3303a the approved except and approved for "withdrawn" in column 10 DATE AGENCY CERTIFICATION In accordance with the provisions of 44 U S C 3303a the approved except and approved for "withdrawn" in column 10 DATE AGENCY CERTIFICATI	Department of State 2 MAJOR SUBDIVISION All Foreign Service Posts 3 MINOR SUBDIVISION General Services Office 4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE Pat Magin 647-6021 6 AGENCY CERTIFICATION 1 Amount 647-6021 6 AGENCY CERTIFICATION 1 Amount 1 Amount			DATE RECEIVED 5/2/95		
2 MAJOR SUBDIVISION All Foreign Service Posts 3 MINOR SUBDIVISION General Services Office 4 NAME OF PERSON WITH WHOM TO CONFER STELEPHONE Pat Magin 6 AGENCY CERTIFICATION 1 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 2. 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, Signature of Agency or will not be needed after the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Signature of Agency or will not be needed after the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Signature of Agency or Will not be needed after the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Signature of Agency or Will not be needed after the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Signature of Agency or Will not be needed after the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Signature of Agency or Will not be needed after the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Signature of Agency or Will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office or Page 10 of the Gao Manual for Guidance of Federal Agency or Will not be needed after the retention periods of the GAO Manual for Guidance of Federal Agency or Will not be needed after the retention periods of the GAO Manual for Guidance of Federal Agency or Will not be needed after the retention periods of the GAO Manual for Guidance of Federal Agency or Will not be needed after the retention periods of the GAO Manual for Guidance of Federal Agency or Will not be needed after the retention periods of th	2 MAJOR SUBDIVISION All Forciagn Service Posts 3 MINOR SUBDIVISION General Services Office 4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE Pat Magin 647-6021 5 TELEPHONE 5 TELEPHONE 5 TELEPHONE 6 AGENCY CERTIFICATION 6 AGENCY CERTIFICATION 6 AGENCY CERTIFICATION 1 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 2 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, Signature OF AGENCY REPRESENTATIVE TITLE Signature OF AGENCY REPRESENTATIVE TITLE Signature OF AGENCY REPRESENTATIVE S			NOTIFICATION TO AGENCY		
All Foreign Service Posts 3 MINOR SUBDIVISION General Services Office 4 NAME OF PERSON WITH WHOM TO CONFER STELEPHONE Pat Magin 1 Agency 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 atlached2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that writter concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, Signature Of AGENCY REPRESENTATIVE TITLE	All Foreign Service Posts 3 MINOR SUBDIVISION General Services Office 4 NAME OF PERSON WITH WHOM TO CONFER STELEPHONE Pat Magin 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 affached 2 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, X is not required; is attached; or has been requested. DATE			In accordance with the provisions of 44		
General Services Office 4 NAME OF PERSON WITH WHOM TO CONFER STELEPHONE Pat Magin 6 AGENCY CERTIFICATION 1 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that writter concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X	General Services Office 4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE Pat Magin 6 AGENCY CERTIFICATION 1 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that writer concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, X			including amendments, is approved except		
A NAME OF PERSON WITH WHOM TO CONFER B TELEPHONE 647-6021 6 AGENCY CERTIFICATION 1 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 2 page(s) are not now needed for the business of this agency or wifl 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, X	A NAME OF PERSON WITH WHOM TO CONFER STELEPHONE Pat Magin 6. AGENCY CERTIFICATION 1. 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 2 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. X			not approved" or "withdrawn" in column 10		
A 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 attached2 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,	Sage		5 TELEPHONE	DATE ARCHIVIST OF THE UNITED STATE		
Thereby 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 2 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 HITLE KENDRETH F. ROSSMAN RECORDS OFFICER 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSSEDED TAKEN NAPA USE ONLY) See Attachment	Thereby 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	Pat Magin	647-6021	5-12-95 auch Huskame Peterson		
See Attachment 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION SUPERSEDED JOB CITATION TAKEN (NARA USE ONLY)	See Attachment See Attachment Some Description of ITEM and PROPOSED DISPOSITION Some Description of ITEM and PROPOSED DISPOSITION Superscept Taken (NARA USE ONLY) See Attachment	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 2 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, X is not required; is attached; or has been requested. DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE Kenneth F. Rossman				
See Attachment See Attachment	See Attachment See Attachment Copie Dent to agrey, NNTNCF 5/19/1959.	7		9 GRS OR 10 ACTION		
	Copie Dent to agency NNTNCF 5/19/95&		POSED DISPOSITION			
11'5 (10.5) \$15400 (1) (WHACELL NIN (NIV 91'1/954)						

1. Safety, Health and Environmental Records

Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.

a. Records documenting employee occupational exposures (regarding chemicals, asbestos, radiation, etc.); medical monitoring information; annual hazard material inventory; and all policies, procedures, cables and other safety and health information promulgated by the Department as well as policies/programs issued by the post.

DISPOSITION: Retire to RSC when 10 years old for transfer to WNRC. Destroy when 75 years old.

b. Records documenting post initiated inspection/assessment findings and reports (i.e. related to safety, health, fire or environmental hazards); hazard condition notifications and requests to investigate hazardous conditions.

DISPOSITION: Destroy when 5 years old.

c. Records of Mishap Investigation Analysis Boards, Mishaps Forms (DS 1663), Motor Vehicle Accident Forms (SF 91 and SF 91a); training records; and safety and health planning analyses.

DISPOSITION: Destroy when 3 years old.

d. Material Safety Data Sheets (MSDS)

DISPOSITION: Retain as long as product is used, then destroy.