

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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Items 1a-1d superseded by DAA-GRS-2017-0010-0008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

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-84-94-3	
1 FROM (Agency or establishment) Department of State		DATE RECEIVED 5/2/95	
2 MAJOR SUBDIVISION All Foreign Service Posts		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION General Services Office			
4 NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5 TELEPHONE 647-6021	DATE 5-12-95	ARCHIVIST OF THE UNITED STATES <i>Audrey Huskamp Peterson</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>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 4/27/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Kenneth F. Rossman Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attachment		
<i>Copies sent to agency, NNT NCP 5/17/95</i>			

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.