

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO. NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NWML) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-058-08-16	
1 FROM (Agency or establishment) Department of the Treasury		DATE RECEIVED 8/6/08	
2 MAJOR SUBDIVISION Internal Revenue Service		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Agency-Wide Shared Services, Real Estate and Facilities Management, Occupational Safety, Health, and Environmental Management			
4 NAME OF PERSON WITH WHOM TO CONFER Daniel W Bennett		5 TELEPHONE (202) 283-9359	DATE 11/28/08 ARCHIVIST OF THE UNITED STATES <i>John W. ...</i>
5 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>1</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 August 4, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Daniel W Bennett</i> Daniel W Bennett IRS Records Officer		TITLE IRS Records Officer 2221 South Clark Street, CP-6, 10 th Floor Arlington, VA 22202
7 ITEM NO	8 DESCRIPTION OF ITEM OF PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>RCS 20 for Internal Revenue Service Records Control Schedule for Administration/Organization Operational Support Records - Future IRS Updates to Internal Revenue Manual 1.15.20:</p> <p>DELETE all references in Section Title for <i>Accident Prevention</i> (Section beginning at Item 18).</p> <p>OBSOLETE Series Item 24 <i>Safety Program Records</i>. Business owners will now follow a disposition for more specific series identified in this SF 115. All files plans for Business Offices will be adjusted to reflect a new Section with specific Series for Occupational Safety and Health and Environmental Management Services (EMS) Program Records.</p> <p>RESERVE Items 132 through 150 for future series created by Agency-Wide Shared Services, Real Estate and Facilities Management.</p> <p>ADD a new Section to RCS 20 after Item 150 entitled OCCUPATIONAL SAFETY AND HEALTH PROGRAM AND ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) RECORDS Items 151 – 170.</p> <p>RESERVE Items 171 through 180 for future series.</p> <p>Background:</p> <p><i>In compliance with 29 U S C. Section 668, it is the responsibility of the Secretary of Treasury to establish and maintain an effective and comprehensive occupational safety and health</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

AVE BLANK (NARA use only)

JOB NUMBER

N1-058-08-

program in each of the Department's Bureaus which is consistent with the standards promulgated under section 6 of Public Law 50-241. Under the Program the Bureau is responsible for:

(1) providing safe and healthful places and conditions of employment, consistent with the standards set under section 6;

(2) acquiring, maintaining, and requiring the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect IRS employees,

(3) keeping adequate records of all occupational accidents and illnesses for proper evaluation and necessary corrective action,

(4) consulting with the Secretary with regard to the adequacy as to form and content of records kept pursuant to subsection (a)(3) of this section; and

(5) making an annual report to the Secretary with respect to occupational accidents and injuries and the IRS' program under this section. As required, the reports must include any report submitted under section 7902(e)(2) of Title 5, United States Code.

To comply with these requirements, the Bureau established an Occupational Safety and Health Program within the Logistics Management Division of Real Estate and Facilities Management (REFM), Agency-Wide Shared Services. The Program is Headquartered in REFM National Offices and manages a team of Safety Officers working in each organizational area (currently organized as REFM Territories).

Executive Order 13148 and Treasury Directive 75-08 both require the Commissioner of the IRS, and heads of the other Department of Treasury Bureaus to establish an Environmental Management System (EMS) that improves environmental compliance in an effort to address the environmental impacts of IRS activities. To comply with these requirements, the Bureau established an Environmental Management Services (EMS) Program within the Logistics Management Division of Real Estate and Facilities Management, Agency-Wide Shared Services. The Program is Headquartered in REFM National Offices and manages a team of Environmental Coordinators working in each organizational area (currently organized as REFM Territories).

The IRS complies with applicable safety, health, and environmental legal requirements and employs proper policies, procedures, and technologies to proactively prevent injuries, illness, and pollution of the environment due to business operations. In the course of its work in this area, the Safety, Health, and Environmental Management Services (EMS) Programs create and manage a number of specific series not sufficiently described elsewhere in the Records Control Schedules of the Bureau or the General Records Control Schedules developed by the National Archives and Records Administration. This SF 115 addresses the disposition and retention issues associated with those series

See attached

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

AVE BLANK (NARA use only)

JOB NUMBER

N1-058-08-

	Description:		
151.	Asbestos Surveys and related records <u>Disposition:</u> Cut off at end of fiscal year in which survey was taken Retain in local files until superseded by a new survey Destroy 5 years after end of fiscal year in which new survey was conducted	NEW	
152.	Asbestos Exposure Monitoring Records Documents IRS employee exposure to asbestos and provides a monitoring record of such exposure. <u>Disposition:</u> Cut off when employee retires from Federal Service. Destroy 30 years after cut off	NEW	
153.	Audit Findings, including auditor notes, work papers, and reports <i>Note – Audits typically take two years to complete all actions required.</i> <u>Disposition:</u> Cut off 2 years following end of fiscal year in which audit was conducted Destroy 5 years after cut off	NEW	
154.	Calibration Records (alarms, meters, etc.) Records for calibration of environmental testing equipment <u>Disposition:</u> Cut off at end of fiscal year in which equipment was calibrated Retain in local files until equipment is recalibrated Destroy 5 years after end of fiscal year in which new calibration was conducted	NEW	
155.	Corrective Action Request (CAR) Files Includes Corrective Action Requests (CAR), Facility Plans for correcting deficiencies, and documentation on actions taken. <u>Disposition:</u> Cut off at end of fiscal year Destroy 5 years after cut off.	NEW	

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		AVE BLANK (NARA use only)	
		JOB NUMBER	N1-058-08-
156.	<p>Environmental Management Systems (EMS) Routine Program Files Administrative and Program records not included elsewhere in this Schedule</p> <p>Disposition:</p> <p>Cut off at end of fiscal year Destroy 5 years after cut off.</p>	NEW	
157.	<p>Environmental Management Systems (EMS) Meeting Notes</p> <p>Disposition:</p> <p>Cut off at end of fiscal year. Destroy 5 years after cut off.</p>	NEW	
158.	<p>Environmental Training Records Includes records of each type of training, syllabus, course manuals, instruction manual, and related materials.</p> <p>Disposition:</p> <p>Retain in local files until replaced by new training for course. Destroy 5 years after end of fiscal year in which new training was developed</p>	NEW	
159.	<p>Facilities Accident Investigation Case Files Facilities Management Files of investigations of accidents occurring in IRS operated facilities.</p> <p>Disposition:</p> <p>Cut off at end of investigation Destroy 10 years after investigation is cut-off.</p>	NEW	
160.	<p>Hazardous Materials Manifests Shipping and delivery manifests for hazardous materials.</p> <p>Disposition:</p> <p>Cut off at end of fiscal year Destroy 30 years after cut off</p>	NEW	
161.	<p>Hazardous Waste Testing and other waste related monitoring data</p> <p>Disposition:</p> <p>Cut off at end of fiscal year Destroy 5 years after cut off</p>	NEW	
162.	<p>Indoor Air Monitoring Data and Reports</p> <p>Disposition:</p> <p>Cut off at end of fiscal year Destroy 30 years after cut off.</p>	NEW	

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

AVE BLANK (NARA use only)

JOB NUMBER

N1-058-08-

<p>163.</p>	<p>Inspection Reports Includes, but is not limited to, reports on inspections of hazardous waste disposal receptacles and tank systems.</p> <p>Disposition:</p> <p>Cut off at end of fiscal year. Destroy 5 years after cut off.</p>	<p>NEW</p>	
<p>164.</p>	<p>Licensing Records for Operation of Government Vehicles</p> <p>Disposition:</p> <p>Cut off at end of fiscal year in which license is cancelled Destroy 2 years after cut off</p>	<p>NEW</p>	
<p>165.</p>	<p>Management Review Records of Environmental Management Systems (EMS) and Occupational Health and Safety Programs</p> <p>Disposition:</p> <p>Cut off at end of fiscal year in which Review is conducted. Destroy 5 years after cut off</p>	<p>NEW</p>	
<p>166.</p>	<p>Material Safety Data Sheets (MSDS)</p> <p>Disposition:</p> <p>Retain Materials Safety Data Sheets for chemicals still in use in local Office Binder and/or files Cut off and remove from binder and/or files when chemical is no longer used. File in Closed MSDS Collection Mark each MSDS with the date when closed Destroy 30 years after chemical is no longer used and moved to Closed MSDS Collection</p>	<p>NEW</p>	
<p>167.</p>	<p>Occupational Health and Safety Routine Program Files Administrative and Program records not included elsewhere in this Schedule</p> <p>Disposition:</p> <p>Cut off at end of fiscal year Destroy 5 years after cut off</p>	<p>NEW</p>	
<p>168.</p>	<p>Permits Files Includes files on each type of permit required by Environmental Management Systems (EMS)</p> <p>Disposition:</p> <p>Retain in local files until replaced by new permit Destroy 5 years after end of fiscal year in which new permit was issued</p>	<p>NEW</p>	

