

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-142-98-004

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

DAA-GRS-2017-0010-0008 supersedes item A1 and A2.

DAA-GRS-2016-0016-0002 supersedes item A3.

Item B is non-record.

Date Reported: 3/25/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY				LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408				JOB NUMBER <i>NI-142-98-4</i>	
1 FROM (Agency or establishment) TENNESSEE VALLEY AUTHORITY				DATE RECEIVED <i>10-27-97</i>	
2 MAJOR SUBDIVISION OCCUPATIONAL HEALTH AND SAFETY				In accordance with the provision of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for may items that be marked "disposition not approved" or "withdrawn" in column to	
3 MINOR SUBDIVISION					
4 NAME OF PERSON WITH WHOM TO CONFER Vicki Callahan		5 TELEPHONE 423-751-6249			
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 on the attached <u>one</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 <i>9-16-99</i> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	
DATE 10/21/97		SIGNATURE OF AGENCY REPRESENTATIVE Georgia S. Greene <i>[Signature]</i>		TITLE Assistant TVA Archivist	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION			9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See the attached schedule for the MATERIAL SAFETY DATA SHEETS (MSDS)				

9/27/1999 cbc copies to: agency, NWME, NR, NEC

MATERIAL SAFETY DATA SHEETS (MSDS)

Material Safety Data Sheets, required since 1983, are prepared and distributed to users of hazardous materials by the manufacturers of those materials. TVA maintains approximately 45,000 of these sheets, and approximately 20 are created by TVA. They are the primary source of information on hazardous materials. They must be readily accessible during each work shift while employees are in their work area. They include chemical characteristics, physical hazards, health hazards, special protection, spill or leak procedures and special precautions for handling as well as cleanup and fire instructions. The owner of MSDS is Occupational Health and Safety (OH&S).

The 29 CFR 1910.1020 requires employers to maintain records of employee exposure for 30 years. However since these records will be used to account for long latency periods between exposures and manifestation of diseases such as cancer it is recommended that they be maintained for 75 years. Since TVA does not measure employee exposures, the Access rule has identified MSDS to be considered substitutes for exposure records because they document that the chemical was present in the workplace.

~~An index of the MSDS is maintained on a CICS data base.~~ The MSDS are being scanned and will be maintained electronically. Plans are to have them available for viewing throughout TVA.

A. MSDS created by TVA and created by manufacturers of hazardous materials that are maintained by OH&S (or successor organization)

1. Hard copy

Destroy when imaged and verified.

2. Imaged version

Destroy 75 years from date of MSDS unless earlier destruction is authorized by OSHA regulations

3. Electronic mail and word processing versions

Delete when recordkeeping copy has been produced *or when no longer needed* ~~unless needed longer~~ for revision or dissemination, *whichever is later,*

(TO BE APPROVED BY NARA)

B. All other copies

Destroy when no longer needed

(Nonrecord)

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(TO BE APPROVED BY NARA)

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(Nonrecord)

C. Index

Delete with related records or when TVA determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

(GRS 20, item 9)