

## Request for Records Disposition Authority

Records Schedule Number           DAA-0412-2012-0002  
 Schedule Status                    Approved  
  
 Agency or Establishment           Environmental Protection Agency  
 Record Group / Scheduling Group   Records of the Environmental Protection Agency  
 Records Schedule applies to       Major Subdivision  
 Major Subdivision                 Safety and Health  
 Schedule Subject                  Safety and Health  
 Internal agency concurrences will be provided   No

Background Information           This schedule covers files relating to the establishment and development of internal safety, health, and environmental management program policies, management and administrative systems, program models, and operating policies that address the mission-oriented activities throughout the Agency at Agency offices, laboratories, field sites, research vessels, and diving operations. Includes records related to the evaluation of working conditions and resolving occupational and environmental risks and hazards, including strategies to reduce the Agency's internal use of chemicals and its volume of hazardous waste. Also includes records related to on-site investigations, audits, and program evaluations of current space as well as new construction, renovation, lease and closure plans to determine compliance with statutory and regulatory mandates, development and monitoring of corrective actions, and managing the wellness center, health unit, and activities of the labor/management inspection team.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0412-2012-0002

Sequence Number	
1	<b>Safety and Health</b>
1 1	Property safety inspections Disposition Authority Number DAA-0412-2012-0002-0001
2	Other safety and health records Disposition Authority Number DAA-0412-2012-0002-0002

## Records Schedule Items

Sequence Number	
1	<b>Safety and Health</b>
1 1	<p data-bbox="376 470 750 497"><b>Property safety inspections</b></p> <p data-bbox="376 523 1158 551">Disposition Authority Number      <b>DAA-0412-2012-0002-0001</b></p> <p data-bbox="376 576 1463 719"><b>Includes, but is not limited to safety inspections for EPA real and personal property, and reports of surveys and inspections of government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents</b></p> <p data-bbox="376 740 926 768">Final Disposition                      <b>Temporary</b></p> <p data-bbox="376 789 860 817">Item Status                              <b>Active</b></p> <p data-bbox="376 842 832 870">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="376 895 832 1017">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="376 1038 816 1123">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="376 1144 1265 1200">GRS or Superseded Authority Citation      <b>N1-412-07-63/2a, N1-412-07-63/3a</b></p> <p data-bbox="376 1236 678 1264"><b>Disposition Instruction</b></p> <p data-bbox="376 1293 1422 1321">Cutoff Instruction                      <b>Close after sale, release or disposal of property</b></p> <p data-bbox="376 1347 1240 1374">Retention Period                        <b>Destroy 7 year(s) after file closure</b></p> <p data-bbox="376 1417 674 1444"><b>Additional Information</b></p> <p data-bbox="376 1474 959 1502">GAO Approval                            <b>Not Required</b></p>
2	<p data-bbox="376 1534 806 1561"><b>Other safety and health records</b></p> <p data-bbox="376 1587 1158 1615">Disposition Authority Number      <b>DAA-0412-2012-0002-0002</b></p> <p data-bbox="376 1640 1508 1934"><b>Includes, but is not limited to safety standards and practices, including safe location design, layout, equipment, and construction of Agency facilities and other areas requiring safety standards, industrial hygiene files, health and safety training, and reports and related records concerning investigations of fires, explosions and accidents, consisting of retained copies when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related records concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements</b></p>

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
GRS or Superseded Authority Citation	N1-412-07-63/1a N1-412-07-63/4a GRS 18/22
Disposition Instruction	
Cutoff Instruction	Close at end of calendar year, or when superseded or obsolete
Retention Period	Destroy 5 year(s) after file closure
Additional Information	
GAO Approval	Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
07/09/2012	Certify	John Ellis	Agency Records Officer	Office of Environmental Information - Office of Information Collection
11/27/2012	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
11/29/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
11/29/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/05/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist