

# SAFETY

<b>Class Code</b>	<b>Title</b>	<b>Retention after folder closure</b>	<b>Security Code*</b>
SAF-1.00	Safety Policy	Permanent	
SAF-1.10	Safety General Files	6 years	
SAF-1.11	Reserved – Use SAF-1.10		
SAF-2.00	Safety Reports	5 years	
SAF-3.00	Safety Program	3 years	
SAF-4.10	Contractor Employee Accident	6 years	PA
SAF-4.20	Public Accident	6 years	PA

\* Documents under these codes could be:

FOUO = For Official Use Only

PA = Privacy Act

No designation = Public

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>SAF-1.00</b>	<p><b>Safety Policy</b></p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, and procedures that govern safety activities that are not included in the master set of directives. Includes correspondence, memorandums, e-mail and other documentation relating to the creation and implementation of official policy, guidance, and procedures.</p>	<b>DISPOSAL NOT AUTHORIZED</b>
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>PERMANENT</b> – Close file at the end of calendar year when policy is superseded, canceled, or revoked.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code:   None</p> <p>Vital Record:    Yes</p>	NARA Disposal Authority: N1-115-94-3

## SAFETY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>SAF-1.10</b>	<p><b>Safety General Files</b></p> <p>General subject files including correspondence, memorandum, e-mail and other documentation relating to safety activities.</p>	
	<b>NOTE:</b> Use case files for program specific documentation.	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer needed for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-3

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>SAF-2.00</b>	<b>Safety Reports</b>  Monthly or periodic reports both in forms and narrative concerning safety activities of Reclamation.	
	<p style="text-align: right;"><b>Official File Copy –</b></p> <p style="text-align: right;"><b>Disposal Instructions –</b></p> <p style="text-align: right;"><b>Reference Copy –</b></p>	<p><b>Temporary</b> – Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 5 years after closure.</p> <p>Retain working reference copy in agency and destroy when 5 years old or sooner if no longer required for current business needs.</p>
	Security Code:   None Vital Record:     No	NARA Disposal Authority: N1-115-94-3

## SAFETY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>SAF-3.00</b>	<p><b>Safety Program</b></p> <p>General correspondence, memorandums, e-mail and other documentation relating to safe working conditions and accident prevention for both employees and the general public. Including:</p> <ul style="list-style-type: none"> <li>&gt; Protection measures used at Reclamation facilities to eliminate hazardous working conditions, including asbestos mitigation and monitoring</li> <li>&gt; Industrial hygiene</li> <li>&gt; Public and employee safety awareness programs</li> <li>&gt; Implementation of safety measures for accident prevention</li> </ul>	
	<p><b>NOTE:</b> Use SAF-2.00 for final reports relating to the investigation and findings concerning accidents.</p>	
	<p style="text-align: center;"><b>Official File Copy –</b></p> <p style="text-align: center;"><b>Disposal Instructions –</b></p> <p style="text-align: center;"><b>Reference Copy –</b></p>	<p><b>Temporary</b> – Close files after implementation of revised guidance, standards, or revisions in program.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3</p>

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CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>SAF-4.10</b>	<p><b>Contractor Employee Accident</b></p> <p>Documentation relating to accidents, injuries, and fatalities of contractor's employees.</p>	
	<p><b>NOTE:</b> Major accident documentation should be offered to National Archives 5 years after final report and closure of file.</p>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files after date of incident or after Release of Settlement of any claim or litigation.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-5, DOI-60 Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3</p>

## SAFETY

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>SAF-4.20</b>	<p><b>Public Accident</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to accidents, injuries, fatalities, and disabilities involving the general public on Reclamation property.</p>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files after incident is fully investigated and finalized or after Release of Settlement of any claim or litigation.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-5, WBR-37, DOI-60</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-3</p>