

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

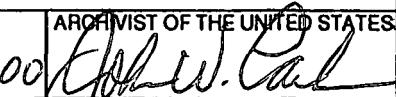
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) Department of Health and Human Services	
2. MAJOR SUBDIVISION Office of the Secretary	
3. MINOR SUBDIVISION Assistant Secretary for Management and Budget	
4. NAME OF PERSON WITH WHOM TO CONFER Lisa Teems Elaine Penkay	5. TELEPHONE (202) 690-8229 (202) 690-5687

LEAVE BLANK (NARA use only)  
 JOB NUMBER **NI-468-99-6**

DATE RECEIVED  
**08/25/99**

NOTIFICATION TO AGENCY

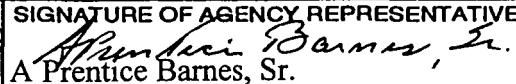
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE **10-27-00** ARCHIVIST OF THE UNITED STATES  


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 \_\_\_\_\_ 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,

is not required;  is attached; or  has been requested.

DATE <b>NOV 10 1999</b>	SIGNATURE OF AGENCY REPRESENTATIVE  A. Prentice Barnes, Sr.	TITLE <b>HHS Records Manager</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
203.03	<p><b>SW Complex Workplace Violence Prevention Team Files</b></p> <p>Records created to document information about potentially violent situations in the workplace. Records are also created for team planning and administration.</p> <p><b>A. WVPT Paper Records</b></p> <p>1. Incident records:</p> <p><b>Disposition: TEMPORARY.</b> Destroy two years after the incident has been referred or resolved by the WVPT or until any litigation/third party action has been resolved. A WVPT core team member destroys files with a witness present.</p> <p>2. Administrative Records:</p> <p><b>Disposition: TEMPORARY.</b> Destroy when two years old. If the records contain personal identifiers then a</p> <p><i>Agencies in WMD, NC</i></p>	<p><i>Re: Lisa Teems</i></p> <p><i>03/09/00</i></p>	

## **A. WVPT Paper Records**

### **1. Incident records:**

Containing information regarding specific workplace violence situations or concerns, including demographic information on the persons reporting the incidents, descriptions of events related to workplace violence situations (such as persons involved, dates and locations), interview notes, team assessments, and interventions/actions taken and recommended.

Disposition: **TEMPORARY**. Destroy two years after the incident has been referred or resolved by the WVPT or until any litigation/third party action has been resolved.

### **2. Administrative Records:**

Containing documents related to the overall operation of the team, including statistical information, program evaluations, policies and procedures, program literature, contract information, training and education announcement.

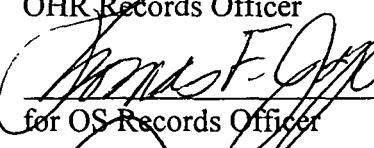
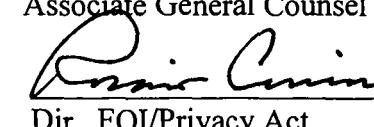
Disposition: **TEMPORARY**. Destroy when two years old.

## REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

OF

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><del>WVPT core team member must destroy the files with a witness present.</del></p>		
	<p><b>B. WVPT Computer Records</b></p> <p>1. Incident records: See A1 for description of records</p> <p><b>Disposition: TEMPORARY.</b> Destroy two years after the incident has been referred or resolved by the WVPT or until any litigation/third party action has been resolved. Destroy by deleting all appropriate portions of floppy discs, tapes, and other electronic media that contain information about the incident. Computers are to be degaussed when they leave the possession of the WVPT. A WVPT core team member will destroy all files with a witness present.</p>		
	<p>2. Administrative records: See A2 for description of records</p> <p><b>Disposition: TEMPORARY.</b> Destroy two years after the incident has been referred or resolved by the WVPT or until any litigation/third party action has been resolved. Destroy by deleting all appropriate portions of floppy discs, tapes, and other electronic media that contain information about the incident. Computers are to be degaussed when they leave the possession of the WVPT. A WVPT core team member will destroy all files with a witness present.</p>		
	<p>C. Electronic version of records created by electronic mail and word processing applications.</p> <p><b>OS Clearances:</b> Delete when recordkeeping copy is generated.</p>		<p>Amended by Jackie F via telephone with Lisa Seems/HHS 6/6/00</p>
Michelle Murrell:	 OHR Records Officer	11/4/99 Date	
Thomas F. Joyce	 for OS Records Officer	11/4/99 Date	
Timothy M. White:	 Associate General Counsel	11/10/99 Date	
Ross Cirrincione:	 Dir., FOI/Privacy Act	11/4/99 Date	