

Spring Independent School District
Support Services-Workplace Safety Records -Disposition Log

School Dude Work Order#:	Date:	School/Dept:
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Name:	Digital Signature:
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I certify that these district records are in compliance with the mandatory minimum retention periods specified by the Texas State Library and Archives Commission Local Schedules (SD, GR , TX, PS, EL, and UT) and that all holds and administrative requirements have been satisfied.

A District record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it.

***** PLEASE ASK FOR CLARIFICATION IF A RECORD DOES NOT FALL UNDER A RECORD TITLE OR DESCRIPTION, IT DOES NOT NECESSARILY MEAN IT CAN BE DISPOSED OF*****

Texas State Library & Archive Commission (TSLAC)					Record Disposition Log			
Record #	Record Title	Record Description	Retention Period	Remarks	No. of Boxes	Specific Content (attach addtl doc to work order if necessary)	School Yr of Records	Disp Meth
GR5750-01	BLOODBORNE PATHOGEN TRAINING RECORDS	Records of training given to employees with exposure to bloodborne pathogens showing the dates of training sessions, contents or summaries of the sessions, names and job titles of those who received training, and names and qualifications of instructors.	3 years.					
GR5750-02	FACILITY CHEMICAL LISTS	Copies of tier two forms containing information of hazardous chemicals present in local government facilities submitted to the fire chief of the fire department having jurisdiction over the facilities and to the Texas Department of State Health Services as required by Health and Safety Code, Section 506.006.	30 years.					

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GR5750-03	HAZARD COMMUNICATION PLANS.	Plans describing how criteria of the Hazard Communications Act (Chapter 502, Health and Safety Code) with regard to the education and training of employees will be met.	US + 5 years.	By law - Health and Safety Code, Section 502.009(g).				
GR5750-04	HAZARDOUS MATERIALS TRAINING RECORDS	Records of training given to employees in a hazard communications program showing the date of each training session, subjects covered during the session, rosters of employees who attended, and the names of instructors.	5 years.	By law - Health and Safety Code, Section 502.009(g).				
GR5750-05	MATERIAL SAFETY DATA SHEETS (MSDS)	Material safety data sheets (MSDS) supplied to local government employers by manufacturers or distributors of hazardous chemicals.	AV after receipt of updated sheet or the hazardous chemical is no longer present in the local government, as applicable.					

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GR5750-06	WORKPLACE CHEMICAL LISTS	Lists of hazardous chemicals, including superseded lists, compiled and maintained by local governments in accordance with the Health and Safety Code, Section 502.005.	30 years.	By law - Health and Safety Code, Section 502.005(d). Retention Note: State law (Health and Safety Code, Section 502.005(d)) provides that if a local government is dissolved (e.g., a municipality through disincorporation), it shall send the workplace chemical lists in its possession to the director of the Texas Department of State Health Services.				
GR5750-07	DISASTER PREPAREDNESS AND RECOVERY PLANS	Disaster preparedness, continuity of operations, business continuity, or other plans used to prepare for or respond to emergencies or disasters.	US.					

Total No. of Boxes:

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Retention Codes					Archival Codes			
AV	As long as Administratively Valuable				A	Approval Required before Destruction		
CE	Calendar Year End				D	Destroy at Retention Period End		
FE	Fiscal Year End				LF	Import into LaserFiche		
LA	Life of Asset							
US	Until Superseded							

Office Use Only	
Records Management Digital Signature:	
RMO Digital Signature:	