

Figure E-1

TEMPORARY RETENTION SF-135 EXAMPLE

RECORDS TRANSMITTAL AND RECEIPT		Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.	PAGE	OF				
1. TO		(Complete the address for the appropriate records center covering your area)	1	1				
Federal Archives and Records Center General Services Administration Washington National Records Center Washington, DC 20409								
TRANSFERRING AGENCY OFFICIAL (Signature and title) (Signature of Regional Records Officer)		DATE						
TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.) (Area Office Records Liaison Officer) (Telephone Number)		DATE						
RECORDS RECEIVED BY (Signature and title) (Do Not Complete)		DATE						
U. S. Department of Labor Occupational Safety and Health Admin. (Name of Regional Office) (Street Address) (City, State, ZIP Code)								
5. FRODO (Enter the name and complete mailing address of the office retaining the records. The signed receipt of this form will be sent to this address)								
RECORDS DATA								
ACCESSION NUMBER	VOLUME (in full size boxes)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	LOCATION	BY (Name and title)	DATE
100 93 0402	3	1 - 3	DOL, OSHA, (Region), (Area Office) ((Complete Address of Office Holding Records)) (Description of Records in Accession) R EXAMPLES Safety Fatality/Catastrophe Inspection Case Files. FY-89. Code: TEX	NI-100-90-1/23	PERMANENT 10/2010	(Do Not Fill In)		
100 93 0403	1/4	1	Safety Fatality/Catastrophe Inspection Case Files. FY-89, 8 mm. format video tape of inspections. Box used is NARA microfilm container 14 3/4 x 6 1/2 x 4 1/2. Box is 3/4 full. Code: VID Folder by folder listings attached for both accessions. NARA agreed OSHA may list both accessions on this SF-135. Both accessions constitute the record of the same inspections.	NI-100-90-1/23	PERMANENT 10/2010			

Standard Form 135 (Rev. 6-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.4

