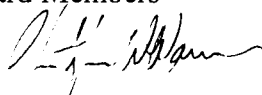




U. S. Chemical Safety and Hazard Investigation Board

Office of General Counsel

Memorandum

To: Chairperson and Board Members
From: Christopher Warner 
Cc: Charles Jeffress
Subject: Board Action Report – Notation Item 248
Date: May 23, 2003

On May 20, 2003, the Board approved Notation Item 248, thereby adopting an Appendix A to Board Order 019, "Records Management Program." This new appendix supplements Order 019 with additional policies and procedures necessary to fully establish a records management program for the CSB. Appendix A is now in final form and ready for use by the various functional areas of the CSB as they implement the records management program.

Voting Summary – Notation Item 248

Disposition: APPROVED

Disposition date: May 20, 2003

| | Approve | Disapprove | Calendar | Withhold | Not Participating | Date |
|--------------------------------|---------|------------|----------|----------|-------------------|-----------|
| Chairperson Merritt | X | | | | | 5/12/2003 |
| Member Bresland | X | | | | | 5/22/2003 |
| Member Poje | X | | | | | 5/19/2003 |
| Member Rosenthal | X | | | | | 5/21/2003 |
| Member Taylor | X | | | | | 5/20/2003 |