

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0100-2015-0001**

## Request for Records Disposition Authority

Records Schedule Number	DAA-0100-2015-0001
Schedule Status	Returned Without Action
Agency or Establishment	Occupational Safety and Health Administration
Record Group / Scheduling Group	Records of the Occupational Safety and Health Administration
Records Schedule applies to	Agency-wide
Schedule Subject	Occupational Safety and Health Administration (OSHA) Directorate of Administrative Programs (DAP), Directorate of Cooperative and State Programs, Directorate of Technical Support and Emergency Management, Directorate of Evaluation and Analysis, and Directorate of Construction Electronic Information Systems Records Retention Schedule
Internal agency concurrences will be provided	Yes
Background Information	<p>Under the Occupational Safety and Health Act of 1970, OSHA's role is to assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health. More information can be found at <a href="http://www.osha.gov">www.osha.gov</a>.</p> <p>OSHA and its state partners have approximately 2100 inspectors, plus complaint discrimination investigators, engineers, physicians, educators, standards writers, and other technical and support personnel spread over more than 200 offices throughout the country. This staff establishes protective standards, enforces those standards, and reaches out to employers and employees through technical assistance and consultation programs.</p> <p>Nearly every working man and woman in the nation comes under OSHA's jurisdiction (with some exceptions such as miners, transportation workers, many public employees, and the self-employed). Other users and recipients of OSHA services include: occupational safety and health professionals, the academic community, lawyers, journalists, and personnel of other government entities.</p> <p>Note: The disposition instructions apply to records regardless of physical form or characteristic. Records may be maintained in any form or any medium. The records are media neutral unless otherwise noted.</p>

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Records Schedule: DAA-0100-2015-0001

## Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	27

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0100-2015-0001

## Outline of Records Schedule Items for DAA-0100-2015-0001

Sequence Number	
1	Directorate of Administrative Programs (DAP)
1.1	IMIS Master Files.
1.1.1	AISR Disposition Authority Number: DAA-0100-2015-0001-0001
1.1.2	SHARP Disposition Authority Number: DAA-0100-2015-0001-0002
1.1.3	PC CSHO and Consultant Application Disposition Authority Number: DAA-0100-2015-0001-0003
1.2	Web Integrated Management Information System (WebIMIS). Master File.
1.2.1	Safety and Health Assessment Online Worksheet: Disposition Authority Number: DAA-0100-2015-0001-0004
1.2.2	OSHA Activity and Hours Application (Whistleblower Only): Disposition Authority Number: DAA-0100-2015-0001-0005
1.2.3	OSHA Maritime and Crane Disposition Authority Number: DAA-0100-2015-0001-0006
1.2.4	OSHA's Whistleblower Application Disposition Authority Number: DAA-0100-2015-0001-0007
1.2.5	OSHA's Strategic Partnership (OSPADS) Disposition Authority Number: DAA-0100-2015-0001-0008
1.2.6	OSHA's Voluntary Protection Plan Automated Data System (VADS): Disposition Authority Number: DAA-0100-2015-0001-0009
1.3	OSHA Web Services (OWS). Master File.
1.3.1	E-mail Correspondence Disposition Authority Number: DAA-0100-2015-0001-0010
1.3.2	IMMLang Questionnaire (OSHA Intranet): Disposition Authority Number: DAA-0100-2015-0001-0011
1.3.3	OSHA Online Complaint Form (OSHA Public Web Site): Disposition Authority Number: DAA-0100-2015-0001-0012
1.3.4	Quicktakes Bi-weekly News Email List: Disposition Authority Number: DAA-0100-2015-0001-0013
2	Directorate of Cooperative and State Programs (DCSP)
2.1	ATS Master File
2.1.1	Federal Program Change (FPC) Log Disposition Authority Number: DAA-0100-2015-0001-0014

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2.1.2	State-Initiated Change (STIC) Log Disposition Authority Number: DAA-0100-2015-0001-0015
2.1.3	Standards Log Disposition Authority Number: DAA-0100-2015-0001-0016
2.1.4	Complaints Against State Program Administration (CASPA) Log Disposition Authority Number: DAA-0100-2015-0001-0017
2.1.5	Variance Log Disposition Authority Number: DAA-0100-2015-0001-0018
3	Directorate of Technical Support and Emergency Management (DTSEM)
3.1	TIMS Master File
3.1.1	Technical Data Center Information: Disposition Authority Number: DAA-0100-2015-0001-0019
3.1.2	Catalogue Database Disposition Authority Number: DAA-0100-2015-0001-0020
3.1.3	Variance Program Log Disposition Authority Number: DAA-0100-2015-0001-0021
3.1.4	Occupation Safety and Health Annex Response (OSHRA) Disposition Authority Number: DAA-0100-2015-0001-0022
4	Medical Access Orders System (MAO)
4.1	MAO Master File
4.1.1	MAO Requests Disposition Authority Number: DAA-0100-2015-0001-0023
4.1.2	MAO Documents Disposition Authority Number: DAA-0100-2015-0001-0024
5	Health Sampling.
5.1	Health Sampling Master File. Disposition Authority Number: DAA-0100-2015-0001-0025
6	Directorate of Evaluation and Analysis (DEA).
6.1	Site-Specific Targeting (SST).
6.1.1	SST Master File. Disposition Authority Number: DAA-0100-2015-0001-0026
7	Directorate of Construction (DOC).
7.1	Construction Targeting (C-Targeting)
7.1.1	C-Targeting Master File. Disposition Authority Number: DAA-0100-2015-0001-0027

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## Records Schedule Items

Sequence Number									
1	<p>Directorate of Administrative Programs (DAP) Integrated Management Information System (IMIS) The IMIS is a system for collecting, manipulating, maintaining, and retrieving enforcement and consultation data. This National database contains a variety of information, including inspection history for specific establishments, citations issued, complaints received and investigated, referrals, cases contested, State Program activities, Federal Agency Program activities, consultation visits, and discrimination investigations. Each day, over 200 Federal and State offices input data into IMIS, such as complaints, inspections, citations, and compliance assistance visits. Using local IMIS facilities, employees prepare citations, create and update case file documents, prepare correspondence, generate local office management reports, correct data errors, and transmit corrections to the national database. On an as-needed basis, employees submit requests for reports based on data stored in the National database.</p>								
1.1	<p>IMIS Master Files. IMIS information is stored in database format and can be accessed via the IMIS portal which requires secure password and user name information to log on. Separate databases are included for the following applications: a. Accident Investigation Summary Review (AISR), Safety and Health Achievement Recognition Program (SHARP), and PC CSHO and Consultant Application.</p>								
1.1.1	<p>AISR Disposition Authority Number      DAA-0100-2015-0001-0001</p> <p>An Intranet/Extranet based application used to enable authorized OSHA users to access Accident Investigation Summary (OSHA-170) data for review and modification. The review process is performed to ensure that all potentially sensitive information is removed from the accident abstract text. Additionally, the record contains keywords to facilitate later searching of different types of accidents, occupation codes, and which indicate whether the record is acceptable for public access.</p> <table><tr><td>Final Disposition</td><td>Permanent</td></tr><tr><td>Item Status</td><td>Withdrawn</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr></table>	Final Disposition	Permanent	Item Status	Withdrawn	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Final Disposition	Permanent								
Item Status	Withdrawn								
Is this item media neutral?	Yes								
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes								

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Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Cutoff Instruction **Are you capturing the data by calendar year (CY), fiscal year (FY)?**

Transfer to Inactive Storage **After the end of the CY or FY, will OSHA keep this records in the system or archived off-line (the system)**

Transfer Electronic Records to the National Archives for Pre-Accessioning **Transfer electronic records to the National Archives for pre-accessioning immediately after cutoff.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 5 year(s) after pre-accessioning.**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
Unknown**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 TB	3 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

1.1.2

**SHARP**

Disposition Authority Number **DAA-0100-2015-0001-0002**

This application stores SHARP information (collected from the Safety and Health Assessment Worksheet) within an IMIS database. In addition, the record contains information validating that all designated SHARP establishments are in compliance with the rules contained within the Consultation Policy and Procedures Manual (CPPM).

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1.1.3	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut-off at the end of fiscal/calendar year.
	Retention Period	Destroy 5 year(s) after cutoff or when no longer needed.
	Additional Information	
	GAO Approval	Not Required
	PC CSHO and Consultant Application	
	Disposition Authority Number	DAA-0100-2015-0001-0003
	A stand-alone IMIS application for off-site and on-site users using a Windows based PC, laptop or desktop. A single user database stores user IMIS data (e.g. consultant information, site visit dates, investigation summaries, etc.) that has been entered off-line. In addition, this information can be used to produce written reports or citations.	
	Final Disposition	Temporary
	Item Status	Withdrawn
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
Disposition Instruction		
Cutoff Instruction	GRS 20, Item 2b	
Retention Period	Destroy immediately after has been successfully uploaded to IMIS system, or when no longer needed for business purposes, whichever is later.	

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## Additional Information

GAO Approval Not Required

1.2

Web Integrated Management Information System (WebIMIS). Master File.  
The WebIMIS supports web data entry screens to allow OSHA employees (Federal and State) to enter program information, automatically generate reports, and print forms for five applications. WebIMIS information is stored in database format and can be accessed via the IMIS portal which requires WebIMIS username and password information to access information. Separate databases are included for the following applications:

1.2.1

### Safety and Health Assessment Online Worksheet:

Disposition Authority Number DAA-0100-2015-0001-0004

Provides a tool for analyzing a company's safety and health program. The application stores information from the 60 question questionnaire in order to predict the future safety and health of a company and provide the consultant with an historical view of the consultation visit evaluation to share in the Consultation Written Report to the Employer. Each record is stored in the database with the case number as linking key.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

### Disposition Instruction

Cutoff Instruction Cut-off at the end of fiscal/calendar year.

Retention Period Destroy 4 year(s) after cut-off, or when no longer needed for office purposes.

## Additional Information

GAO Approval Not Required

1.2.2

### OSHA Activity and Hours Application (Whistleblower Only):

Disposition Authority Number DAA-0100-2015-0001-0005

Records information associated with specific compliance assistance, outreach support activities and for entering activity hours related to Whistleblower.



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Information is similar to that found on Time & Compliance Assistance forms (Form 31/55).

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction Cut-off at the end of fiscal/calendar year.

Retention Period Destroy 20 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

## OSHA Maritime and Crane

Disposition Authority Number DAA-0100-2015-0001-0006

This database was developed into an electronic format from OSHA Forms 71 and 72 used in the Maritime Cargo Gear Program. This database tracks cranes that have not been inspected properly or within the time frame specified in the regulations. Information put into the system identifies a particular crane-inspection and test information and crane inspector information. This is a compiled electronic version of the information taken from OSHA forms 71 and 72. It is accessible by regional and area offices for viewing.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction Cut-off at the end of fiscal/calendar year.

1.2.3

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1.2.4

Retention Period Destroy 10 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

## OSHA's Whistleblower Application

Disposition Authority Number DAA-0100-2015-0001-0007

Supports the Office of Investigative Assistance by tracking cases from inception (receipt of complaint) through disposition (final case determination). The Discrimination Case Activity Worksheet (Form 87) contains data about the Case Type, Respondent, Complaint, Allegation, Disposition, and Investigation information. These data are captured in the IMIS Whistleblower Application. The National, Regional and State offices analyze these data to determine trends and investigational effectiveness.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction Cut-off at the end of fiscal/calendar year.

Retention Period Destroy 6 year(s) after cutoff or when no longer needed for business purposes, whichever is later.

## Additional Information

GAO Approval Not Required

1.2.5

## OSHA's Strategic Partnership (OSPADS)

Disposition Authority Number DAA-0100-2015-0001-0008

The OSHA Strategic Partnership Program works with organizations to improve workplace safety and health programs by forming formal relationships with employers, unions, and associations through targeting specific safety and health issues. Partners collaborate with OSHA to develop and document measurable goals as well as a plan to achieve the goals. The OSPADS application provides the Directorate of Cooperative and State Programs (DCSP) the ability to track partnerships and their goals.

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Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut-off at the end of fiscal/calendar year in which project is completed.
Retention Period	Destroy 5 year(s) after cut-off.

## Additional Information

GAO Approval	Not Required
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1.2.6

OSHA's Voluntary Protection Plan Automated Data System (VADS):

Disposition Authority Number	DAA-0100-2015-0001-0009
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The VADS application will provide VPP Coordinators enhanced ability to manage activities from application to certification, for regular, Corporate and Construction VPP. All VPP activity including the scheduling of evaluations will be centrally managed, providing linkage to Establishment Processing. VPP applicants may submit an application online via a secure access for approval. This database includes information regarding VPP applicants (company, industry, location, etc.) as well as details on the submission process (i.e. status of review, authorization, etc.)

Final Disposition	Temporary
Item Status	Withdrawn
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut-off at the end of fiscal/calendar year.

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	Retention Period	Destroy 10 year(s) after cut-off. or when no longer needed for business purposes, whichever is later.
	Additional Information	
	GAO Approval	Not Required
1.3	OSHA Web Services (OWS). Master File. OSHA Web Services is a General Support System (GSS) that hosts the OSHA public web site, the OSHA internal web site, the OSHA Extranet, the joint US/ European Union web site, the joint Tri-National web site, and several minor applications. OWS includes web page development services, including dynamic database driven content and database management, application development, operating system management, and server hardware management. The OSHA Public Web Site provides access to materials and interactive resources that support the OSHA mission. This includes over 400,000 pages and more than 2 million hypertext links. In addition, the OSHA Public Site provides public access to more than 3.2 million inspection records and a number of online services for the public. This covers OWS and all of its applications. Information collected through Web based forms on the OSHA Public Web Site and Intranet is stored in databases, which are accessible to Authorized agency users.	
1.3.1	E-mail Correspondence	
	Disposition Authority Number	DAA-0100-2015-0001-0010
	This application provides an online submission form for questions related to Workplace Safety and Health on the Public Web Site. The E-Correspondence Gatekeeper forwards inquiries to the appropriate OSHA offices. Offices may respond through the application or directly.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	End of calendar year.
	Retention Period	Destroy 3 year(s) after cutoff or no longer needed.
	Additional Information	

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1.3.2

GAO Approval Not Required

IMMLang Questionnaire (OSHA Intranet):

Disposition Authority Number DAA-0100-2015-0001-0011

The Fatality/Catastrophe Investigation Questionnaire collects data related to the immigrant and/or language status of victims during a fatality investigation. This database record stores information collected from the investigation

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut-off at the end of fiscal/calendar year.

Retention Period Destroy 5 year(s) after cut-off or when agency determines no longer needed for conduct of agency business, whichever is later.

Additional Information

GAO Approval Not Required

1.3.3

OSHA Online Complaint Form (OSHA Public Web Site):

Disposition Authority Number DAA-0100-2015-0001-0012

Enables employees to file complaints about workplace safety and health hazards and track the answering process. Complaints are automatically forwarded to Regional or Area Offices with geographic jurisdiction.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

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1.3.4	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cutoff at the end of fiscal/calendar year.
	Retention Period	Destroy 3 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Quicktakes Bi-weekly News Email List:</b>	
	Disposition Authority Number	DAA-0100-2015-0001-0013
	Contains a snapshot of OSHA activities that support safety and health in the workplace, including news and announcements, background information, and other information of interest to stakeholders. The summaries often link to OSHA's website as well as other sites related to safety and health which provide additional information on specific items.	
	Final Disposition	Temporary
	Item Status	Withdrawn
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
2	<b>Disposition Instruction</b>	
	Cutoff Instruction	End of calendar year.
	Retention Period	Destroy 3 year(s) after cutoff or no longer needed.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Directorate of Cooperative and State Programs (DCSP)</b>	
	Automated Tracking System (ATS) Users will utilize the Automated Tracking System (ATS) to monitor and log events relating to OSHA's administration of State safety and health programs. National, regional, and local state users will log events and responses relating specifically to Federal Program Changes (FPCs), Standards, State-initiated Changes (STICs), Variances, and Complaints Against State Plan Administration (CASPs). ATS reports will allow users to view current status and information about FPCs, Standards, etc., as well as view the various States' timeliness in responding to and/or adopting Federal requirements.	
	<b>ATS Master File</b>	
	2.1	

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2.1.1

The ATS system maintains records which pertain to the Federal program/policy changes, State-initiated program/policy changes, Standards changes, complaints against the state program logs, and variances. Each record type is kept in a separate database within ATS. The record types are as follows:

## Federal Program Change (FPC) Log

Disposition Authority Number DAA-0100-2015-0001-0014

This database includes records which store and track information about directive and program changes at the Federal level (e.g. title, directive documentation, effective date, etc.), as well as state responses and consequent actions.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction Cut-off files recording completion of final action at the end of fiscal/calendar year.

Retention Period Destroy 10 year(s) after cutoff.

## Additional Information

GAO Approval Not Required

2.1.2

## State-Initiated Change (STIC) Log

Disposition Authority Number DAA-0100-2015-0001-0015

This database includes records which store and track information about significant changes in legislation and regulation at the State level (e.g. title, directive documentation, effective date, etc.), as well as consequent actions.

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Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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2.1.3	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut-off files recording completion of final action at the end of fiscal/calendar year.
	Retention Period	Destroy 10 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Standards Log</b>	
	Disposition Authority Number	DAA-0100-2015-0001-0016
	This database includes records which store and track information about standards changes at the Federal level (e.g. title, effective data, acceptance requirements, etc.), as well as state responses and consequent actions.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
2.1.4	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut-off files recording completion of final action at the end of fiscal/calendar year.
	Retention Period	Destroy 10 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Complaints Against State Program Administration (CASPA) Log</b>	
	Disposition Authority Number	DAA-0100-2015-0001-0017
	This database includes records which track and store information about complaints filed (e.g. source, complaint description, date received, etc.) as well as consequent actions.	
	Final Disposition	Temporary

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2.1.5	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut-off files recording completion of final action at the end of fiscal/calendar year.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Variance Log	
	Disposition Authority Number	DAA-0100-2015-0001-0018
	This database includes records which store and track information about variances toward programs and changes (e.g. standard number, request date, variance type, etc.) as well as consequent actions.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut-off files recording completion of final action at the end of fiscal/calendar year.
	Retention Period	Destroy 10 year(s) after cutoff.
Additional Information		
GAO Approval	Not Required	

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3	<p>Directorate of Technical Support and Emergency Management (DTSEM) Technical Information and Management System (TIMS) The TIMS is a document imaging system and database, originated in the early 1990s, which serves as an information repository for a number of OSHA programs. Database files on the TIMS include : 1) citation and document information for technical and scientific literature materials maintained in the Technical Data Center (TDC); 2) book cataloguing information for all OSHA libraries; 3) legacy documents and public submissions gathered for the OSHA Variance Program; 4) industrial health sampling and safety interventions collected in conjunction with OSHA assistance given in national disaster recovery efforts (Occupation Safety and Health Annex Response or OSHRA). This includes TIMS and all of its applications.</p>																
3.1	<p><b>TIMS Master File</b> TIMS maintains information in database format and requires a secure user name and password to access the information. Separate databases exist for each of the application file types within TIMS. They are as follows:</p>																
3.1.1	<p><b>Technical Data Center Information:</b></p> <p>Disposition Authority Number      DAA-0100-2015-0001-0019</p> <p>Citation and document information about technical and scientific literature material that is maintained in the TDC. This includes comments and submissions sent in by the public through the TIMS public portal.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Withdrawn</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p><b>Disposition Instruction</b></p> <table><tr><td>Cutoff Instruction</td><td>Cut-off files at the end of fiscal/calendar year.</td></tr><tr><td>Retention Period</td><td>Destroy 3 year(s) after cut-off or when no longer needed for business purposes.</td></tr></table> <p><b>Additional Information</b></p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	Final Disposition	Temporary	Item Status	Withdrawn	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	Cutoff Instruction	Cut-off files at the end of fiscal/calendar year.	Retention Period	Destroy 3 year(s) after cut-off or when no longer needed for business purposes.	GAO Approval	Not Required
Final Disposition	Temporary																
Item Status	Withdrawn																
Is this item media neutral?	Yes																
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes																
Do any of the records covered by this item exist as structured electronic data?	Yes																
Cutoff Instruction	Cut-off files at the end of fiscal/calendar year.																
Retention Period	Destroy 3 year(s) after cut-off or when no longer needed for business purposes.																
GAO Approval	Not Required																
3.1.2	<p><b>Catalogue Database</b></p> <p>Disposition Authority Number      DAA-0100-2015-0001-0020</p>																

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0100-2015-0001

Listing of all book catalogue information contained in both Regional libraries as well as the National library.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction When catalog is no longer part of the library system.

Retention Period Destroy 3 year(s) after cutoff or no longer needed.

## Additional Information

GAO Approval Not Required

3.1.3

## Variance Program Log

Disposition Authority Number DAA-0100-2015-0001-0021

Contains information from legacy documents and public submissions gathered for the OSHA Variance Program. This contains information regarding variance type and final decision.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction Cut-off files recording completion of final action at the end of fiscal/calendar year.

Retention Period Destroy 3 year(s) after cut-off.

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	<p><b>Additional Information</b></p> <p>GAO Approval Not Required</p> <p><b>3.1.4 Occupation Safety and Health Annex Response (OSHRA)</b></p> <p>Disposition Authority Number DAA-0100-2015-0001-0022</p> <p>Contains information on industrial health sampling and safety interventions collected in conjunction with OSHA assistance given in national disaster recovery efforts. Data is usually received via a database upload but is sometimes entered manually from hardcopy forms.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction Individual health samples hardcopy records follow their respective disposition schedules at the area office level.</p> <p>Retention Period Destroy all hard copies of sampling information or other documenting records in Salt Lake after three years or as business needs dictate. Store information on main OSHRA database for 30 years or move to alternative record keeping system to use as reference.</p> <p><b>Additional Information</b></p> <p>GAO Approval Not Required</p>
4	<p><b>Medical Access Orders System (MAO)</b></p> <p>System collects, store and manages data/information which is used to prepare documents (orders/authorization), and other related material that will assist in Agency compliance activities (investigations and evaluations), when access (obtain/review/copy/analyze) to employer generated/maintained, confidential-personally-identifiable employee medical records/information is needed. System contains general information on pertinent employers, and limited confidentially-personally-identifiable medical/health related information on some of their employees.</p>

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4.1

## MAO Master File

MAO master file stores information regarding MAO Requests, Documented Employer information, and MAO information in secure databases within the MAO system. Each record type is kept in a separate database within MAO. The record types are as follows:

4.1.1

### MAO Requests

Disposition Authority Number      DAA-0100-2015-0001-0023

Regional and Area office personnel may make requests for medical information that is approved by the Medical Records Officer. This database stores information regarding the requester, the employee who the records belong to, approval status, and any other request information.

Final Disposition                      Temporary

Item Status                              Withdrawn

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes

Do any of the records covered by this item exist as structured electronic data?                      Yes

### Disposition Instruction

Cutoff Instruction                      Cut-off files recording completion of final action at the end of fiscal/calendar year.

Transfer to Inactive Storage          Maintain for 5 years after cut-off.

Retention Period                        Destroy between 5 year(s) and 10 year(s) after cut-off, depending on business needs.

### Additional Information

GAO Approval                            Not Required

4.1.2

### MAO Documents

Disposition Authority Number      DAA-0100-2015-0001-0024

Once a request has been submitted, the Medical Records Officer compiles a package of medical documents to send to the OSHA principal investigator. This database includes all medical information that is approved by the Medical Records Officer regarding the employee as well as documenting cover letter. All non-approved information is excluded.

Final Disposition                      Temporary

Item Status                              Withdrawn

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0100-2015-0001

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction Cut-off files recording completion of final action at the end of fiscal/calendar year.

Transfer to Inactive Storage Maintain for 5 years after cut-off.

Retention Period Destroy between 5 year(s) and 10 year(s) after cut-off, depending on business needs.

## Additional Information

GAO Approval Not Required

## Health Sampling.

DTSEM maintains a laboratory results database system in Salt Lake City called LISA for analysis related sampling information and results. Industrial Hygienists (IHs) conducting On-site Consultation visits, Enforcement inspections or Voluntary Protection Programs onsite evaluations will have the ability to enter sample information into the OSHA Information System (OIS) Health Sampling module for data transfer to the Salt Lake City (or Wisconsin lab for consultation samples. The OIS Health Sampling system will capture information that is on Forms 91A, 92, 93 and 98 and process samples received and record results reported from the existing lab system (e.g. LISA or EINSTEIN). The labs will also be able to manually enter the analysis related information and send the results to the IH either manually and/or transfer them electronically back to the OIS Health Sampling System for immediate access to determine exposure assessments.

## Health Sampling Master File.

Disposition Authority Number DAA-0100-2015-0001-0025

Health Sampling information related to laboratory analysis is stored in database format and can be accessed through the Salt Lake Technical Center. It consists of information such as name of employer, sample type, location of sample, results of sample analysis, and other information taken from Industrial Health sampling and safety intervention forms. The OSHA Salt Lake Technical Center (SLTC) has maintained records of analytical results indefinitely. These records are in a searchable database. Having these records available, we have been able to provide background information necessary to support development of OSHA health standards, National Emphasis Programs, and Regional Emphasis Programs and similar OSHA data requests. Due to the variable frequency of chemicals

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monitored during OSHA inspections, it is often necessary to go back many years in order to obtain data to support these requests. In addition, the data maintained by the SLTC is more granular than other OSHA data and can often provide better information than from summary or exposure data maintained in other databases. The OSHA Recordkeeping Standard, 29CFR1910.1020 includes requirements for employers to maintain medical records for a minimum of 30 years, and in some instances 30 years after the last date of employment of an employee. Though not an employer record, the analytical results from an OSHA inspection document employee exposures at the time of an inspection. SLTC has received litigation requests for data dating back as much as 30 years.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Retention Period Store information on main LISA database for 30 years or move to alternative record keeping system to use as reference.

## Additional Information

GAO Approval Not Required

6 Directorate of Evaluation and Analysis (DEA).

6.1 Site-Specific Targeting (SST).  
DEA's Office of Statistical Analysis identifies high-hazard worksites for the Site Specific Targeting (SST) program, and the Directorate of Enforcement Programs administers the SST Program. The plan targets several thousand high-hazard worksites each year for an unannounced comprehensive inspection. Worksites are chosen based on information taken from the OSHA Data Initiative (ODI), which collects establishment-specific injury and illness rates annually from approximately 80,000 employers nationwide.

6.1.1 SST Master File.

Disposition Authority Number DAA-0100-2015-0001-0026

SST stores information High Injury and Illness report information from contractors and employers. For example, this includes employer name, number of incidents,

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0100-2015-0001

incident types, status of update, validity, etc. Regional/Area offices have access to the edit/view information within their jurisdiction.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction End of calendar year.

Retention Period Destroy 3 year(s) after cutoff or no longer needed.

## Additional Information

GAO Approval Not Required

7 Directorate of Construction (DOC).

7.1 Construction Targeting (C-Targeting)

OSHA's Construction Inspection Targeting System is required to comply with court decisions on OSHA's process of selecting work sites for inspection. The system is designed to provide timely information on active construction projects, including the project's location and the name of the owners, project managers and contractors working on projects. Since resources limit OSHA to inspecting only about 11,000 of the 220,000 construction projects (excluding single-family housing) started each year, projects are selected in a way that establishes a presence in the industry. The system is operated and maintained by the University of Tennessee's Construction Industry Research and Policy Center (CIRPC). The monthly C-Target list is received from outside and populated by contractors. This system allows users to view and modify information regarding new construction site (i.e. Projects that are expected to start in next 30-60 days) and verify jurisdiction information that is inputted by contractors. The Area Office/Regional Office may log into C-Targeting to view/might update inspection list criteria using administrative tool. In addition, they can view the various types of inspection lists and then Area Office Managers assign the project list to one or more CSHOs.

7.1.1 C-Targeting Master File.

Disposition Authority Number DAA-0100-2015-0001-0027

C-Targeting maintains information which pertains to construction worksite, project, and assignment information. Monthly lists are stored to an assignment file database within C-Targeting. These files contain information about activities (e.g.

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location, status, CSHO assignment, etc.) which are linked together based on the individual case.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

## Disposition Instruction

Cutoff Instruction When superseded or obsolete.

Retention Period Destroy 3 year(s) after cutoff or no longer needed.

## Additional Information

GAO Approval Not Required

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## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
06/21/2016	Certify	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
04/24/2018	Return Without Action	Jim Cassedy	Appraiser	National Archives and Records Administration - Records Management Services