

## Request for Records Disposition Authority

Records Schedule Number      DAA-0100-2018-0003  
 Schedule Status                Approved

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                Disaster Relief Assistance Records  
 Internal agency concurrences will be provided      No

Background Information            OSHA responsibilities in disasters/emergencies require the agency to provide safety and health advice, technical assistance, and follow-on enforcement as appropriate in emergencies; and to support Federal, state, and/or local authorities' efforts when determining if conditions are safe and healthy for human entry or occupation, consistent with other delegations.

This schedule covers administrative records created as a result of OSHA activities designed to assure safe and healthful working conditions by providing evaluations, training, outreach, education and assistance during disaster/catastrophic national event(s). Investigation and enforcement records are maintained in other files.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0100-2018-0003

Sequence Number
-----------------

1
---

Emergency Response Files/Documents - NEW ITEM Disposition Authority Number: DAA-0100-2018-0003-0001
--

## Records Schedule Items

Sequence Number	
1	<p data-bbox="370 427 1081 459"><b>Emergency Response Files/Documents - NEW ITEM</b></p> <p data-bbox="370 480 1133 512">Disposition Authority Number      <b>DAA-0100-2018-0003-0001</b></p> <p data-bbox="370 534 1479 746">Response files and documents that relate to events e.g., tornados/hurricanes, oil spills, etc. that require OSHA response/inspections and coordination with others federal agencies or entities. Consists of, but not limited to reports, notes, sampling, administrative forms, drawings, training, etc. for use by OSHA staff to document their actions or agency activities during disaster response and to provide lessons learned for future disaster assistance.</p> <p data-bbox="370 768 914 800">Final Disposition                      <b>Temporary</b></p> <p data-bbox="370 821 850 853">Item Status                              <b>Active</b></p> <p data-bbox="370 874 821 906">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="370 927 821 1044">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="370 1066 821 1151">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="370 1183 670 1215"><b>Disposition Instruction</b></p> <p data-bbox="370 1247 1175 1278">Cutoff Instruction                      <b>Cutoff at the end of fiscal year.</b></p> <p data-bbox="370 1300 1386 1364">Retention Period                      <b>Destroy 40 years after emergency response is completed.</b></p> <p data-bbox="370 1395 667 1427"><b>Additional Information</b></p> <p data-bbox="370 1459 946 1491">GAO Approval                          <b>Not Required</b></p>

## 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
03/06/2018	Certify	Rachel Vera	U.S. Dept of Labor, Records Management Officer	Office of the Assistant Secretary for Administration and Management - Business Operations Center
08/10/2018	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/15/2018	Concur	Sebastian Welch	Supervisory Archives Specialist	National Archives and Records Administration - ACR4
08/16/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/17/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist