

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-100-02-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11/08/01</i>	
1. FROM (Agency or establishment) US Department of Labor (DOL)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Occupational Safety and Health Administration (OSHA)			
3. MINOR SUBDIVISION Office of State Programs			
4. NAME OF PERSON WITH WHOM TO CONFER Heather Lemay	5. TELEPHONE 202-693-2409	DATE <i>5-1-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
6. 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 on the attached <u>1</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>11/02/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen Hill</i>	TITLE <i>Departmental Records Officer</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

cc: to Agency, NWCT, NWMD, & NWMW

Office of State Programs

The Office of State Programs is responsible for the policy development, analysis, evaluation approval and monitoring of State occupational safety and health plans. Records relate to the establishment of Federal policy pertaining to State plans, and to the development, approval, modification, operation, monitoring and/or withdrawal of individual State plans. This includes responses to changes in the Federal program and State initiated plan changes which document changes in the State's policy, legislation, standards, regulations and descriptions of individual State plans operations; the developmental processes required for those plans; analysis of the State plan submissions and changes to those plans. The Office of State Program is also responsible for coordinating the monitoring and evaluation of the effectiveness of each State's plans, which results in continuation of plan approval as well as reconsideration, revocation and possible withdrawal of the approval of the State's plan.

1. State Plan Files:

These files contain correspondence, reports, graphics, data, computer printouts, State submissions, OSHA evaluations, *Federal Register* notices, legal documentation, policy analyses, grant submissions, and other records pertaining to individual State plans. The state plan files may include records related to the developmental process such as the approval, modification, change and cancellation or revocation/withdrawal of the state's plan. Graphics may include a limited numbers of copies or photocopies of photographs, charts and similar materials.

Supersedes NC-100-76-1, item 183

*Records on hand: 59 cubic feet ***

Annual rate of accumulation: 13 cubic feet

*Arranged alphabetically by state ***

Disposition:

a. Record Copy:

PERMANENT. Break file annually. Bring forward current materials to file. Retire to the Federal Records Center or off-site storage facility 5 years after file break. Transfer to NARA 20 years after file break.

b. Electronic Version of Records:

Created by electronic mail and word processing applications. Delete when file copy is generated or when no longer needed for reference, updating, distribution or electronic dissemination, whichever is later.

c. Other copies:

Destroy when no longer needed for reference.

*revised schedule submitted by RO on 1/14/02 by
** information provided by RO, 2/4 via telephone. 707*

2. State Plan Policy Files

These files contain correspondence, reports, analyses, graphics, data, computer generated printouts, issue/decision/option papers, *Federal Register* notices, proposed and final regulations, statutory and legal documentation, grant instructions, analyses and all other documents related to the development of State Plan policy as it applies nationwide to all States seeking or having obtained OSHA approval of a State plan for the development and enforcement of State occupational safety and health standards. Policy may apply to broad issues affecting all States or to unique considerations within one or more States. It establishes the requirements and the expectations for State plan structure and performance and defines the requirements for "at least as effective" State plans.

Annual rate of accumulation: 2 cubic feet

*Records on hand: 11 cubic feet ***

Disposition:

a. Record Copy:

PERMANENT. Break file annually. Bring forward current materials to file. Retire to the Federal Records Center or off-site storage facility 5 years after file break. Transfer to NARA 20 years after file break.

b. Electronic Version of Records:

Created by electronic mail and word processing applications. Delete when file copy is generated or when no longer needed for reference, updating, distribution or electronic dissemination, whichever is later.

c. Other copies:

Destroy when no longer needed for reference.