

JOB NUMBER **N1-100-03-01**

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED
5/01/03

1. FROM (Agency or establishment)

US Department of Labor

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Occupational Safety and Health Administration

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn in column 10."

3 MINOR SUBDIVISION

Directorate of Cooperative and State Programs

4. NAME OF PERSON WITH WHOM TO CONFER

Yvette Stewart

5. TELEPHONE

202-693-2305

DATE

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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 ___ 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,

is not required; is attached; or has been requested.

DATE

4-1-03

SIGNATURE OF AGENCY REPRESENTATIVE

[Handwritten Signature]

TITLE

Records Officer

7. Item No.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

See attached

Voluntary Protection Programs (National Office)

The purpose of the Voluntary Protection Programs (VPP) is to emphasize the importance of, encourage the improvement of and recognize excellence in employer-provided, employee-participative, and generally site-specific occupational safety and health programs. These programs are comprised of management systems for preventing or controlling occupational hazards. Sites employing these systems not only are working to remain complaint with OSHA's rules, but also are striving to excel by using flexible and creative strategies to go beyond the requirements to provide the best feasible protection for their worker. In the process, these worksites serve as models for effective safety and health program in their industries while reducing employee injuries and reducing employee injuries and illnesses we below industry averages. Moreover, the demonstrated workers' compensation cost reductions, reduced employee turnover, quality improvements, and other benefits to which VPP worksites testify are helping to convince skeptics that productivity, quality, profitability and safety and health are complementary goals.

1. Public Access Files

These files contain site information and the general description of the site's safety and health program from the application; pre-approval report and subsequent evaluation reports prepared by OSHA; the Regional Administrator's letter of recommendation; transmittal memoranda to Assistant Secretary; and the Assistant Secretary's and Regional Administrator's approval letters.

a. Record Copy:

Temporary. Maintain file by worksite. Retire to the Federal Records Center or off-site storage facility 5 years after worksite withdraws or is terminated. Destroy 10 years after worksite withdraws or is terminated.

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.

2. VPP 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, interpretations, formal decisions, formal solicitor's opinions and all other documents related to the development of Voluntary Protection Programs policy. Policy may apply to broad issues affecting all VPP worksites and programs or to unique considerations, at one worksite or program. Policy establishes the requirements and the expectations for VPP.

WITHDRAWN

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.

3. Working Papers

These files contain training materials, Special Government Employees personal information, withdrawal letters, letters of commitment from sites with an ownership change, congressional letters. Generally all records not maintained in the public files (per the *Federal Register*) or policy files.

a. Record Copy:

Temporary. Destroy file 1 year after worksite withdraws or is terminated from the VVP.

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.

WITHDRAWN