

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-100-09-1	DATE RECEIVED 9/30/09
1. FROM (Agency or establishment) U.S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Occupational Safety and Health Administration		DATE ARCHIVIST OF THE UNITED STATES <i>W. J. H. B. H. W.</i>	
3. MINOR SUBDIVISION Various Directorates			
4. NAME OF PERSON WITH WHOM TO CONFER Tyna Coles	5. TELEPHONE 202-693-2212		

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 21 page(s) are not 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; has been requested.

DATE 9-24-09	SIGNATURE OF AGENCY REPRESENTATIVE Karen H. Nunley <i>Karen H. Nunley</i>	TITLE DOL Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1-45	See Attached Descriptive Records Series List for U.S. Department of Labor Occupational Safety and Health Administration (OSHA) Directorate of Information Technology, 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 (11) Records Retention Schedule		

**U.S. Department of Labor
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**

Background: 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 www.osha.gov.

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.

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.

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.

**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.

1. IMIS Inputs.

~~The data is captured by using NCR UNIX data minicomputers at 250+ geographically dispersed locations throughout the country and U.S. territories. The data is moved to the mainframe through nightly batched processes. Information can come from forms such as the Accident Investigation Summary Form (OSHA-170), Safety and Health Achievement Recognition Program (SHARP) application information, or any other miscellaneous source of IMIS information.~~

~~**Disposition. TEMPORARY.** Destroy/delete once information has been successfully inputted and verified in the IMIS system. (GRS 20, item 2)~~

2. 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:

①

- a. Accident Investigation Summary Review (AISR):** 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.

Disposition. PERMANENT. Transfer "preaccessioning" copy of IMIS Master File to NARA immediately in accordance to NARA's transfer guidance and regulations found in 36 CFR 1235.50. Transfer legal title/ownership of preaccessioned copy to NARA 5 years after transfer (2015). Thereafter transfer copy with title/ownership of IMIS Master File to NARA every 5 years. If IMIS Masterfile is superseded or obsolete, transfer final copy to NARA, and destroy/delete data file

②

- b. Safety and Health Achievement Recognition Program (SHARP):** 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).

Disposition. TEMPORARY. Cut-off at the end of fiscal/calendar year. Destroy/Delete 5 years after cut-off, or when no longer needed for office purposes.

- c. PC CSHO and Consultant Application:** 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.

Disposition. TEMPORARY. Delete record once information has been successfully uploaded to IMIS system, or when no longer needed for business purposes, whichever is later. (GRS 20, Item 2b)

3. IMIS Outputs.

The IMIS system is used to generate canned and Ad Hoc reports of accident summaries (through AISR Application), SHARP validations, Consultant information, consultant reviews, and any other data stored. This information can be printed from the IMIS interface and is made available to the public through the OSHA public website. In addition, the IMIS system has daily incremental, weekly and monthly full back-ups on IBM 3590 tape media and stored offsite.

Disposition. TEMPORARY. Delete back up tapes when the identical records have been deleted, or when replaced by a subsequent backup file. Destroy all other ad hoc records after no longer needed for office business. (GRS 20, Items 5, 6, 12)

4. IMIS System Documentation.

The IMIS system operates as a combination of the zOS Operating system, COBOL, Sun Solaris, and other software systems. These records are all information documenting how the IMIS system captures, stores, manipulates, and outputs the data. This includes but is not limited to user manuals, system design manuals, etc.

Disposition. Permanent. Transfer to the National Archives with the permanent electronic records to which the documentation relates. (GRS 20, item 11)

Web Integrated Management Information System (WebIMIS)

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.

5. WebIMIS Inputs.

WebIMIS source information is keyed in via the IMIS web portal located on the OSHA.net intranet website. Examples of this include the information taken located on the Safety and Health Assessment Worksheet (Form 33) data, Activity and Hours Information (Whistleblower Only), OME Database information (Form 71 and 72) entered by accredited agencies, Strategic Partnerships goal information, Discrimination Case Activity Worksheet (Form 87) data, Voluntary Protection Plan program information, and any other miscellaneous information input into the WebIMIS system.

~~**Disposition. TEMPORARY.** Destroy any record once information has been successfully inputted and verified in the WebIMIS system. (GRS 20, item 2)~~

6. WebIMIS Master File.

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:

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- a. **Safety and Health Assessment Online Worksheet:** 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.

Disposition. TEMPORARY. Cut-off at the end of fiscal/calendar year. Destroy/Delete record 4 years after cut-off, or when no longer needed for office purposes.

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- b. **OSHA Activity and Hours Application (Whistleblower Only):** Records information associated with specific compliance assistance, outreach support activities and for entering activity hours related to Whistleblower. Information is similar to that found on Time & Compliance Assistance forms (Form 31/55).

Disposition. TEMPORARY. Cut-off at the end of fiscal/calendar year. Destroy/Delete record 20 years after cut-off.

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- c. **OSHA Maritime and Crane:** 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.

Disposition. TEMPORARY. Cut-off at the end of fiscal/calendar year. Destroy/Delete record 10 years after cut-off

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- d. **OSHA's Whistleblower Application:** 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.

Disposition. TEMPORARY. Cut-off at the end of fiscal/calendar year. Destroy/Delete record 6 years after cutoff or when no longer needed for business purposes, whichever is later.

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e. OSHA's Strategic Partnership (OSPADS): 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.

Disposition. TEMPORARY. Cut-off at the end of fiscal/calendar year in which project is completed. Destroy/Delete record 5 years after cut-off.

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

Disposition. TEMPORARY. Cut-off at the end of fiscal/calendar year. Destroy/Delete record 10 years after cut-off. or when no longer needed for business purposes, whichever is later.

7. WebIMIS Outputs.

~~The WebIMIS system is used to generate reports and search information from all of its constituent applications. This includes Safety and Health Assessment Reports, Activity and Hours Reports, OME Enforcement PDF documents, Strategic Partnerships program and goal tracking reports, VPP tracking reports, VPP Site Reports, Consultation Reports to the Employer, and any other reports or summaries gathered from information in the WebIMIS system.~~

~~**Disposition. TEMPORARY.** Destroy records when no longer needed for office business. (GRS 20, Items 5, 6, 12).~~

8. WebIMIS System Documentation.

~~All information documenting how the WebIMIS system captures, stores, manipulates, and outputs the data. This includes but is not limited to user manuals, system design manuals, etc. These databases are constructed using Oracle.~~

~~**Disposition. TEMPORARY.** Delete/destroy when superseded or obsolete. (GRS 20, Item 11)~~

OSHA Web Services (OWS)

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.

9. OWS Input.

~~Electronic versions of agency documents and unique information created for the Web are created on a draft server or submitted as individual files by program offices. Posting requests are submitted using OSHANet email, attaching files or URL's of content to be added or changed. An internal Web content management system provides for Web policy and Web technical checks prior to posting through an automated process. Version control is used to ensure recovery of previous content. Electronic versions of documents and material created for the OSHA Public Web Site or Intranet are the responsibility of the originating offices for disposition. Versions of documents in the database are the responsibility of DIT for disposition.~~

~~Web based forms are used for direct input by the public on the OSHA Public Web Site and OSHA Extranet to collect information, which is stored in databases. On the OSHA Public Web Site, Web based forms include public E-Mail correspondence (E-correspondence), online worker complaints (Online Complaints), and online publications ordering (Publications Ordering). The information is stored in a database. Internal Web based forms are used to collect information for Extranet E-Authentication registration and IMMLang questionnaire information also stored in a database.~~

~~**Disposition. Temporary.** Delete/destroy any records after information has been successfully inputted and verified in the OWS system. (GRS 20, Item 2)~~

10. OWS Master File.

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.

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- a. **E-mail Correspondence:** 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.

Disposition. TEMPORARY. Delete when the agency determines that records are no longer needed for administrative, legal, audit, or other operational purposes.

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- b. **Extranet w/ E-authentication (OSHA internal):** Provides registration form for remote agency users and staff in state or regional offices (users who do not have direct access to the OSHANET Network). This record contains user identifying information, such as user name, password information, office, etc. This information can only be accessed by authorized individuals and complies with the Privacy Act.

Disposition. TEMPORARY. Accounts and identifying information are automatically deleted when the account has been inactive for 120 days. All active accounts require annual certification by authorized agency officials. Passwords for all active account expire every 60 days and must be reset by users. A Privacy impact assessment is also required annually, which is reviewed by DOL Security.

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- c. **IMMLang Questionnaire (OSHA Intranet):** 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.

Disposition. TEMPORARY. Cut-off at the end of fiscal/calendar year. Destroy/Delete record 5 years after cut-off or when agency determines no longer needed for conduct of agency business, whichever is later.

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- d. **OSHA Online Complaint Form (OSHA Public Web Site):** 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.

Disposition. TEMPORARY. Cut-off at the end of fiscal/calendar year. Destroy/Delete record 3 years after cut-off .

- e. ~~OSHA Publications Order Form (OSHA Public Web Site): Provides a means for the public to request printed copies of OSHA publications and place an on-line order using a shopping cart method.~~

~~**Disposition. TEMPORARY.** Delete every 90 days after on-line order is completed. (GRS 23, Item 7)~~

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- f. **Quicktakes Bi-weekly News Email List:** 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.

Disposition. TEMPORARY. Delete undeliverable email addresses every 90 days. Only E-mail addresses are collected, which are only used for automated dissemination of bimonthly newsletters.

11. OWS Output.

~~The OWS general support system allows authorized agency users to track progress of publication orders, e correspondence, etc. It also allows users to generate document such as IMMLang reports, assigned e correspondence, and e authentication listings by responsible official.~~

Disposition. TEMPORARY. Delete/destroy when no longer needed for business purposes. (GRS 20, Items 5, 6, 12).

12. OWS System Documentation.

~~All information documenting how the OWS system captures, stores, manipulates, and outputs the data. This includes but is not limited to user manuals, system design manuals, etc.~~

Disposition. TEMPORARY. Delete/destroy when superseded or obsolete. (GRS 20, Item 11)

Directorate of Cooperative and State Programs (DCSP)

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 (CASPsAs). 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.

13. ATS Inputs.

~~All ATS information is keyed manually or electronically transferred into the databases. This information includes Federal directives entered by National Office staff, responses by State users, changes in State legislation or regulations, Federal or State initiated standards, complaints information, and variances created by State users. Certain users have different authorization levels for certain areas in ATS.~~

~~Disposition. TEMPORARY. Destroy any records after information is successfully inputted and stored in the ATS module. GRS 20, Item 2)~~

14. ATS Master File.

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:

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- a. **Federal Program Change (FPC) Log:** 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.

Disposition. TEMPORARY. Cut-off files recording completion of final action at the end of fiscal/calendar year. Destroy/Delete record 10 years after cut-off

15

- b. **State-Initiated Change (STIC) Log:** 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.

Disposition. TEMPORARY. Cut-off files recording completion of final action at the end of fiscal/calendar year. Destroy/Delete record 10 years after cut-off

16

c. **Standards Log:** 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.

Disposition. **TEMPORARY.** Cut-off files recording completion of final action at the end of fiscal/calendar year. Destroy/Delete record 10 years after cut-off

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d. **Complaints Against State Program Administration (CASPA) Log:** 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.

Disposition. **TEMPORARY.** Cut-off files recording completion of final action at the end of fiscal/calendar year. Destroy/Delete record 10 years after cut-off

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e. **Variance Log:** 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.

Disposition. **TEMPORARY.** Cut-off files recording completion of final action at the end of fiscal/calendar year. Destroy/Delete record 10 years after cut-off

15. ATS Outputs.

~~ATS is used to generate reports based on state adoption responses of federal directives and policy changes, state policy change actions, complaint activity reports, standards change reports, and variance reports. These reports can be located or generated through a criteria search function (i.e. search by region, description, date of action, etc.) and printed from the ATS interface.~~

~~Disposition. **TEMPORARY.** Destroy records after no longer needed for office business. (GRS 20, Items 5, 6, 12).~~

16. ATS System Documentation.

~~All information documenting how the WebIMIS system captures, stores, manipulates, and outputs the data. This includes but is not limited to user manuals, system design manuals, etc.~~

~~Disposition. **TEMPORARY.** Delete/destroy when superseded or obsolete. (GRS 20, Item 11)~~

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.

17. TIMS Inputs.

~~All TIMS information is electronically transferred into TIMS. Examples of this information include public comments and submissions on TDC documents, Catalogue data, OSHA Variance Program documents and submissions, disaster recovery effort sampling data, and any other information input into the TIMS system.~~

~~**Disposition: TEMPORARY.** All records electronically transferred from other systems are subject to the disposition schedule for their originating system. GRS 20, Item 12~~

18. TIMS Master File.

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:

- a. Technical Data Center Information:** 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.

Disposition. TEMPORARY. Cut-off files at the end of fiscal/calendar year. Destroy/Delete record 2 years after cut-off or when no longer needed for business purposes.

- b. Catalogue Database:** Listing of all book catalogue information contained in both Regional libraries as well as the National library.

Disposition. TEMPORARY. Delete record information when catalogue entry is no longer a part of the library system.

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

Disposition. TEMPORARY. Cut-off files recording completion of final action at the end of fiscal/calendar year. Destroy/Delete record 3 years after cut-off

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d. Occupation Safety and Health Annex Response (OSHRA): 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.

Disposition. TEMPORARY. Individual health samples hardcopy records follow their respective disposition schedules at the area office level. 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.

19. TIMS Outputs.

~~The TIMS system is used to generate reports from each of its applications. This includes TDC citation and document reports, OSHA Variance Program reports, library catalogue information, OSHRA reports, and any other reports or summaries gathered from information in the TIMS system.~~

~~**Disposition. TEMPORARY.** Destroy records after no longer needed for office business. (GRS 20, Items 5, 6, 12).~~

20. TIMS System Documentation.

~~All information documenting how the TIMS system captures, stores, manipulates, and outputs the data. This includes but is not limited to user manuals, system design manuals, etc.~~

~~**Disposition. TEMPORARY.** Delete/destroy when superseded or obsolete. (GRS 20, Item 11)~~

Medical Access Orders System (MAO)

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.

21. MAO Inputs.

All MAO information is either electronically transferred into the system from external medical records repositories or keyed into the system through the stand alone system portal. All keyed in information pertains to request info. This input data includes Pertinent Employer information, Medical/Health related information, MAO requests, and any other miscellaneous source of MAO information.

Disposition. TEMPORARY. Delete any records after information is successfully inputted and verified in MAO system. (GRS 20, Item 2)

22. 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:

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- a. **MAO Requests:** 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.

Disposition. TEMPORARY. Cut-off files recording completion of final action at the end of fiscal/calendar year. Maintain for 5 years after cut-off. Destroy/Delete record 5 to 10 years after cut-off, depending on business needs.

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- b. **MAO Documents:** 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.

Disposition. TEMPORARY. Cut-off files recording completion of final action at the end of fiscal/calendar year. Maintain for 5 years after cut-off. Destroy/Delete record 5 to 10 years after cut-off, depending on business needs.

23. MAO Outputs.

The MAO system is used to access documentation and medical information records. These are printed from the system after the results of the medical information package are sent by the Medical Records Officer to the Principal Investigator. In addition, investigators may print out reports about individual or employer MAO requests. All information is printed from the MAO interface.

Disposition. TEMPORARY. Destroy any records after no longer needed for office business. (GRS 20, Items 5, 6, 12).

24. MAO System Documentation.

All information documenting how the MAO system captures, stores, manipulates, and outputs the data. This includes but is not limited to user manuals, system design manuals, etc.

Disposition. TEMPORARY. Delete/destroy when superseded or obsolete. (GRS 20, Item 11).

OSHA Health Monitoring System (OHMS)

OHMS electronic system is currently in the developmental stage as funding permits. It resides on a closed network on a single server that resides in the Office of Occupational Medicine (OOM). It is to be utilized exclusively by OOM for the OSHA Medical Examination Program and related medical monitoring services for OSHA employees under which the Agency monitors the fitness for duty of OSHA field staff, to ensure that field staff are able to safely carry out assigned occupational safety and health-related activities. The program requires that current field staff provide medical history information and undergo medical examination on a regular basis and that candidates for hire pass a pre-placement medical examination. The medical examinations must specifically include testing of hearing, vision, musculoskeletal function, and cardiopulmonary status. Another aspect of the program is medical surveillance for particular health conditions associated with the types of hazardous workplaces that are given special emphasis in the Agency's intervention targeting.

25. OHMS Input.

All OHMS information is keyed in by personnel in OOM.

Disposition. TEMPORARY. Dispose of records in accordance with General Records Schedule GRS 1, Item 21 (a) — (c), issued by the National Archives and Records Administration (NARA).

26. OHMS Master File.

OHMS maintains program administration function information which includes certain information from the medical examination for each of the agency's CSHOs and designated field staff. This information is only accessible by authorized users.

Disposition. TEMPORARY. Dispose of records in accordance with General Records Schedule GRS 1, Item 21 (a) — (c), issued by the National Archives and Records Administration (NARA).

27. OHMS Output.

OHMS is used to generate administrative reports on the OSHA Medical Examination Program and related medical monitoring services.

Disposition. TEMPORARY. Destroy records after no longer needed for office business. (GRS 20, Items 5, 6, 12).

28. OHMS System Documentation.

All information documenting how the OHMS captures, stores, manipulates, and outputs the data. This includes, but is not limited to, user manuals, system design manuals, etc.

Disposition. TEMPORARY. Delete/destroy when superseded or obsolete. (GRS 20, Item 11).

Technical Equipment Support System (TESS)

TESS is an Oracle database driven application which is used to assist the Cincinnati Technical Center (CTC) personnel in their day-to-day activities by the development and dissemination of information pertaining to OSHA's equipment servicing and other agency support related programs. The system has been operating in its present form since 2005 and in previous other forms since the 1980s. It consists of application modules that use forms and reports to provide operational information on the Center's various programs supporting OSHA activities including the following: Agency Expendable Supplies Program (AESP), Agency Technical Equipment Procurement Program (ATEPP), Agency Loan Equipment Program (ALEP), and DTSEM budget tracking and requisitions. Additional modules to handle other activities throughout the Center in support of OSHA's mission are continually in development.

29. TESS Input.

Certain TESS information is keyed in manually to the system from paper documents by authorized users in the CTC. Other information used by TESS is keyed in manually into a form which then is stored in the database. This interface is available exclusively at the Cincinnati Technical Center.

Disposition. TEMPORARY. Paper documents are stored for 3 years and then destroyed. All other information inputted is stored in the database and therefore subject to other disposition schedules noted below. GRS 20, Item 2.

30. TESS Equipment Information.

TESS maintains data regarding OSHA's equipment and its servicing. This information is stored in the database within the system and can be accessed via the TESS interface by authorized users.

Disposition. TEMPORARY. Destroy any records when no longer needed for business purposes. (GRS 20, Items 5, 6, 12).

31. TESS Other Electronic Data.

~~TESS maintains data related to the Center's numerous activities related to supporting OSHA's mission. This information is stored in the database within the system and can be accessed via the TESS interface by authorized users.~~

~~**Disposition. TEMPORARY.** Destroy any records when no longer needed for business purposes. (GRS 20, Items 5, 6, 12).~~

32. TESS Output.

~~The TESS system has the ability to create ad hoc records and tracking documents that can be printed from the system. These records can pertain to any of the above-listed programs, such as equipment tracking reports, progressive budget reports, procurement documents, etc.~~

~~**Disposition. TEMPORARY.** Destroy any records when no longer needed for business purposes. (GRS 20, Items 5, 6, 12).~~

33. TESS System Documentation.

~~All information documenting how the TESS system operates, captures, stores, manipulates, and outputs the data. This includes, but is not limited to, user manuals, system design manuals, etc.~~

~~**Disposition. TEMPORARY.** Delete/destroy when system is decommissioned. (GRS 20, Item 11).~~

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.

34. Health Sampling Input.

~~Health Sampling information is keyed in manually by authorized IHs into the OIS database system. This information is taken from Industrial Health sampling and safety intervention forms (Forms 91A, 92, 93, and 98). Alternatively samples are sent to the Salt Lake Technical Center with copies of the 91A forms, and the information is manually entered into the SLTC database.~~

~~**Disposition:** TEMPORARY. Individual health sample records follow their respective disposition schedules at the area office level. Destroy all hard copies of sampling information or other documenting records at the Salt Lake Technical Center after three years or as business needs dictate.
GRS 20, Item 2~~

35. Health Sampling Master File.

~~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 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.~~

~~**Disposition.** PERMANENT. Store information on main LISA database for 30 years or move to alternative record keeping system to use as reference.~~

36. Health Sampling Output.

~~The Health Sampling system is used to generate reports regarding health samples to use with the regional/area offices, or to disperse to Compliance Safety and Health Officers in the field for their investigation reports. These reports can be printed from the system by authorized users for use in further reports or demonstrations.~~

~~**Disposition. TEMPORARY.** Individual health sample records follow their respective disposition schedules at the area office level. Destroy all hard copies of sampling information or other documenting records at the Salt Lake Technical Center as business needs dictate but no longer than three years. (GRS 20, Items 5, 6, 12).~~

~~37. All information documenting how the Health Sampling system captures, stores, manipulates, and outputs the data. This includes, but is not limited to, user manuals, system design manuals, etc.~~

~~**Disposition. PERMANENT.** Transfer to the National Archives with the permanent electronic records to which the documentation relates. GRS 20, item 11)~~

Directorate of Evaluation and Analysis (DEA)

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.

38. SST Input.

~~All SST Information is either electronically transferred in from compiled contractor annual reports or employer submission of injury and illness data or manually keyed in through the SST interface (e.g. edits). Regional and Area offices are limited to access information within their jurisdiction. All access is controlled through the SST interface.~~

~~**Disposition. TEMPORARY.** Destroy/delete any records after information is successfully inputted and verified in the SST system. GRS 20, Item 2~~

39. SST Master File.

SST stores information High Injury and Illness report information from contractors and employers. For example, this includes employer name, number of incidents, incident types, status of update, validity, etc. Regional/Area offices have access to the edit/view information within their jurisdiction.

~~**Disposition. TEMPORARY(changed).** Destroy/delete data file when no longer needed for business, legal or administrative operations.~~

40. SST Output.

~~SST is used to generate reports that indicate sites with high illness and injury ratings, thus allowing enforcement personnel to direct their investigations. In addition, this information can be send to outstanding employers to encourage Consultation. This information can be printed or electronically transferred through the SST interface.~~

~~**Disposition. TEMPORARY.** Delete any records after no longer needed for office business. (GRS 20, Items 5, 6, 12).~~

41. SST System Documentation.

~~All information documenting how the SST system captures, stores, manipulates, and outputs the data. This includes but is not limited to user manuals, system design manuals, etc.~~

~~**Disposition. TEMPORARY.** Destroy/Delete when the system is decommissioned.~~

Directorate of Construction (DOC)

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 constructions 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.

42. C-Targeting Input.

~~All C-Targeting information is either keyed in manually or electronically transferred into the C-Targeting module via the C-Targeting interface. Regional and Area offices collect information generated by contracting groups (e.g. Eastern Research Group or Construction Industry Research and Policy Center) and transfer data into C-Targeting module on a monthly basis. All other edits and change inputs are manually entered into the C-Targeting system by authorized users based on jurisdiction.~~

~~**Disposition. TEMPORARY.** Delete any records after information is successfully inputted and stored in the C-Targeting system. GRS 20, Item 2~~

43. C-Targeting Master File.

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

Disposition. TEMPORARY. Destroy when IMIS Masterfile is superseded or obsolete.

~~44. C-Targeting Output.~~

~~The C Targeting system is used to generate reports pertaining to the status of new construction site inspection needs and duties. All records can be created using keyword or name searches, and printed out from the database system.~~

~~Disposition. TEMPORARY. Destroy any records when no longer needed for business purposes. (GRS 20, Items 5, 6, 12).~~

~~45. C-Targeting System Documentation.~~

~~All information documenting how the C Targeting system captures, stores, manipulates, and outputs the data. This includes but is not limited to user manuals, system design manuals, etc.~~

~~Disposition. TEMPORARY. Delete any records after no longer needed for office business. (GRS 20, Items 5, 6, 12).~~