

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-100-90-1

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

5/8/91

1. FROM (Agency or establishment)

Department of Labor

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Occupational Health and Safety Administration

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

James Lemke

5. TELEPHONE EXT.

523-6308

DATE

6/4/91

ARCHIVIST OF THE UNITED STATES



6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

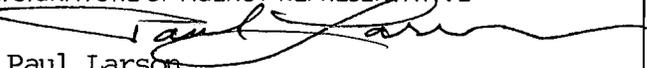
A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

3 MAY 91



Paul Larson

DOL Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

INTRODUCTION

The Occupational Safety and Health Administration (OSHA), established pursuant to the Occupational Safety and Health Act of 1970 (29 U.S.C. 651 et seq.), develops and promulgates occupational safety and health standards; develops and issues regulations; conducts investigations and inspections to determine the status of compliance with safety and health standards and regulations; and issues citations and proposes penalties for noncompliance with safety and health standards and regulations.

Copies sent to agency, NNA, NN-W, NN-WS, NNT 6/11/91

RECORDS OF THE OCCUPATIONAL HEALTH
AND SAFETY ADMINISTRATION
(RECORD GROUP 100)

Described below are all remaining unscheduled records assigned to RG 100 at the Washington National Records Center. Often intermingled with the permanent records are disposable materials which cannot easily be removed until the records are transferred to the National Archives where they can be screened during archival processing. In addition to those records identified in this schedule, the National Archives will remove records authorized for destruction under the following:

1. Records authorized for destruction by SF 115s approved for Occupational Health and Safety Administration;
2. Records authorized for destruction by the General Records Schedules, and;
3. Nonrecord including duplicate materials.

Note that items 19-23 cover not only records at WNRC but all records in that series, i.e., any that may exist at the Department of Labor, and records created in the future.

Office of the Director

1. Central Files, 1959-1963. Less than one cubic foot. Arranged by an alphanumeric filing system.

Correspondence, memorandums, reports, and other records pertaining to the mission, functions, activities, and transactions of the Bureau of Labor Standards. These particular records relate to legislative matters and to safety and health matters.

WNRC Accession 100-66B1341 Box no. 23 (partial)
(The rest of the box contains disposable records which should be destroyed during archival processing under NN165-50-8c.)

PERMANENT. Transfer immediately to the National Archives.

Division of Reports and Public Service

2. President's Conference on Occupational Safety Files, 1958-1960. 1 cubic foot. Arranged alphabetically by subject.

Correspondence, memoranda, fact sheets, newsletters, press releases, proceedings, publications, and other records relating to the President's Conference on Occupational Safety held in Washington DC, March 1-3, 1960. This

conference was part of a series of biennial conferences begun in 1950 to focus national attention on occupational safety; to identify emerging problems; and to obtain a broad consensus on matters concerned with job safety. The records include information about Vice President Richard M. Nixon's role in the conference. Also included is one folder on the President Conference on Occupational Safety held in 1958.

WNRC Accession 100-65A0914 Box 1

PERMANENT. Transfer immediately to the National Archives.

International Division

3. Foreign Trainee Case Files, 1944-1958. 9 cubic feet. Arranged alphabetically by name of country and thereunder by name of trainee.

Correspondence, trainee applications, reports, and other records pertaining to occupational safety and health training provided to foreign nationals, either as individuals or groups. Included is correspondence with the International Cooperation Administration, the Office of International Labor Affairs, States, labor, business, and other groups regarding the trainees, their programs, and itineraries.

WNRC Accession 100-64A0648 Boxes 1-9

Destroy immediately.

4. International Training Program Subject File, 1955-1959. 2 cubic feet. Arranged by subject and thereunder chronologically.

Correspondence, memorandums, reports, position papers, and other records pertaining to activities of the division relating to providing health and safety training abroad and participating in International Labor Organization activities. Much of the series relates to exhibits on occupational safety that were displayed in the Near East, the Far East, and in Latin America.

WNRC Accession 100-65A0393 Boxes 1-2

PERMANENT. Transfer immediately to the National Archives.

5. Records Pertaining to Clara M. Beyer's Special International Labor Law Administration Project, 1959-1963. 1 cubic foot. Arranged by subject.

Records pertaining to the research studies on labor law

administration in developing countries created by Clara M. Beyer, who spent much of 1959, 1960, and 1961 in developing countries attempting to ascertain what technical assistance the Department and the federal government could provide. She produced a report entitled "Role of a Labor Department in Developing Countries," which was primarily related to training needs, a copy of which is included here. About half of the records pertain to drafting this report. Most of the other records are copies of her reports on labor law administration in the countries she visited. The original of these reports were sent to the Office of Labor Affairs, International Cooperation Administration. (About one-fourth of the box contains duplicate copies of memorandum reports that will be removed and discarded during archival processing.)

WNRC Accession 100-65A0913 Box 1

PERMANENT. Transfer immediately to the National Archives.

Division of State Services

6. Commerce Clearing House Reports on State Labor Legislation, 1947-1973. 33 cubic feet. Arranged by type of report and thereunder alphabetically by State and thereunder chronologically.

Summaries of State legislative activities, copies of bills introduced in State legislatures, State laws concerning occupational safety and health and employment standards-related matters, lists of State officials (including governors and legislators), and texts of governors' messages to state legislatures. These records were acquired by subscription from a commercial company, the Commerce Clearing House, Inc. Included are summary sheets for the 1947-60, 1968-73; and bills and laws for 1955-66, 1968-72; lists of state officials 1963-72; governor's messages 1948-59, 1963-72.

WNRC Accessions	100-66A0174	Boxes	1-3
	100-67A1877		1-8
	100-67A1603		1-3
	100-72D1704		13-19
	100-73-0001		1-3
	100-75-0001		1-9

PERMANENT. Transfer immediately to the National Archives.

7. Comments on "Legislative Report," 1945-1950. Less than one cubic foot. Arranged chronologically.

Correspondence, memorandums, and forms regarding the Bureau of Labor Standards publication "Legislative Report: A Current Summary of Labor Legislation." Most of the records are endorsements from subscribers expressing approval of the publication and their desire to have the publication continued and to continue receiving it.

WNRC Accession 100-74B1704 Box 12 (partial)

Destroy during archival processing.

8. Defense Mobilization Subject File, 1950-1959. 2 cubic feet. Arranged generally alphabetically by subject.

Correspondence, memorandums, reports, publications, issuances, policy statements, copies of minutes of meetings, and other records pertaining to defense mobilization. Included are files on the Department of Labor defense manpower operating program, the mobilization readiness program, and post-disaster industrial rehabilitation planning. Included are records relating to the activities of the Women's Advisory Committee on Defense Manpower, the Committee on Specialized Personnel, the Surplus Manpower Committee, the Committee on Manpower Policy, and the Labor Management Manpower Policy Committee. A significant portion of the series consists of publications prepared by the Defense Manpower Administration and the Department of Defense. These records were accumulated by the chief of the Division of State Services.

WNRC Accession 100-68A5531 Boxes 1-2

PERMANENT. Transfer immediately to the National Archives.

9. International Program Subject File, 1959-1963. 2 cubic feet. Arranged generally alphabetically by subject.

Correspondence, memorandums, reports, and other records relating to the division's international program activities. Included are files on agricultural workers, civil aviation, coal mines, fishermen, hours of work, incomes and living conditions in rural communities, protection of workers against radiation, the timber industry, and vocational training. Much of the series relates to the Bureau's dealings with the International Occupational Safety and Health Information Centre, a branch of the international Labor Organization, and its committees. Included are records pertaining to the activities of the Advisory

Committee on Salaried Employees, the Chemical Industry Committee, the Metal Trades Committee, the Petroleum Committee, and the Textile Committee.

WNRC Accession 100-67A0708 Boxes 1-2 (partial)

PERMANENT. Transfer immediately to the National Archives.

10. Program Subject File, 1959-1963. Less than one cubic foot. Arranged by subject.

Correspondence, memorandums, and other records pertaining to activities of the division. Included are records relating to women in industry; Clara Beyer's special project involving training needs in developing countries; and legislation relating to youth employment, industrial solvents, welfare and pension matters, and the President's program and priorities.

WNRC Accession 100-67A0708 Box 2 (partial)

PERMANENT. Transfer immediately to the National Archives.

11. State Child Labor Rulings, 1910-1963. 3 cubic feet. Arranged alphabetically by State or territory and thereunder by subject.

Correspondence, memorandums, copies of State laws and regulations, legal opinions, and other records pertaining to child labor laws, primarily as they related to the hours children could work. Frequently, the records pertain to questions regarding the working hours of children in certain occupations and requests by the States for legal opinions regarding their laws and regulations vis a vis Federal standards. Also included is correspondence relating to the relaxation of child labor laws under certain conditions.

WNRC Accession 100-69B0036 Boxes 4-6

PERMANENT. Transfer immediately to the National Archives.

12. Industrial Homework Subject File, 1911-1963. 1 cubic foot. Arranged by subject.

Correspondence, memorandums, studies, copies of articles and publications, and other records pertaining to people working in the home. Included are records relating to industrial homework in general and specific cases, such as lace making. Information

is provided in the articles, publications, and other records regarding the "evils" and "moral" problems of industrial homework.

WNRC Accession 100-72C1704 Box 20

PERMANENT. Transfer immediately to the National Archives.

Office of Safety and Health Standards

13. Records Relating to American National Standards Institute Boards and Council, 1956-1968. Less than one cubic foot. Arranged by name of board and thereunder chronologically.

Mimeographed copies of board records (including minutes of meetings), correspondence, and other records pertaining to the activities of the American National Standards Institute's Construction Standards Board (1967-68), the Safety Standards Board (1967-68), the Nuclear Standards Board (1965-68), and Standards Council (1956-64). The earlier records were accumulated by the Technical Branch of the Division of Safety and the later records by the Branch of Standards and Codes of the Office of Occupational Safety. Generally, a member of those organizations was directly or indirectly involved with the board or council and participated in their activities, including voting for new members.

WNRC Accession 100-72A1446 Box 1 (partial)

Destroy during archival processing.

14. American National Standards Institute Standards Files, 1956-1968. 6 cubic feet. Arranged alpha-numerically by the American National Standards Institute standards classification system.

Copies of draft and final versions of standards prepared by the American National Standards Institute. In some instances the files contain Bureau comments on the proposed standards and internal memorandums regarding the agency position on a proposed standard.

WNRC Accession 100-72A1446 Boxes 1 (partial)-6

PERMANENT. Transfer immediately to the National Archives.

15. Code Comparison Records, 1944-1963. 5 cubic feet. Arranged by subject.

Correspondence, memorandums, reference publications, charts, and other records pertaining to comparisons of State safety codes. These records were accumulated in the process of producing a chart comparing the state safety codes for a specific piece of

equipment, such as common woodworking machinery, scaffolds, and ladders, or equipment related to a specific topic such as window cleaning and demolition work. A few of these charts are included in these records. In 1960 the Bureau began comparing state codes with national standards and with each other and publishing the results to prod lagging states to raise their standards.

WNRC Accessions 100-68A0788 Boxes 1-3
100-69A1340 1-2

Destroy immediately.

16. Accident Analysis Reports, 1964-1966. 1 cubic foot. Arranged by type of report and thereunder by district or region.

Accident analysis reports, by district and regions, providing summary information on accidents related to maritime and longshore activities.

WNRC Accession 100-69A3475 Box 8

Destroy immediately.

17. Accident Reports Tabulations, 1960-1964. 1 cubic foot. Arranged chronologically by year and thereunder by region.

Machine tabulations providing quantitative information on accidents by longshore ship repair companies.

WNRC Accession 100-69A3475 Box 9

Destroy immediately.

18. Correspondence pertaining to Regional Federal Safety Councils, 1956-1968. 7 cubic feet. Arranged generally by region and thereunder by specific Federal Safety Council.

Correspondence, memorandums, training reports, and other records pertaining to the activities of the various Federal Safety Councils. These records were accumulated in coordinating the activities of the safety councils.

WNRC Accession 100-72A1831 Boxes 1-7

Destroy immediately.

Office of the Assistant Secretary for Occupational Safety and Health

19. Congressional Correspondence, ~~1980-1980~~. 3 cubic feet.
Arranged alphabetically by subject and thereunder by the name of a member of Congress.

Correspondence between members of Congress and the Assistant Secretary regarding the activities of the agency.

NOTE: This item authorizes the disposal of continuing records in this series, records currently in agency space, and the records at WNRC in boxes 1-3 accession 100-84-0001.

Destroy when three years old.

The following items contain records located in the WNRC. Records belonging to these record series also exist in OSHA and will continue to be created by OSHA in the future.

Technical Data Center

20. Public Record Standard Dockets

- a. Transcripts of public hearings, sound recordings of hearings, exhibits, minutes of meetings, economic impact statements, environmental impact statements, reports, studies, and other records dealing with the rulemaking record for proposed standards dealing with occupational safety and health. Included are records created by various committees, including the Standards Advisory Committee, The Committee for Construction, and the Standard Advisory Committee on Asbestos Dust. Arranged generally by an alphanumeric docket number. Approximately 90 cubic feet are accumulated annually.

WNRC Accessions: 100-80-0006 Boxes 1-22
100-82-0001 Boxes 1-83
100-82B-0001 Boxes 87-93
100-83-0001 Boxes 1-45
100-85-0004 Boxes 1-87
100-86-0001 Boxes 1-50
100-88-0009 Boxes 1-16
100-88-0009 Boxes 21 (partial) - 68

Supersedes NC-100-76-1, items 29c, 33, 34a, 35.

(1) Micrographic Copies

PERMANENT. Retire to WNRC no later than 10

years after decision to close case or final publication in the Federal Register. Transfer to NARA ³⁰~~20~~ years after decision to close case or final publication in the Federal Register.

5/14/91
cgs.

- (2) Paper copies for which micrographic copies exist.

Retire to WNRC with related micrographic copies. Destroy when NARA determines that micrographic copies have been made in accordance with appropriate regulations and if the micrographic record is an adequate substitute for the paper records; otherwise, apply item C below.

- (3) Paper copies for which no micrographic copies exist.

PERMANENT. Retire to WNRC no later than 10 years after decision to close case or final publication in the Federal Register. Transfer to NARA ³⁰~~20~~ years after decision to close case or final publication in the Federal Register.

5/14/91
cgs

- b. Comments received from interested parties on a proposed Occupational Safety and Health Standard or on hearings related to proposed standards.

Destroy when 30 years old.

21. Records of the National Advisory Committee for Occupational Safety and Health.

Transcripts of meetings of the committee, subcommittees, and subgroups. Arranged by chronologically by meeting date.

WNRC Accession 100-8-0009 Boxes 17-21 (partial)

Supersedes NC-100-76-1, item 29c.

PERMANENT. Retire to the WNRC when 10 years old. Transfer to NARA when 20 years old.

22. Standard Advisory Committee Files

Correspondence, memorandums, transcripts and minutes of

meetings and other records accumulated by the Advisory committees and subcommittees. Records created from 1969-1977 arranged by subject. Thereafter chronologically by meeting date.

WNRC Accession 100-80-0005 Boxes 1-20

Supersedes NC-100-76-1, item 29c.

PERMANENT. Retire to WNRC when 10 years old.
Transfer to NARA when 20 years old.

FIELD OFFICES

23. Safety Fatality and/or Catastrophe Inspection Case Files

Correspondence, memoranda, inspections, reports, and other records involving safety inspections involving fatalities and/or catastrophes including follow up inspections and Proposed Modification of Abatement monitoring reports. Arranged alphabetically by the name of the company being inspected. These files are currently located in Area and District Offices. Approximately 175 cubic feet accumulated annually.

WNRC Accessions: 100-87-0005 Boxes 1-10
100-88-0002 Box 1

Supersedes NC1-100-82-1, item 9 and NC1-100-82-1 item 24a.

Retire to FRC no more than 3 years after case is closed.

a. Significant cases selected by the National Archives.

PERMANENT. Transfer to NARA 20 years after case is closed.

b. All others.

Destroy during archival processing.