

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*RG 100  
4000*

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT):  
Department of Labor
2. MAJOR SUBDIVISION:  
Occupational Safety and Health Administration
3. MINOR SUBDIVISION:  
All Area Offices (for items 1-3 only)
4. NAME OF PERSON WITH WHOM TO CONFER:  
Alfred E. Izzard
5. TEL. EXT.:  
961-3221
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>JUN 4 1974</b>	JOB NO.
<b>NC 174-254</b>	
NOTIFICATION TO AGENCY	
<small>In accordance with the provisions of 44 U.S.C. 3105, the original records, including amendments, in this series except for forms that may be changed, changed, not approved, or withdrawn, in column 10.</small>	
<u>7-1-74</u> Date	<u>[Signature]</u> Director of the United States

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 Copies are not now needed for the business of this agency or will not be needed after the retention period specified.

May 20, 1974 (Date)      [Signature] (Signature of Agency Representative)      Records Management Office, DOL (Title)

7 ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
1	<p align="center"><u>Inspection Case Files</u></p> <p>A typical inspection case file consists of some or all of the following materials related to inspections of workplaces pursuant to the provisions of the Occupational Safety and Health Act of 1970:</p> <p>(1) <u>forms</u> used in conjunction with a compliance safety and health officer's initial, followup or special inspection(s) of a workplace for conformity to OSHA standards. This includes forms pertaining to inspection reports, citations, proposed penalties, accident investigations, complaints, alleged imminent danger, and hazards not covered by a standard. All forms in the case file are signed and all are originals except for those forms sent to the employee.</p> <p>(2) <u>photos</u>, (negatives, prints or undeveloped film), of safety and health hazards observed during inspection(s).</p> <p>(3) <u>correspondence</u> pertaining to inspection(s). This includes letters pertaining to employee complaints, employee or employee representative's contest of the reasonableness of a violation abatement period, employer request for extension of abatement period, employer contest of alleged violations or penalties, and employer notices of correction of alleged violations and payment of penalties. This correspondence also includes employer progress reports on correction of alleged violations with an abatement period of more than 30 days, referrals to the Solicitor's Office and the Occupational Safety and</p>		

*Copy to Agency & FRC 7/1/74*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

1 ITEM NO.	2 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIOD)	3 DAYS OR DATE	4 ACTION TAKEN
	<p>Health Review Commission, and correspondence giving final determination of the case. The case file may also contain correspondence relating to variances, limitations, variations, tolerances and exemptions.</p> <p>(4) <u>legal opinions and papers</u>, including a copy of the OSH Review Commission's decisions.</p> <p>(5) <u>industrial hygiene samples and testing results</u>.</p> <p>(6) <u>other records</u> related to an inspection of a workplace, including inspection notes made by compliance officers, employee interview statements, prints, drawings, stress analysis, and memos of telephone conversations pertaining to case files.</p> <p>Retain 2 years (FY) in area office after case closed. Then keep only a completed Previous Violations Summary Card (see item 3 below), <del>and</del> Transfer file to Federal Records Center for 3 years <del>and</del> then destroy. J.L.W./E.O. 6 Jun 1979</p> <p><u>Exc.ption:</u> historically significant case files</p>		
2	<p><u>Historically Significant Inspection Case Files</u></p> <p>Investigative case files selected in accordance with the following criteria:</p> <p>a. Cases that result in court decisions that significantly interpret legislation or regulations.</p> <p>b. Cases that are heard by the U.S. Court of Appeals or higher court.</p> <p>c. Cases that are deemed to be significant precedents for investigative or litigative procedures. These may include contested and uncontested cases.</p> <p>d. Cases that gain national attention because of considerable Congressional or press interest.</p> <p>Retain 2 years (FY) in area office after case closed. Then keep only a completed Previous Violations Summary Card see item 3 below <del>and</del> Transfer file to Federal Records Center <del>Permanent</del> Permanent <del>to</del>.</p>		<p>And off to the National Archives after 5 years. J.L.W./E.O. 6 Jun 1979</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

1 ITEM NO.	2 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIOD)	3 DENSITY OR AGE NO.	4 ACTION TAKEN
3	<p><u>Previous Violations Summary</u></p> <p>Contains data on history of previous violations of OSHA standards, which shall be considered when levying penalties against an employer, per section 17(j) of the Occupational Safety and Health Act of 1970.</p> <p>a. When a state assumes jurisdiction in the area, transfer to Federal Records Center for 12 years, then destroy.</p> <p>b. If item a above does not occur, retain <del>permanently</del> in area office. <i>Dispose of when no longer needed. J.L.W./E.D. 6 June 1974</i></p>		
4	<p><u>Labor Standards Publications</u></p> <p>Master copies of bulletins, leaflets, pamphlets, technical reports and other processed publications prepared by the Bureau of Labor Standards, 1936-1970.</p> <p>Dispose of.</p> <p><u>Note:</u> These Bureau of Labor Standards publications were listed as part of item 2 on a Standard Form 113 submitted by LSB to NARS in September 1964 (job no. NY-165-50). No definite retention period was established; disposal was not authorized at that time.</p> <p>The Bureau of Labor Standards was replaced by the Occupational Safety and Health Administration in 1971. The Bureau's publications reflected the scope of its activities. It provided information and technical assistance in improving labor legislation and administration, child labor protection, youth employment standards, and industrial safety and health. It also conducted international labor standards programs. Under Public Law 85-762 amending the Longshoremen's and Harbor Workers' Compensation Act, the Bureau developed, revised and implemented maritime safety and health regulations.</p>		