

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-257-03-01</i>	DATE RECEIVED <i>2/5/2003</i>
1. FROM (Agency or establishment) U.S Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Labor Statistics		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 OCWC/Office of Safety, Health, and Working Conditions			
4. NAME OF PERSON WITH WHOM TO CONFER Katharine Newman	5. TELEPHONE 202-691-6162	DATE <i>9-29-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 2 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 01-16-2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Louise L. Henderson</i> Louise Henderson	TITLE Chief, Branch of Mail, Printing, and Records Management
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	SEE ATTACHMENTS		
<i>CC: Agency, NWARD, NWCTC, NWMWA 9/29/03 dtd</i>			

## Occupational Safety and Health Statistics (OSHS) Special One-Time Surveys

The present Bureau of Labor Statistics (BLS) Safety and Health Working Conditions Program has its basis in the Occupational Safety and Health Act of 1970. That statute made recordkeeping and reporting of occupational health and safety data mandatory. In 1971, the Secretary of Labor delegated to the Commissioner of BLS the responsibility for furthering the purposes of the Act "by developing and maintaining an effective program of collection, compilation, analysis, and publication of occupational safety and health statistics. In 1971, BLS established the Office of Occupational Safety and Health Statistics (OSHS) comprised of the Survey of Occupational Injuries and Illnesses (SOII) and the Census of Fatal Occupational Injuries (CFOI).

In addition to these annual efforts, the OSHS conducts special one-time surveys for safety and health statistics related data.

The official copy of the special occupational safety and health surveys are maintained in the National Office.

### 1. Special One-Time Surveys Subject Files.

Consist of documents related to planning and conducting the survey such as background reference material, correspondence (including electronic mail), instructions and forms used in the surveys, survey methodology and documentation, survey research; survey instrument; unpublished tabulations, drafts of reports prepared for publication, meeting minutes, worksheets, and the like. Records are arranged by survey then by subject.

#### a. Survey Instrument.

Survey questionnaires completed and returned by respondents or returned from the Post Office undelivered.

TEMPORARY. Cut off when information has been entered in the electronic file and verified. Transfer to WNRC after initial data release. Destroy 3 years after data release or transfer, whichever is sooner.

#### b. Intermediate Reports.

Printouts, job runs, and worksheets used to verify data or test layout of final publications.

TEMPORARY. Destroy after final publication is generated or when no longer needed for current business, whichever is sooner.

#### c. Survey Publication.

Final publication of survey data, including news releases and bulletins.

(1) Record Copy: PERMANENT. Transfer 1 copy of each publication to the National Archives after it is published.

(2) All Other Copies: TEMPORARY. Destroy when no longer needed for current business.

d. Electronic Data File.

Electronic spreadsheet or database file that contains information submitted by survey respondents; may also include summary of said respondent information.

TEMPORARY. Delete 3 years after final publication or when no longer needed for reference purposes, whichever is later.

e. Administrative Records Associated with One-Time Surveys.

Documents such as background material, correspondence, meeting minutes, and the like.

TEMPORARY. Destroy when no longer needed for current business.

f. Electronic Mail and Word Processing System Copies of One-Time Survey Records.

Electronic copies of records created using electronic mail and word processing applications to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes any attachments sent via electronic mail that relate to the survey.

(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.

(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Delete when dissemination, revision, or updating is completed.