

JUN 29 1993

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 N1-257-93-3	DATE RECEIVED 6-29-93
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Safety, Health and Working Conditions		DATE 5-20-94	
4 NAME OF PERSON WITH WHOM TO CONFER William Weber	5 TELEPHONE 606-6162	ARCHIVIST OF THE UNITED STATES <i>Cindy Hudkamp Peterson</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 6 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 6/23/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Karen Munley</i> Karen Munley	TITLE Chief, Br. of Records Mgmt. & Gen. Svcs
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1-8	Office of Safety and Health Working Conditions Program Records consisting of the Census of Fatal Occupational Injuries and the redesign of the OSH program. Inclusive dates: 1972-present Volume: 77 c.f. Confidential Records Arrangement: Numerical by Case Number	N1-257-87-2 Items 13-20	

Copies sent to Agency, NNT, NNW, NSX, NCF, NIA @ 2/25/94

OSHC PROGRAM RECORDS

To collect, compile, and analyze occupational safety and health statistics, as authorized by the OSH Act of 1970, BLS conducts the Survey of Occupational Injuries and Illnesses and the Census of Fatal Occupational Injuries (CFOI).

Survey data are solicited from employers involved in agricultural production, agricultural services, forestry, and fishing; oil and gas extraction; construction; manufacturing; transportation and public utilities; wholesale trade; retail trade; finance, insurance, and real estate; and service industries (except private households). Data for employees covered by other Federal safety and health legislation are provided by the mine Safety and Health Administration of the U.S. Department of Labor and the federal Railroad Administration of the U. S. Department of Transportation.

The Survey sample selected by BLS consists of approximately 250,000 units in private industry and 30,000 government units. Because the Survey is a Federal-State cooperative program and the data must meet the needs of participating State agencies, an independent sample is selected for each State. This sample is selected to represent all private industries in the State.

Federal grants covering a portion of the operating cost permit states to develop estimates of occupational injuries and illnesses and to provide the data from which BLS produces national results. National data for selected states which do not participate in the program are collected directly by BLS. The participating State agencies collect and process the data using standardized procedures established by BLS to ensure uniformity and consistency among the States.

State agencies mail report forms to selected employers to cover the previous calendar year's experience. For those States not participating in the program, reporting forms are mailed by BLS. Each employer completes a single report form which is used for both National and State estimates of occupational injuries and illnesses. This procedure eliminates duplicate reporting by respondents and, together with the use of identical survey techniques at the national and State levels, ensures maximum comparability of estimates.

Information for the injury and illness summary portion of the survey is copied directly from the Log and Summary of Occupational Injuries and Illnesses. Maintenance of the log is administered by the Occupational Safety and Health Administration (OSHA). The survey also gathers information on a sample of

workers with lost work time injuries and illnesses and on the details of these incidents. State agency personnel edit the completed report forms and verify apparent inconsistencies. The data are keypunched and mechanically edited.

Each year, beginning with data for 1991, BLS has published a bulletin covering National results. Selected National data are also published in news releases. Periodically, BLS has published a series of industry guides which contain selected data and an explanation on how to compute an incidence rate for a firm and how to compare this rate with the national rate for each industry and employment-size group. Beginning with the 1992 survey, BLS will publish news releases which present information on the injured/ill workers and the circumstances of their injuries/illnesses.

The Census of Fatal Occupational Injuries (CFOI) compiles a complete count of all fatal job related injuries and gathers detailed information on the fatally injured workers and the circumstances of the fatal events. CFOI was first implemented in 1991 with 32 States and New York City participating. The program, which is a Federal/State cooperative effort, was expanded to all 50 States and New York City in 1992.

Each year State agencies which participate in CFOI gather copies of death certificate, workers' compensation fatality claims, news reports, and fatality reports to Federal and State agencies. These records are cross referenced to identify the individual cases. Data about the worker and the fatal event is extracted from the records, verified, coded, and entered into a database.

At the end of the year, each State submits its database to the BLS national office. BLS validates each States database and combines the files into a national database. The Bureau publishes news releases and a bulletin presenting the fatality information for the year. The States present the State data in news releases.

The Office of Safety, Health and Working Conditions (OSHWC) has the primary responsibility for the production and publication of the statistical data from the Survey and CFOI. OSHWC provides leadership to the other BLS offices that provide support under the BLS matrix organization. The Division of Safety and Health Systems of the Office of Technology and Survey Processing furnishes clerical support, procedure-manual preparation, and computer system design and operations. The Office of Field Operations is responsible for the activities of the BLS Regional Offices concerned with working directly with State agencies in data collection. The Statistical Methods Group of the Office of Compensation and Working Conditions is responsible for the

adequacy of the statistical methodology utilized and for the design of the State samples of industries.

The official copy of the surveys for ROSH and CFOI are maintained in the National Office.

1. Program and Administrative Subject Files. Maintained by the Secretaries to the Division Chiefs, the files consist of correspondence, inter-office memoranda, some committee and conference meeting notes and related papers, copies of BLS administrative instructions, extra copies of OSHS input to the President's annual report to Congress on occupational safety and health, machine listings, requisitions for supplies and equipment, Division copies of time and attendance records, training authorizations, travel authorizations and vouchers, reference copies of publications of other organizations, and the like. The file reflects the interests of the Division Chief in selected administrative matters and the operation of the Survey of Occupational Injuries and Illnesses and the Census of Fatal Occupational Injuries.

Copies of important correspondence are also placed in the Assistant Commissioner's Administrative and Program Direction Files.

Retention Period.

- a. Program records. Break files annually. Transfer to WNRC when 3 years old and destroy when 5 years old.
- b. Administrative Records. Break files every 3 years and transfer to WNRC. Destroy when 5 years old.
- c. Time and Attendance Records. Destroy when 3 years old.

2. State Bulletins - Annual Reports File. Consists of reference and research copies of State Government annual reports or other issuances containing State-oriented occupational injury and illness statistics. The documents are issued mainly by State departments of labor or other State agencies, and some may include information other than OSH-related statistics.

Retention Period. Destroy when no longer needed for current business.

3. Publication Request File. Consists of communications from various sources, mostly public, requesting copies of OSHS publications.

Retention Period. Destroy when no longer needed for current business.

4. OSH Publication Files. These files cover publications, based on the Survey of Occupational Injuries and Illnesses and the Census of Fatal Occupational Injuries, issued by the Office of Occupational Safety and Health Statistics since its establishment in 1971. They include hard copies of various series that have been issued since 1971.

Each year since 1971, BLS has published a numbered bulletin covering national results of the survey entitled "Occupational Injuries and Illnesses in the United States by Industry."

Retention Period.

- a. Record Copy. Permanent. Transfer to WNRC when 5 years old. Transfer to the National Archives of the United States in blocks of 15 years when the latest record is 15 years old.
- b. All Other copies. Destroy when no longer needed for current business.

5. Official Record Copy of Pre-OSHC Publications on Occupational Injuries and Illnesses. These files consist of the Office record copy on paper and microfiche media of BLS publications on occupational safety and health conditions issued before the Office of Occupational Safety and Health statistics was established in 1971.

Included are copies of BLS numbered bulletins, BLS numbered reports, and news releases concerning industrial accidents, injuries, diseases, mortality and hygiene. Some relate to industry in general and some to specific industries. The microfiche file is substantially more complete covering about 100 publications while the paper files include only about 30 publications.

The microfiche were produced by the National Technical Information Service of the Department of Commerce, using hard copies of the publications furnished by BLS. The hard copies were never returned to BLS.

Retention Period. Temporary. Transfer to WNRC when files are 10 years old. Destroy when files are 30 years old.

6. Final OSH State Statistics (FOSS) Files. The Final OSH State Statistics (FOSS) present State estimates of occupational injuries and illnesses for some 40 participating States. The participating States forward data to the Division of Safety and Health Systems (DSHSY) of the Office of Technology and Survey Processing. The State data may be submitted on electronic media or hard copy. DSHSY processes the FOSS data and furnishes, to OSHS FOSS listings by State.

Each State's listings contain State-level macro-data, such as the incidence rates of occupational injuries and illnesses, classified by industry at various SIC levels. The numbers of recorded occupational injuries and illnesses in the State, by industry, also are shown.

Customarily, States publish FOSS tables in their own issuance media. For BLS these hard copy listings comprise permanent record files.

Retention Period. Temporary. Transfer to WNRC when files are 10 years old. Destroy when files are 20 years old.

7. Confidential Files of OSH Survey and CFOI Respondent Data. From the annual OSH surveys and CFOI, confidential information is received through State offices or direct from employers. Participating States or BLS regional offices retain the hard copy forms from employers and transmit electronic media containing establishment data to the BLS computer center. These files consist of micro-data received from respondents. Because their contents could identify individuals or firms, the files are considered to be confidential.

Retention Period. Destroy when 15 years old or when no longer needed for current business, as appropriate.

8. Files of Listings for Monitoring Production of Survey Estimates and CFOI Tabulations. Various listings of aggregated macrodata are received for review, analysis, and adjustment by the OSHS staff in developing the statistical data to be issued to reflect the results of the survey and CFOI. The listings may include aggregated National data as well as State data.

Copies of the final listings are maintained in central files in hard copy and microfiche media. Hard copy listings are normally retained for only the on-going survey-year and the previous survey-year. Microfiche record copies are maintained by the Division of Safety and Health Statistics.

Retention Period.

- a. Hard Copy Listings. Destroy after the next survey has been completed and results published.
- b. Final microfiche listings. Permanent. Transfer to the National Archives when 10 years old or no longer needed for current business, whichever is sooner.
- c. All other listings. Destroy when all essential information has been tabulated, analyzed, or issued as appropriate.