


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-455-90-1	DATE RECEIVED 4-1-91
1. FROM (Agency or establishment) Occupational Safety and Health Review Commission		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5. TELEPHONE EXT.	DATE 6/20/91	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 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, 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 3/27/91	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jan S. Collins</i>	D. TITLE <i>Executive Director</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Case Files</u></p> <p>A case file may consist of some or all of the following materials related to notices of contests of citations issued pursuant to the provisions of the Occupational Safety and Health Act of 1970.</p> <p>(1) forms used in conjunction with a safety and health compliance 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.</p> <p>(2) photos (negatives, prints or undeveloped film) of safety and health hazards observed during inspection(s).</p> <p>(3) correspondence pertaining to inspections. This includes letters pertaining to employee complaints, employee or employee representative's contests 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. It may also include employer progress reports on correction of alleged violations with an abatement period of more than 30 days, referrals to the giving final determination of the case.</p>	N1-455-76-1, Item 1	

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1 (cont'd)	<p>(4) legal opinions and papers and the judges and/or Commission decisions.</p> <p>(5) industrial hygiene samples and testing results.</p> <p>(6) other records 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>DISPOSITION: Transfer to FRC 6 months after case closes. Destroy 20 years after case closes.</p>		