REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment)

Occupational Safety and Health Review Commission

1. MAJOR SUBDIVISION

2. MINOR SUBDIVISION

3. NAME OF PERSON WITH WHOM TO CONFER

4. TELEPHONE EXT.

5. DATE

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.

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 GRS OR SUPERSEDED JOB CITATION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)

<table>
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<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>JOB CITATION</th>
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<tr>
<td>1</td>
<td>Case Files</td>
<td>NC1-455-76-1, Item 1</td>
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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.

(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.

(2) photos (negatives, prints or undeveloped film) of safety and health hazards observed during inspection(s).

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