

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N9-455-00-01	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED MAR 15 2000	
1 FROM (Agency or establishment) Occupational Safety and Health Review Commission		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Executive Director		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Public Information			
4 NAME OF PERSON WITH WHOM TO CONFER Linda A. Whitsett Records Management Officer	5 TELEPHONE 606-5398	DATE 10-27-00	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 ___ 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 3/7/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura A. Ravelle</i>	TITLE Executive Director	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Records of the Occupational Safety and Health Review Commission(OSHRC)</p> <p>An independent quasi-judicial agency established by the Occupational Safety and Health Act of 1970 (29 U S C 651-678), OSHRC rules on cases forwarded to it by the Department of Labor when employers, employees, or representatives of employees dispute the results of safety and health inspections performed by Labor's Occupational Safety and Health Administration</p> <p>(1) Subject correspondence files Original incoming copies of correspondence, official copies of outgoing correspondence, internal memoranda, reports, publications, transcripts of speeches, and related documents created or received by the office maintaining the file Contents concern the functions, operations, and programs of the office maintaining the file, including both planning and routine activities Generally maintained in accordance</p>		

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with a subject-filing system devised by the creating office

A. Recordkeeping Copy (Paper. Temporary N1-455-87-1)

B. Electronic copies created on e-mail or word processing systems Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution

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(5) Speeches and articles. Speeches, addresses, formal remarks made or articles written by or for employees of OSHRC in their official capacities concerning the agency's programs Speeches and articles may be presented in governmental or private contexts (NOTE: A record copy of these materials is usually maintained in the Information Office)

A Recordkeeping Copy (Paper Permanent, N1-455-87-1)

B Electronic copies created on e-mail or word processing systems: Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution.

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(8) Time and attendance reports files Maintained by each office for its employees

(2) Attorney's daily time sheet and weekly cumulative time reports

A. Recordkeeping Copy (Paper Destroy 6 months after end of pay period or when no longer needed for conduct of current business, whichever is later N1-455-87-1)

B Electronic copies created on e-mail or word processing systems: Delete after recordkeeping copy has been produced

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(11) Reports of Activities

(b) Textual (paper) reports.

A Recordkeeping Copy (Paper. Destroy when 5 years old, or sooner if no longer needed N1-455-87-1)

B. Electronic copies created on e-mail or word processing systems: Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution.

7. Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
5	<p>(12) <u>Case tracking and control reports.</u> Periodic lists and aggregate analyses of judicial cases in this agency Generally arranged chronologically</p> <p>A. Recordkeeping Copy (Paper Destroy when 5 years old, or sooner if no longer needed N1-455-87-1)</p> <p>B. Electronic copies created on e-mail or word processing systems: Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution</p>
6	<p>(14) <u>Publications</u> Official publications of OSHRC, including <u>Rules of Precedure</u> and <u>OSHA Talk</u>, issued for distribution within and beyond the agency Other publications include the agency Annual Report to the President, Rules of the Procedure of the OSHRC, agency Directives, and the Guide to Procedures of the U S OSHRC</p> <p>A. Recordkeeping Copy (Paper Permanent N1-455-87-1)</p> <p>B. Electronic copies created on e-mail or word processing systems: Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution.</p>
7	<p>(19) <u>Budgetary testimony before Congress.</u> Transcripts of Chariman's statements, anticipated questions</p> <p>A. Recordkeeping Copy (Paper Destroy when 6 years old, or sooner if no longer needed N1455-87-1)</p> <p>B. Electronic copies created on e-mail or word processing systems: Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution</p>
8	<p>(21) <u>Inter-library loan requests</u> Formal requests to or from other local libraries for temporary loan of books or other library holdings</p> <p>A. Recordkeeping Copy (Paper Destroy 6 months after return of lent book or other item to lending library. N1-455-87-1)</p> <p>B. Electronic copies created on e-mail or word processing systems: Delete after recordkeeping copy has been produced</p>

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- 9 (22) Docket sheets Single-page chronologies of judicial cases before OSHRC, some with Hearing Examiner's Docket Sheets attached Particularly for cases settled before hearing, Docket sheets may constitute the sole record. Arranged by docket number
- A Recordkeeping Copy (Paper. Destroy when no longer needed for conduct of current business N1-455-87-1)
 - B Electronic copies created on e-mail or word processing systems: Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution.
- 10 (23) Docket, case, and file control logs Registers of dates and activity, tracking the progress of judicial cases before OSHRC and the use of files within the office
- A Recordkeeping Copy (Paper Destroy when no longer needed for conduct current business N1-455-87-1)
 - B Electronic copies created on e-mail or word processing systems Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution
- 11 (25) Hearing room schedule Calendar of reservations for use of hearing room in agency's national office.
- A Recordkeeping Copy (Paper. Destroy when no longer needed for conduct of business. (N1-455-87-1)
 - B Electronic copies created on e-mail or word processing systems: Delete after recordkeeping copy has been produced.
- 12 (26) Budgetary files. Correspondence, Congressional proceedings, reports regarding budgetary requests, allocations, expenditures
- A Record keeping Copy (Paper. Destroy 6 years after cut-off. N1-455-87-1)
 - B Electronic copies created on e-mail or word processing systems: Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution.

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(28) Court-space facilities files. Lists, manuals, card files, correspondence, other records regarding space available for OSHRC's use for judicial hearings. Generally maintained alphabetically by name of geographic location

- A. Record keeping Copy (Paper Destroy superseded references or listings upon supersession, destroy entire file when no longer needed for conduct of current business N1-455-87-1)
- B. Electronic copies created on e-mail or word processing systems. Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution

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(29) Administrative studies Analyses of aspects of the routine operations of OSHRC, such as staff attorney's use of time, not covered elsewhere in this schedule, General Records Schedules, or schedule NC1-455-76-1

- A. Record keeping Copy (Paper Dispose of in accordance with applicable disposition instructions or when no longer needed for conduct of current business, or whichever is later N1-455-87-1)
- B. Electronic copies created on e-mail or word processing systems. Delete after recordkeeping copy has been produced or when no longer needed for reference, revision, updating, or distribution.