

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-455-76-1	
DATE RECEIVED FEB 25 1976	
NOTIFICATION TO AGENCY <small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
3-1-76 <small>Date</small>	<i>James Schood</i> <small>Archivist of the United States</small>

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

1 FROM (AGENCY OR ESTABLISHMENT)
Occupational Safety and Health Review Commission

2 MAJOR SUBDIVISION
Executive Director

3 MINOR SUBDIVISION
Management Analyses Office

4 NAME OF PERSON WITH WHOM TO CONFER
Robert J. Hohn

5 TEL EXT
634-7942

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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2/25/76	<i>Robert J. Hohn</i>	Management Analyst Officer	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 contest of the reasonableness of a violation abatement period, employer</p>		
Copy to Agency & NCW 3-3-76						29 items

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>request for extention 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> <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>a. Significant case files selected by OSHRC according to the following criteria:</p> <p>(1) Cases that set precedents in their interpretation of legislation or regulations.</p> <p>(2) All court cases--U. S. District Court, U. S. Court of Appeals, or U. S. Supreme Court. Includes administrative and legal records.</p> <p>(3) Contested or uncontested cases that are deemed significant in their precedential effect upon investigative or adjudicatory procedures.</p> <p>(4) Cases that gain national attention because of Congressional or public interest.</p> <p>(5) Cases discussed in OSHRC chapter of the President's Report on Occupational Safety and Health.</p> <p>PERMANENT. Transfer to FARC 6 months after case closes; offer to NARS 15 years after case closes.</p> <p>b. Other Case Files.</p> <p>Transfer to FARC 6 months after case closes. Destroy 15 years after case closes.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p><u>Record set of Commission Decisions.</u></p> <p>a. 1971-October 20, 1975, published copy of decisions. PERMANENT. Offer to NARS when 5 years old.</p> <p>b. October 21, 1975 forward, microfiche copy (filmed in accordance with FPMR 101-11.504). PERMANENT. Offer master silver negative and one positive copy to NARS upon completion of filming.</p> <p>c. File of unpublished orders and decisions. PERMANENT! Offer to NARS when 15 years old.</p>	3 cu ft total	
3.	<p><u>Finding Aids for Decisions and Case Files.</u></p> <p>a. Published index to Commission Decisions.</p> <p>b. Reporting Services Compilation of Decisions and Orders. (1) Commerce Clearing House (2) Bureau of National Affairs</p> <p>c. Commission Digest.</p> <p>d. Monthly Status Report of Appealed Decisions.</p> <p>PERMANENT. Offer complete version of finding aids with related decisions and case files.</p>		
4.	<p><u>Records Common to Most Offices:</u></p> <p>a. <u>Office of Administrative Files.</u> Records accumulated by individual offices that relate to routine administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these papers relate to the office organization, office procedures and communications, day-to-day administration of office personnel, documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies and office equipment requests and receipts, documents regarding the</p>		

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7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>use of office space and utilities, papers concerning participation in employee and community affairs, campaigns, drives, etc. These records may include copies of correspondence and reports prepared in the office and forwarded to higher levels and other material that do not serve as official documentation.</p> <p style="text-align: right;"><i>Destroy when 2 years old.</i></p> <p>Cut off at close of fiscal year; hold one year and destroy.</p> <p>b. <u>Non-Record Material.</u> Non-record material consists of materials which have no documentary or evidential value. This type of material accumulated in offices as a convenience to personnel, but should be kept in an absolute minimum. Non-record material is often found mixed with official files, even through this practice is poor records management. Retention of non-record material is not required and is discouraged. Much of this material should be destroyed without filing. If non-record material is filed, it should be kept separately from official records.</p> <p>c. <u>Reading or Chronological Files.</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference files for the convenience and information of personnel.</p> <p>Cut off at close of fiscal year; hold one year and destroy.</p> <p>d. <u>Suspense Files.</u> Papers arranged in chronological order as a reminder that an action is required on a given date; a reply to action is expected and if not received should be traced on a given date; or a transitory paper being held for reference that may be destroyed on a given date. Examples of Suspense Files include:</p> <p>(1) Notes and other reminders to submit a report, a reply or take some action.</p> <p>(2) File copies, or an extra copy of an outgoing communication, files by the date a reply is expected.</p> <p>(3) Transitory papers held in suspense pending the completion of a forthcoming action, until a short time duration (usually 30 days) has elapsed.</p> <p>Destroy after suspense date is passed.</p>		

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	<p>e. <u>Technical Reference Material</u>. Consists of copies of reports, studies, special compilation of data, drawings, periodicals, clippings, etc., which are needed for reference and information purposes but are not a part of official files. Prepared internally and externally.</p> <p>Review annually; destroy material of no further reference value.</p> <p>f. <u>Transitory Material</u>. Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than six months. Record keepers can combine the types of temporary material shown below into one transitory file arranged chronologically and destroy after a short period.</p> <p>(1) Routine requests for information or publications which require no administrative action, no policy or program decisions, and no special compilations or research for reply.</p> <p>Destroy immediately after reply is made or information is furnished.</p> <p>(2) Letters of transmittal that do not add information to that contained in the transmitted material.</p> <p>Destroy upon receipt.</p> <p>(3) Quasi-official notices, memoranda and other papers that do not serve as a basis for official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and papers dealing with activities of employee associations or unions.</p> <p>Destroy when purpose has been served.</p> <p>g. <u>GENERAL MANAGEMENT AND PLANNING</u></p> <p>(1) <u>Coordination & Planning Correspondence Files</u>. These files consist of general correspondence, reports, forms, and other records on such matters as related programs and other coordination between Federal & State Agencies and other governmental bodies.</p> <p>Cut off at end of fiscal year; hold two years and retire to the Federal Records Center (FRC). Destroy 5 years after cutoff.</p>		

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	<p>(2) <u>Controlled Congressional Inquiry Correspondence.</u> Files consist of copies of Congressional correspondence which is channeled through the National Office.</p> <p>Cut off at end of fiscal year; hold one year and retire to FRC. Destroy after ^{when} 5 years old.</p> <p>(3) <u>Non-Controlled Congressional or Priority Correspondence.</u> Files consist of correspondence between individuals and the National Office about programs or policy signed at the National Office.</p> <p>Cut off at end of FY; hold one year and destroy.</p> <p>(4) <u>Equal Employment Opportunity Program Correspondence Files.</u> These files consist of forms, reports, and correspondence relating to the general administration and operation of the EEO program.</p> <p>Cut off at end of FY; hold two years and retire to FRC. Destroy 5 years after cut off.</p> <p>(5) <u>Equal Employment Opportunity Complaint Case Files.</u> Documents reflecting complaints, transmittal letters, investigative data and summaries, findings of fact statements, final disposition reports, acceptance statements, withdrawal notices, and similar papers.</p> <p>Cut off at end of FY when final action is completed; hold 2 years and retire to FRC. Destroy 7 years after cut off.</p> <p>(6) <u>Incentive Award Case Files.</u> These files are comprised of suggestions and honor awards. Suggestion files consist of an idea for improvement with inclosures and exhibits, if applicable; authorization to issue an award; rejection notice; and related correspondence. Honor awards consist of Nomination for Performance Award, certifying letters; samples of work or evaluations, etc.</p> <p>Cut off closed cases at end of FY; hold 3 ^{destroy when 4 years} years and destroy. ^{old.}</p> <p>h. <u>GENERAL ADMINISTRATION AND MANAGEMENT RECORDS</u></p>		

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	<p>(1) <u>Administration & Management Program Correspondence Files.</u> These files consist of correspondence, reports, forms, and other records created in administering various programs, such as Fiscal Management, Contract Administration, Property Accounting, Training, Personnel, Management Analysis, Management Information Systems Programs, and should not be confused with Office Administrative files discussed under paragraph a above. <i>Excludes items discussed in the General Records Schedule.</i> Cut off at end of FY; hold 2 years and retire to FRC. Destroy 5 years after cut off.</p> <p>(2) <u>Financial Management Program Correspondence Files.</u> General correspondence, reports, forms and other papers which related to the basic responsibilities, operations, and administration of financial management activities. These activities include such areas as fiscal management and budget. The files are similar to the types of records contained in Item 1 above; however, they are usually maintained separately.</p> <p>Cut off at end of FY; hold 2 years and retire to FRC. Destroy 5 years after cut off.</p> <p>(3) <u>Request for Approval of Expenditures for Rental of Office Space.</u> These files contain requests for rental of office space, maps, floor plans, requests for expenditures for repairs and alterations and related papers.</p> <p>Cut off when activity moves from the building; hold 2 years and retire to FRC. Destroy after 4 additional years. <i>when 6 years old.</i></p> <p>(4) <u>Administrative Copies of Travel & Transportation Documents.</u> These files are accumulated within the Administrative & Fiscal Offices and include extra copies of travel and transportation documents of originals. Included are copies of Travel Authorizations, Travel Vouchers, Travel Requisitions, Requests for Advance of Funds, and other documents related to official travel including permanent change of station documents. Copies are used for fund control purposes.</p> <p>Cut off at end of FY; hold one year and destroy.</p>		