

## Request for Records Disposition Authority

Records Schedule Number DAA-0100-2018-0003

Schedule Status Approved

Agency or Establishment Occupational Safety and Health Administration

Record Group / Scheduling Group Records of the Occupational Safety and Health Administration

Records Schedule applies to Agency-wide

Schedule Subject Disaster Relief Assistance Records

Internal agency concurrences will be provided No

Background Information OSHA responsibilities in disasters/emergencies require the agency to provide safety and health advice, technical assistance, and follow-on enforcement as appropriate in emergencies; and to support Federal, state, and/or local authorities' efforts when determining if conditions are safe and healthy for human entry or occupation, consistent with other delegations.

This schedule covers administrative records created as a result of OSHA activities designed to assure safe and healthful working conditions by providing evaluations, training, outreach, education and assistance during disaster/catastrophic national event(s). Investigation and enforcement records are maintained in other files.

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1                                 | 0                                     | 1                                     | 0                                     |

GAO Approval

## Outline of Records Schedule Items for DAA-0100-2018-0003

| Sequence Number |  |
|-----------------|--|
| 1               | Emergency Response Files/Documents - NEW ITEM<br>Disposition Authority Number: DAA-0100-2018-0003-0001 |

## Records Schedule Items

| Sequence Number   |  |                   |           |             |        |                             |     |   |     |   |     |                    |                                   |                  |   |              |              |
|---|--|-------------------|-----------|-------------|--------|-----------------------------|-----|---|-----|---|-----|--------------------|-----------------------------------|------------------|---|--------------|--------------|
| 1   | <p><b>Emergency Response Files/Documents - NEW ITEM</b></p> <p>Disposition Authority Number      DAA-0100-2018-0003-0001</p> <p>Response files and documents that relate to events e.g., tornados/hurricanes, oil spills, etc. that require OSHA response/inspections and coordination with others federal agencies or entities. Consists of, but not limited to reports, notes, sampling, administrative forms, drawings, training, etc. for use by OSHA staff to document their actions or agency activities during disaster response and to provide lessons learned for future disaster assistance.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Cutoff at the end of fiscal year.</td></tr><tr><td>Retention Period</td><td>Destroy 40 years after emergency response is completed.</td></tr></table> <p>Additional Information</p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table> | Final Disposition | Temporary | Item Status | Active | Is this item media neutral? | Yes | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes | Do any of the records covered by this item exist as structured electronic data? | Yes | Cutoff Instruction | Cutoff at the end of fiscal year. | Retention Period | Destroy 40 years after emergency response is completed. | GAO Approval | Not Required |
| Final Disposition   | Temporary  |                   |           |             |        |                             |     |   |     |   |     |                    |                                   |                  |   |              |              |
| Item Status   | Active   |                   |           |             |        |                             |     |   |     |   |     |                    |                                   |                  |   |              |              |
| Is this item media neutral?   | Yes  |                   |           |             |        |                             |     |   |     |   |     |                    |                                   |                  |   |              |              |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes  |                   |           |             |        |                             |     |   |     |   |     |                    |                                   |                  |   |              |              |
| Do any of the records covered by this item exist as structured electronic data?   | Yes  |                   |           |             |        |                             |     |   |     |   |     |                    |                                   |                  |   |              |              |
| Cutoff Instruction  | Cutoff at the end of fiscal year.  |                   |           |             |        |                             |     |   |     |   |     |                    |                                   |                  |   |              |              |
| Retention Period  | Destroy 40 years after emergency response is completed.  |                   |           |             |        |                             |     |   |     |   |     |                    |                                   |                  |   |              |              |
| GAO Approval  | Not Required   |                   |           |             |        |                             |     |   |     |   |     |                    |                                   |                  |   |              |              |

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

| Date       | Action                     | By                  | Title  | Organization  |
|------------|----------------------------|---------------------|--|---|
| 03/06/2018 | Certify                    | Rachel Vera         | U.S. Dept of Labor,<br>Records Managemen<br>nt Officer | Office of the Assistant<br>Secretary for<br>Administration and<br>Management -<br>Business Operations<br>Center |
| 08/10/2018 | Submit for Concur<br>rence | David Weber         | Senior Appraisal Arc<br>hivist                         | National Archives and<br>Records Administration<br>- Records Management<br>Services                             |
| 08/15/2018 | Concur                     | Sebastian Welch     | Supervisory Archive<br>s Specialist                    | National Archives and<br>Records Administration<br>- ACR4   |
| 08/16/2018 | Concur                     | Margaret<br>Hawkins | Director of Records<br>Management Servic<br>es         | National Records<br>Management Program<br>- ACNR Records<br>Management Services                                 |
| 08/17/2018 | Approve                    | David Ferriero      | Archivist of the Unite<br>d States                     | Office of the Archivist -<br>Office of the Archivist  |