

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-100-08-2</i>	
1. FROM (Agency or establishment) U.S. DEPARTMENT OF LABOR		DATE RECEIVED <i>3/8/08</i>	
2. MAJOR SUBDIVISION Occupational Safety and Health Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Directorate of Enforcement Programs, OFAP		DATE <i>12/19/08</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Yvette Stewart	5. TELEPHONE 202-693-2002	ARCHIVIST OF THE UNITED STATES <i>Alan W. ...</i>	

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached **2** page(s) are not 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 Manuel for Guidance of Federal Agencies,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE 2-28-2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE DEPARTMENTAL RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1 and 2	Records pertaining to the U.S. Department of Labor, Occupational Safety and Health Administration, Office of Federal Agency Programs, Field Federal Safety and Health Councils (FFSHC). (See Attached)		

**U.S. Department of Labor
Occupational Safety and Health Administration
Office of Federal Agency Programs
Field Federal Safety and Health Councils Records**

The Field Federal Safety and Health Councils (FFSHCs) are voluntary organizations chartered by the Secretary of Labor to promote and facilitate the exchange of occupational safety and health information among local federal agency personnel. The Office of Federal Agency Programs (OFAP) is responsible for the administration of the FFSHCs on a National level and facilitates the FFSHC chartering process. Each FFSHC is required to submit an annual report to the Secretary of Labor in accordance with 29 CFR Part 1960.90 (c).

FFSHCs consist of an Executive Committee and agency-designated members. The Executive Committee consists of at least a Chair, Vice-Chair, and Secretary. Membership consists of management and non-management representatives appointed by federal agency activity heads. The Executive Committee is responsible for the day-to-day management, operations, and activities of the FFSHCs. However, the Regional Offices, through Federal Agency Program Officers (FAPOs), and in some cases Area Offices, provide most of the OSHA oversight.

Types of FFSHC Files

FFSHCs files are maintained by the FFSHC, Regional and Area Offices, and OFAP. The FFSHC generates meeting minutes, membership lists, annual reports, correspondence, and other activity-related materials. However, the Regional Office is responsible for maintaining these files along with original signed charters from the Secretary of Labor. OFAP is responsible for maintaining records which contain the FFSHCs' annual reports and correspondence from the Secretary of Labor or OSHA National Office to the FAPOs or FFSHCs.

This schedule covers FFSHCs' paper and electronic records (including email) maintained by OSHA's National and Regional Offices. **Note: These disposition instructions apply to all the described records regardless of physical media, except as specifically noted.**

1. FFSHC National Office Records

a. Annual Reports

FFSHC Annual Reports organized and arranged by calendar year, then by FFSHC name. (Supersedes NC 100-76-1, item 194.)

Disposition: Temporary. Cut off at the end of the calendar year. Transfer to the Federal Records Center when 3 years old. Destroy 12 years after cutoff.

b. Charter Requests

Correspondence between OSHA and the Secretary of Labor requesting that a FFSHC be chartered. . (Supersedes NC 100-76-1, item 194.)

Disposition: Temporary. _Maintain in OFAP files for the duration of the FFSHC. Cut-off rescinded charters and transfer to Federal Records Center. Destroy 12 years old after cut-off.

2. FFSHC Regional Office Files

Administrative and Activity Related Records

Agendas, minutes of meetings, membership lists, correspondence, reports, or other activity-related materials.

Disposition: Temporary. Cut off at the end of the calendar year. Transfer to FRC when 5 years old. Destroy when 10 years old.