

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB #

NI-100-91-1

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

DATE RECEIVED

12-5-90

1. FROM (Agency or establishment)  
U.S. Department of Labor

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Occupational Safety & Health Administration

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION  
Directorate of Federal-State Operations

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

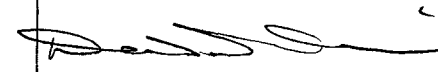
DATE

ARCHIVIST OF THE UNITED STATES

James A. Lemke Jr.

523-6308

6/14/91



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 4 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.

B. DATE 30 NOV 90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE DEPARTMENTAL RECORDS OFFICER
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>DIRECTORATE OF FEDERAL-STATE OPERATIONS OFFICE OF TRAINING AND EDUCATION DIVISION OF ADMINISTRATION AND TRAINING INFORMATION DES PLAINES, ILLINOIS</p> <p><u>STUDENT RECORDS SYSTEM</u></p> <p>Records and other materials relating to the administration of occupational safety and health training delivered to individuals from private industry, State and local governments, other Federal agencies, and OSHA. Information may be in paper form or in magnetic media.</p> <p><del>The transferring office may send the information in Items 2, 4, and 5c to the records center for storage not later than when the information is 10 years old.</del></p> <p><u>STUDENT TRAINING ADMINISTRATION RECORDS.</u> Consist of all records and other materials maintained for the purpose of managing student training activities and student attendance of courses. Includes confirmation letter, registration forms, check-in sheets, registration working papers and the like. Except the records and other information listed in the items shown below.</p>		

*Copies sent to agency, NNA, NN-W, NN-E, NCF 6/25/92*

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	<p><u>DISPOSITION:</u> Destroy 6 weeks after the class has been completed.</p>		
2.	<p><u>CLASS HISTORY RECORDS.</u> Records and other information relating to the history or conduct of specific classes and the course attendees. Includes final class roster of course attendees, course matrix for each class, and student absence forms.</p> <p><u>DISPOSITION:</u> <i>Cutoff at end of each <del>year</del> fiscal year. Retire to PRC when 10 yrs old.</i> Destroy when 20 years old.</p>		
3.	<p><u>COURSE EVALUATIONS.</u> Evaluations of courses provided by students. Includes any evaluations and/or summaries prepared by teachers and others. Also includes summaries and/or evaluations prepared by the course chairperson for each class.</p> <p><u>DISPOSITION:</u> Destroy when 2 years old.</p>		
4.	<p><u>STUDENT REGISTRATION DATA FILE.</u> Consists of records and other information relating to the registration of students into training courses. Information can be currently retrieved by course title, course number, student's last name, by computer-assigned internal student tracking number or by a student identifier number. (The student identifier number is the first initial of the student's last name and the last 4 digits of their social security number.) The file currently includes individual student name, office name, office address, office telephone number, student employment origin such as Federal, private, State, etc., tuition status, and history of courses taken, including course numbers and titles, dates attended, Continuing Education Units (CEU's), and Certification Maintenance Points (CM's). Registration information is updated to indicate that a student has cancelled from a course, is a no-show to a course, or did not complete the course.</p> <p>NOTE: This information is currently maintained on magnetic media as of 10/1/89. This</p>		

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5.	<p>information can be retrieved by specific course. In previous years, all registration information was maintained in paper form.</p> <p><u>DISPOSITION:</u> Destroy when 20 years old.</p> <p><i>Student Registration System</i> <u>DATA REPORTS.</u></p> <p>Reports compiled from the data base in item 4 above.</p> <p>a. <u>Student Reports.</u> All reports generated from the Student Registration Data File in item 4 above in either hardcopy or in digital form except for those data reports listed below.</p> <p><u>DISPOSITION:</u> Destroy when no longer needed for reference.</p> <p>b. <u>Periodic student attendance reports (Currently produced monthly).</u> The report provides information on the number of students attending training during the reporting period (currently monthly) as well as cumulative attendance information for the annual report (currently the last monthly report in the fiscal year). The report includes breakout information on student's employer groups and total student course attendance counts.</p> <p><u>DISPOSITION:</u> Destroy when no longer needed for reference but not later than when 2 years old.</p> <p>c. <u>Annual reports.</u> Summary and/or cumulative information on the number of students attending training during the reporting year (currently fiscal year). Compiled from the periodic reports in Item 5.b. above. This report may be the last periodic report of the year in Item 5.b. (currently the September monthly report).</p> <p><u>DISPOSITION:</u> <i>Cutoff at end of each fiscal year. Retire to FRK when 10 years old.</i> Destroy when 30 years old. (Annual accumulation is 1 29-page report. Period of reports is 1972 through 1990. Volume on hand is 1 cubic foot.)</p> <p>d. <u>Reports on individual students</u> including student name, business address, and history of courses taken including course numbers, course titles, dates attended, and Continuing Education Units</p>		

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	<p>(CEU's) earned. Information will be provided to respond to student requests for CEU transcripts.</p> <p><u>DISPOSITION:</u> Destroy when no longer needed for reference but not later than when 1 year old.</p>		
6.	<p><u>COMPUTER DATA INPUT COPIES.</u></p> <p>Copies of records and other information used as input information into portions of the Student Record System maintained in the computer.</p> <p><u>DISPOSITION:</u> Destroy when information is entered into the computer and verified.</p>	GRS 20 2(a)	
7.	<p><u>INDIVIDUAL STUDENT RECORD SUMMARIES.</u></p> <p>Individual student information including student name, business address, and the history of courses taken including course numbers, course titles, and dates attended.</p> <p>This item covers summary information maintained on 3 x 5 index cards. This file was set up as a convenience file, not as a record file. These convenience files are incomplete and only represent a portion of the students who have attended courses at the OSHA Training Institute. Accordingly, these files have no continuing record value for the agency. New information such as that found in this file is being maintained on magnetic media as of 10/1/89. Current student information as well as information for time periods prior to 10-1-89 can be obtained from the hard-copy Class History Records (See Item 2).</p> <p><u>DISPOSITION:</u> Destroy Immediately.</p>		