

RECORD POSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC-100-76-1
DATE RECEIVED	NOV 14 1975
NOTIFICATION TO AGENCY	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>12-8-76</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Labor

2 MAJOR SUBDIVISION
Occupational Safety and Health Administration

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Beatrice C. McCabe

5 TEL EXT
37995

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 93 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 <i>11/10/75</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Virginia Wozeil</i>	E TITLE <i>Clary</i> DEPARTMENTAL RECORDS OFFICER
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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 align="center"><u>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION</u></p> <p>The Occupational Safety and Health Administration established pursuant to the Occupational Safety and Health Act of 1970 (84 Stat. 1590), develops and promulgates occupational safety and health standards, rulemaking, and regulations; conducts investigations and inspections to determine the status of compliance with standards and rulemaking; issues citations, proposes penalties, and establishes abatement dates for correction of violations; prescribes recordkeeping requirements authorized by the Act; encourages and monitors State government participation in occupational safety and health programs; undertakes research in the field of occupational safety and health; provides training and education programs for employers and employees; and provides for occupational safety and health programs in the Federal agencies. This schedule includes disposal requests approved for records transferred to OSHA and/or retired to the Washington National Federal Records Center under Records Group 100 by OSHA's predecessor agency, the "Bureau of Labor Standards," Job No. (s) NN156-50, II-NNA2504.</p>		

115-107

Copy to Agency 12-10-76

All changes in this 115 have been seen and approved by OSHA representative. Repl 11/10/76

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>ASSISTANT SECRETARY FOR OCCUPATIONAL SAFETY AND HEALTH</u></p> <p><u>General Subject Files.</u></p> <p>a. Policy and Procedural Files dealing with the development and implementation of policies, procedures, and changes in organization functions and overall agency management program operations.</p> <p><u>PERMANENT.</u> Cut off file annually, retire to FRC when 3 years old or 1 year after departure of Assistant Secretary, whichever is earlier. Offer to National Archives when current use ceases.</p> <p><i>(6ft accumulated plus left a year)</i></p> <p>b. Office administration records, consisting of correspondence reports, hotel and travel arrangements, news articles, personnel, general services and other general administrative correspondence.</p> <p>Cut off at the end of the year and destroy when 3 years old or 1 year after change in Administrators, whichever is earlier. (II-NNA-2504, Item 4)</p>		
2.	<p><u>Chronological Files.</u></p> <p>Consists of office copies of correspondence of all types arranged chronologically without regard to subject content, used primarily as a reading or reference file.</p> <p><u>PERMANENT.</u> Cut off at the end of the year and retire to FRC when 3 years old or at the same time as (Item 1-a) on this schedule or 1 year after change in Administrators, whichever is earlier. Offer to National Archives when current use ceases.</p> <p><i>(2ft accumulated plus 1 1/2 ft. per year)</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10 ACTION TAKEN
3.	<p><u>Speech Files.</u></p> <p>Files consists of invitations to speak, schedules, work papers, and other media related activities for which permanent retention is provided for elsewhere in this schedule. (See Item Number 9)</p> <p style="text-align: center;"><i>superseded or obsolete</i> Destroy when no longer needed for reference purposes. <i>Prd 9/14/76</i></p> <p style="text-align: center;"><u>CORRESPONDENCE CONTROL UNIT</u></p>		
4.	<p><u>Controlled Correspondence Files.</u></p> <p>Communications maintained by Central Control Point for correspondence received from Congressmen, Congressional Committees, White House, Governors and other V.I.P.'s, relating to variances, complaints, employment, OSHA/regulations, administrative policy and other program-related activities. Includes OSHA Correspondence Control Form-60.</p> <p>a. Cross reference files reflecting the receipt and dispatch of documents, arranged numerically or by due dates.</p> <p style="text-align: center;">Destroy 3 years after file is closed. (NC 174-76-1, Item 8,2)</p> <p>b. Forms accompanying correspondence to insure continuing control, e.g., OSHA Form 60, showing office handling documents, intra-office routing and other comparable data.</p> <p style="text-align: center;">Destroy when related document is destroyed, transferred, or action is cancelled. (NC174-76-1, Item 4-a)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>c. Controlled correspondence consists of letters to and from OSHA with related copies of forms, memoranda, letters of private organizations and individuals concerning health and safety regulations, legislation and includes some inter-agency communications.</p> <p>Destroy when to 3 years old. <i>EM 8/31/76</i></p> <p><u>PERMANENT.</u> (1) Hold sample of significant letters. Offer to National Archives when current use ceases. (NC174-76-1, Item 8-1) (2) Destroy remaining files when 3 years old. (NC174-76-1, Item 8-2)</p> <p>d. Correspondence Control Reports consist of reports and work papers used to publish statistical data on the status of incoming controlled communications.</p> <p>Destroy when administrative needs have been satisfied, or when 2 years old, whichever is earlier.</p> <p style="text-align: center;"><u>MEDIA SERVICES</u></p>		
5.	<p><u>General Subject Files.</u></p> <p>Consists of correspondence, memoranda, position papers, studies, reports and news releases concerning OSHA official public information policy.</p> <p><u>PERMANENT.</u> Cut off at the end of year. Retire to FRC when 3 years old. Offer to National Archives when 10 years old. (IINNA2504, Item 1)</p> <p><i>(5 cu.ft accumulated plus 1 cu.ft. per year.)</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
6.	<p><u>Communication Reports Files.</u></p> <p>Consists of reports from the Office of Media Services to D/L Office of Information, listing speeches and news releases to be given by OSHA officials.</p> <p>Destroy when superseded or obsolete.</p>		
7.	<p><u>General Administrative Files.</u></p> <p>General Administrative copies of program directives, and office correspondence relating to general administrative duties, travel and routine personnel matters.</p> <p>Cut off at end of year. Destroy when 2 years old. (IINNA-2504, Item 4)</p>		
8.	<p><u>National Safety Congress File Special Events.</u></p> <p>National Safety Congress correspondence, lists of personnel sent to represent OSHA at National Safety Congress, and other materials documenting OSHA participation in National Safety Congress.</p> <p><u>PERMANENT.</u> Retain in office 3 years, forward to FRC for 7 years additional retention. Offer to National Archives when 10 years old. (NN 165-50, Item 6-b) <i>(2 cu. ft accumulated plus less than 1/2 cu ft per year)</i></p>		
9.	<p><u>Speech Files.</u></p> <p>Record copies of speeches made by OSHA Assistant Secretary of Labor for OSHA, filed by date of speech.</p> <p><u>PERMANENT.</u> Cut off at the end of the year. Retain in office 3 years then retire to FRC. Offer to National Archives when 10 years old. (II-NNA-2504, Item 2-a) <i>(1 cu ft. accumulated plus 2 cu. inches per year)</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
10.	<p><u>Biographical Data File.</u></p> <p>Biographical sketches of OSHA Administrator, prepared by Media Services Staff for distribution via U.S. Department of Labor News Bulletins.</p> <p>Destroy one year after individual leaves.</p>		
11.	<p><u>OSHA News Releases.</u> Record copies of OSHA news releases and supporting materials for each release.</p> <p>a. One master set of OSHA Press Releases, clearance sheets, and background materials.</p> <p><u>PERMANENT.</u> Retain record set and supporting documentation in office for 2 years then forward to FRC for 8 years additional retention. Offer to National Archives when 10 years old. (NN165-50, Item 2-a)</p> <p>b. Working papers, and drafts of pending news releases, clearance sheets, and background material</p> <p style="text-align: right;"><i>D.M. 8/31/76</i></p> <p>Destroy 3 months after release cleared.</p> <p>c. All other copies.</p> <p>Destroy when 1 year old. (NN165-50, Item 2-b)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
12.	<p>Special Events. Annual Reports, special informational and historical reports, for example "Agnes" cleanup, and supporting documents.</p> <p>PERMANENT. Retain in office 3 years, forward to ERC for 7 years additional retention. Offer to National Archives when 10 years old.</p> <p><i>S.M. 8/31/76 (1 cu ft accumulated plus 1/2 ft per year)</i></p> <p><i>Permanent. OFFER TO NARS when 20 years old,</i></p>		
13.	<p>Reference and Subject Files. Clippings of feature stories, periodicals, reports, extra copies of speeches, OSHA program, administrative directives, and OSHA standards used for background and reference purposes.</p> <p>Review annually. Destroy materials <i>when</i> which are superseded, or obsolete or no longer needed for reference purposes, whichever is sooner. (II-NNA2504, Item 3)</p> <p><u>DEPUTY ASSISTANT SECRETARY FOR OPERATIONS</u></p> <p><u>EQUAL EMPLOYMENT OPPORTUNITY</u></p>		
14.	<p><u>Office Administration Files.</u></p> <p>Consisting of correspondence, reports, statistics, counselor's training data, publications, and other documents relating to the general administration of Equal Employment Opportunity and Upward Mobility activities.</p> <p>Cut off at the end of the year and start new file. Retire to ERC when 3 years old. Destroy when 5 years old. (NC174-76-1, Item 10)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
15.	<p><u>Complaint Case Files.</u></p> <p>Documents concerning complaints of discrimination by employees or applicants for employment. Includes investigative data summary of findings, employee statements, disposition reports and withdrawal notices.</p> <p>a. Employee name folders when case is resolved within the agency or after the employee leaves the agency, transfer to inactive files.</p> <p style="padding-left: 40px;">Destroy 4 years after final action. (GS 1, Item 26-a-1)</p> <p>d. All other copies of EEO complaints, transmittal letters, statistical reports and other related complaint documents duplicated in EEO office's official case files or the U.S. Civil Service Commission files.</p> <p style="padding-left: 40px;">Destroy 1 year after employee leaves the agency, or when superseded or obsolete if filing arrangement is other than alphabetically by name. (GS 1, Item 26-b)</p>		
16.	<p><u>Minority Applicants Files.</u></p> <p>Information copies of applications for employment (Standard Form 171), including correspondence, memoranda, eligibility certificates and other related papers submitted by applicants for minority workers job placement opportunities.</p> <p style="padding-left: 40px;">Dispose immediately if applicant is accepted or 1 year after file is closed. (GS-1, Item 17-a)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
17.	<p><u>ASSOCIATE ASSISTANT SECRETARY FOR ADMINISTRATIVE PROGRAMS</u></p> <p><u>General Subject Files.</u></p> <p>a. Policy and Procedural Files documenting the development and implementation of policies and procedures concerning administrative programs operations and management functions.</p> <p><u>PERMANENT.</u> Cut off at the end of the year and start a new file, retire to FRC when 3 years old. Offer to National Archives when 10 years old. <i>(4 cu. ft accumulated plus 1 cu. ft per year)</i></p> <p>b. Office administration records, consisting of correspondence, reports, news letters, study, analyses of program management and other administrative activities for which records disposal is not otherwise provided for in general records schedules.</p> <p>Cut off at the end of the year and destroy when 3 years old. (NC174-76-1, Item 1)</p>		
18.	<p><u>Chronological Files.</u></p> <p>Office copies of correspondence of all types arranged chronologically without regard to subject content, used solely as a reading or reference file for current information filed elsewhere by subject or title.</p> <p>Cut off at the end of the year and start new file, destroy when 1 year old. (NC174-76-1, Item 3)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
19.	<p style="text-align: center;"><u>ADVISORY COMMITTEES</u></p> <p><u>Office Administrative Files.</u></p> <p>Consists of correspondence, memoranda, and other documents, pertaining to the operations of the office, including matters for which other offices have primary responsibility.</p> <p>a. Administrative Instructions, Program Directives, Operation Manuals and other reference publications.</p> <p style="padding-left: 40px;">Destroy materials which are superseded or obsolete, or no longer needed for reference purposes, whichever is sooner. ^{when} <i>April 2/14/76</i></p> <p>b. General services correspondence, memoranda and subject files relating to arrangements for meetings, supplies and reproduction, distribution services and other clerical and technical support matters.</p> <p style="padding-left: 40px;">Destroy when 2 years old. (NC174-76 -1, Item 1)</p> <p>c. Memorandum copy of travel vouchers, hotel accommodations and other administrative matters pertaining to housing, travel assistance and payments.</p> <p style="padding-left: 40px;">Destroy when 2 years old. (GS 9, Item 5-a)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
20.	<p><u>Committee Files.</u></p> <p>a. Committee correspondence, membership rosters, minutes, agenda, reports, policies, procedures, charters, verbatim transcripts, written statements, exhibits and committee recommendations for an OSHA standard.</p> <p style="padding-left: 40px;">Transfer to OSHA-Technical Data Center when committee is terminated. (See Item 33-a)</p> <p>b. Reference and convenience copies of minutes, transcripts, reports and other regular committee activities.</p> <p style="padding-left: 40px;">Transfer to OSHA Technical Data Center when committee is terminated. (See Item 33-a)</p> <p>c. Documents of organizations on which OSHA has no official representation, but that impact on OSHA.</p> <p style="padding-left: 40px;">Cut off at the end of the year, and destroy when 2 years old, or when no longer needed for current reference purposes, whichever is sooner.</p>		
21.	<p><u>Applicants Files.</u></p> <p>Consists of correspondence, biographic data, applications and recommendations for appointments to Standards Advisory Committees.</p> <p style="padding-left: 40px;">Destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
22.	<p><u>Public Hearings Files.</u></p> <p>Includes hearings transcripts, announcements, notifications, list of presentations, exhibits and other related comments, written statements pertaining to proposed standards on occupational safety and health.</p> <p>a. One complete final record set, certified by the Administrative Law Judge.</p> <p><u>PERMANENT.</u> Transfer to OSHA - Technical Data Center when action is completed.</p> <p>b. Reference and or convenience copies of transcripts and other documents duplicated in item (a) above and available for general public use.</p> <p>Transfer to OSHA - Technical Data Center when current use ceases.</p> <p><u>OFFICE OF MANAGEMENT DATA SYSTEMS</u></p>		
23.	<p><u>Administrative Files.</u></p> <p>Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually, destroy when 1 year old. (NCl74-76-1, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
24.	<p><u>Publication Reference Files.</u></p> <p>This file consists of OSHA program directives, manuals, or other government or non-government publications maintained for general reference purposes.</p> <p>Review annually. Destroy materials <i>when which are obsolete or superseded, or no longer needed for reference purposes.</i> (IINNA-2504, Item 2-d) <i>Reqd 9/14/76</i></p>		
25.	<p><u>Program Correspondence Files.</u></p> <p>Correspondence, reports, and other records pertaining to the administration and operation of office program activities. Files contain both controlled and uncontrolled correspondence.</p> <p><u>PERMANENT</u> Cut off annually. Transfer to FRC when 3 years old. Offer to National Archives when 10 years old. <i>(4 cu ft. accumulated plus 1/2 cu. ft per year)</i></p>		
26.	<p><u>Project Control Files.</u></p> <p>This file documents the assignment, progress, and completion of projects relating to the design, programming, and operation of OSHA's data processing projects. Files are arranged alphabetically by subject.</p> <p>Transfer to FRC 2 years after year in which project is closed. Destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<u>DIVISION OF SYSTEMS ADMINISTRATION</u>		
27.	<p><u>Program Correspondence Files.</u></p> <p>Correspondence, reports and other materials pertaining to the administration and operation of program activities and which are not otherwise provided for in this schedule.</p> <p style="text-align: center;">Cut off annually. Transfer to FRC when 2 years old. Destroy when 7 years old. (NC174-76-1, Item 16)</p>		
28.	<p><u>Administrative Files.</u></p> <p>Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p style="text-align: center;">Cut off annually. Destroy when 1 year old. (NC174-76-1, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
29.	<p>Microfilm Files. These records will be microfilmed in accordance with FPMR 101-11.4 and FPMR 101-11.5 This file consists of the master copy of selected documents microfilmed by the Technical Data Center. <i>S.M. 8/31/76</i></p> <p>a. Compliance Activity Report - Summary reports on compliance activity which are compiled from monthly reports submitted by the area offices. The reports are the product of OSHA's management information system. <i>Permanent. Offer original and one copy to the National Archives when 10 years old. (3 reels on hand plus 1 reel per year)</i> PERMANENT. When current use ceases, offer to National Archives in accordance with standards provided for the accessioning of microfilm. <i>S.M. 8/31/76</i> <i>Destroy paper records when microfilmed and it is ascertained that the produced copies have been made in accordance with GSA regulations and are adequate substitutes for the paper records.</i></p> <p>b. Federal Agency Report - Tabulations of injuries, fatalities and manhours lost within Federal Agencies. The tabulations are compiled from the Quarterly "Federal Occupational Injuries and Illnesses Survey" OSHA Forms - 102E and 102EE. <i>S.M. 8/31/76</i> <i>Permanent, same as item 29a (1 reel accumulated plus less than 1/2 reel per year)</i> When current use ceases, offer to National Archives in accordance with standards provided for the accessioning of microfilm.</p> <p>c. Standards Advisory Committee Minutes Transcripts of hearings and minutes of meetings pertaining to the Standards Advisory Committee and the development of OSHA Standards. <i>Same as item 29a. (4 reels on hand plus 1 reel per year)</i> PERMANENT. Transfer to FRC 2 years after termination of committee. Offer to National Archives when 10 years old. (NN165-50, Item 6-a) <i>S.M. 8/31/76</i></p>	IN	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
30.	<p><u>ADP Systems Files.</u></p> <p>This file contains the documentation behind OSHA's ADP Systems. The file consist of the design reports from the contractor who developed the system, the basic system programs operational manuals and systems specifications.</p> <p><u>PERMANENT.</u> Transfer to FRC 2 years after termination of the system. Offer to National Archives when 10 years old. (3 ft accumulated plus 1/2 cu. ft per year)</p>		
31.	<p><u>Publication Services Files.</u></p> <p>a. Routine correspondence requesting OSHA publications or placement on a particular mailing list.</p> <p>Destroy when 3 months old. (GSR-14-3)</p> <p>b. Log of telephone calls requesting OSHA publication or placement on mailing list.</p> <p>Destroy when 1 year old. (NC174-76-1, Item 6-a)</p> <p>c. Yearly report of publications distributed.</p> <p>Destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10 ACTION TAKEN
32.	<p><u>Office Individual Personnel Files</u></p> <p>Unofficial personnel folders maintained in the office which consist of documents which are duplicates of papers placed in official folders or are not appropriate for inclusion in official personnel folder. Files are arranged alphabetically by name of employee.</p> <p>Review annually. Destroy documents which are superseded or are no longer applicable. Destroy entire file on separation or transfer of the employee. GRS 1, Item 18) <i>Reel 9/14/76</i></p> <p><u>TECHNICAL DATA CENTER</u></p>		
33.	<p><u>Standards Advisory Committee Files.</u></p> <p>These are the official files of the Advisory committees and sub-committees created to advise OSHA on the development of particular occupational safety and health standards. The files consist of transcripts and minutes of committee meetings.</p> <p>a. Official Copy.</p> <p><i>See item 29c.</i> PERMANENT. Transfer to FRC when 5 years old. Offer to National Archives when 15 years old. <i>Reel 9/14/76</i></p> <p>b. Duplicate Copy.</p> <p>Destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
34.	<p><u>Transcript of Public Hearings on Proposed Standards.</u></p> <p>These are the official transcripts of public hearings relating to the establishment of occupational safety and health standards. Files contain the official transcript and exhibits from the hearing.</p> <p>a. Record Copy.</p> <p style="padding-left: 40px;"><u>PERMANENT.</u> Transfer to FRC 5 years after hearing is completed. Offer to National Archives 15 years after completion of hearing. (124ft accumulated)</p> <p>b. Duplicate Copy.</p> <p style="padding-left: 40px;">Destroy when 3 years old.</p>		
35.	<p><u>Standards Comments.</u></p> <p>Comments received from interested parties on a proposed Occupational Safety and Health Standards or on hearings related to proposed standards.</p> <p style="padding-left: 40px;">Transfer to FRC 5 years after hearing is completed. Destroy when 15 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
36.	<p><u>Correspondence Files.</u></p> <p>Requests for information and copies of replies thereto, involving no administrative actions, no policy discussions, and no special complications or research; and requests for transmittals of publications, photographs and other informational literature.</p> <p>Destroy 3 months after acknowledgement and referral. (NC174-74-6, Item 6-a)</p>		
37.	<p><u>Walsh-Healey Act Hearing</u></p> <p>Transcripts of hearings held by the Bureau of Labor Standards under the Walsh Healey Act. (1968-1971). These are the official hearing transcripts which were transferred to OSHA by the Bureau of Labor Standards.</p> <p><u>PERMANENT.</u> Offer to National Archives when current use ceases. <i>10 years old. (15 cu. ft. accumulated)</i></p>		
38.	<p><u>Reference Files.</u></p> <p>These files consist of data required for the analysis and development of Safety and Health Standards and to provide technical reference materials including books, publications, periodicals, technical reports, and a master file of Safety and Health Standards, regulations and State Codes.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete, or no longer needed for reference purposes, whichever is sooner. (NC 174-76-1, <i>Red 9/14/75 G.M. 8/31/76</i> Item 5)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
39.	<p><u>Bureau of Labor Standards Publications.</u> Publications created and distributed by the Bureau of Labor Standards from 1936-1970. Files consist of pamphlets, bulletins, leaflets and technical reports.</p> <p>PERMANENT. Offer to National Archives when current use ceases. (NN165-50, Item 2-a) 10 years old. (4ft accumulated)</p>		
<u>DIVISION OF SYSTEMS ANALYSIS</u>			
40.	<p><u>Administrative Files.</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually, destroy when 1 year old. (NC174-76-1, Item 1)</p>		
41.	<p><u>ADP System Contract Report.</u> This file contains the contract report relating to the development of OSHA's computer system. The file contains the basic documents relating to systems design and implementation studies. Official copy of this material is maintained by the Division of Systems Administration (See Item 30). This file is maintained for reference by the programmers.</p> <p>Review annually. Destroy materials when which are superseded, obsolete or no longer needed for reference purposes, <i>See 9/14/76</i> whichever is sooner. (NC 174-76-1, Item 5)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
42.	<p><u>Computer Inquiries.</u></p> <p>Request for data on occupational safety and health program. Computer programs are prepared in order to extract particular types of data from data base to answer inquiries. Files contain the request for information, copy of computer program required to derive the answer, and the computer generated response.</p> <p>Destroy materials ^{when} which are superseded, obsolete, or no longer needed for reference purposes, whichever is sooner. <i>Req 9/14/76</i></p>		
43.	<p><u>Violations Summary File.</u></p> <p>Reports on violations of OSHA standards compiled semi-annually from a copy of the violations notice. The report records the number of citations issued, and the status of those citations.</p> <p><u>PERMANENT.</u> Cut off at the end of the Fiscal Year and transfer to FRC when 3 years old. Offer to National Archives when 10 years old. <i>(2 ft accumulated plus 1/2 ft a year)</i></p>		
44.	<p><u>Summary Data File.</u></p> <p>This file consists of copies of computer generated reports, computations, and statistical summaries compiled from Data Processing Systems Analysis base. The file includes: Manpower Inspection Statistical Summary, State Program Performance Statistical Summary.</p> <p>Review annually. Destroy materials ^{when} which are superseded, obsolete or no longer needed for reference, whichever is sooner. <i>Req 9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
45.	<p><u>Programming and Systems Reference File.</u> File serves the reference needs of programmers and systems analysts. Material consists of computer programming manuals, directives, and other materials.</p> <p>Review file annually. Destroy materials which are superseded, or obsolete, or no longer needed for reference purposes, whichever is sooner. when ^{Ref 9/14/76} (NC 174-76-1, Item 5)</p> <p><u>DIVISION OF OPERATIONS</u></p>		
46.	<p><u>Data Base File.</u> This file consists of copies of forms submitted monthly by OSHA area offices. Information from the forms make up the data base for a variety of statistical reports generated by the division. Official copies of the forms are maintained by the originating office.</p> <p>Destroy forms 1 year after next succeeding report. (NN 165-50, Item 3a)</p>		
47.	<p>Compliance Activity Statistical reports on a monthly, quarterly and yearly basis relating to industry compliance with established standards.</p> <p>a. Destroy monthly and quarterly reports. when no longer needed for reference purposes. 5 years old ^{G.M. 8/31/76}</p> <p><u>PERMANENT.</u></p> <p>b. Retire yearly reports to FRC 2 years after processing. Destroy when 5 years old. OFFER TO NARS WHEN 20</p> <p>(1/2 cu ft accumulated plus 1/4 cu ft per year)</p>		
48.	<p>Federal Occupational Injuries and Illness Survey - (OSHA Forms No. 102E and 102EE) quarterly reports received from Federal Agencies summarizing occupational injuries, illnesses and accidents.</p> <p>Retire to FRC 2 years after processing summary reports. (Item 50) Destroy when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
49.	<p><u>Administrative Files.</u></p> <p>Records accumulated which relate to routine internal administration of office organization, office procedures and personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when 1 year old. (NC 174-76-1, Item 1)</p>		
50.	<p><u>Federal Occupational Injuries and Illness Statistical Summary.</u> This is a computer compiled summary of injuries, illness, and accidents as reported by Federal Agencies. Information is compiled from OSHA Forms 102E and 102EE. The summaries are used to prepare OSHA publication "Occupational Safety and Health Statistics of the Federal Government, an annual report.</p> <p>Destroy when 5 years old.</p> <p><u>OFFICE OF PLANNING, EVALUATION AND RESEARCH</u></p>		
51.	<p><u>Special Projects.</u></p> <p>Memos, correspondence, reports (OSHA and other agencies, relating to studies, e.g. vinyl chloride, OSHA model.</p> <p><i>Permanent, OFFER TO NARS WHEN 20 years old</i></p> <p><i>* Review bi-annually and destroy materials of no further administrative value, or when 2 years old, whichever is sooner. (NN 165-50, Item 9)</i></p> <p><i>(104 cu ft accumulated plus 2' cu ft per year)</i></p> <p><i>* as per telephone conversation with Bea McCabe 11/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
52.	<p><u>General Subject Files.</u></p> <p>Budget materials, long-range planning documents, issue papers, agreements between OSHA and other government agencies pertaining to the office's operations, etc.</p> <p><u>PERMANENT.</u> Cut off file annually. Transfer to FRC when 3 years old. Offer to National Archives when 10 years old. (II-NNA-2504, Item 1)</p>		
53.	<p><u>Technical Reference Materials.</u></p> <p>Publications, journal articles, etc. used by personnel for reference purposes, answering correspondence and writing reports.</p> <p>Review file annually and destroy when superseded or obsolete materials of no further reference value. (NC 174-76-1, Item 5) <i>Repl 9/14/76</i></p> <p><u>DIVISION OF PLANNING AND COORDINATION</u></p>		
54.	<p><u>General Administrative Files.</u></p> <p>Extra copies of records pertaining to personnel actions, budget preparation; program directives, administrative directives, etc.</p> <p>Review file annually and destroy materials of no further administrative value, or when 2 years old, whichever is sooner. (II-NNA-2504, Item 4)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
55.	<p><u>Project Files.</u></p> <p>Drafts and final copy of project reports; correspondence, briefing papers, on project report, e.g. Secretarial Objectives.</p> <p>Transfer to FRC when 3 years old. Destroy when 8 years old. (NC 174-76-1, Item 15)</p>		
56.	<p><u>Chronological File.</u></p> <p>Extra copies of correspondence prepared and maintained by the originating offices, used solely as a reading or reference file for the convenience and information of personnel.</p> <p>Cut off at end of year; hold 1 year and destroy. (NC 174-76-1, Item 3)</p>		
57.	<p><u>Program Resource File.</u></p> <p>Copies of program plans, correspondence, journal articles, budgets and reports. Used for reference purposes.</p> <p>Review file annually; destroy materials which are no longer needed for reference purposes, or when 2 years old, whichever is sooner. (NN 165-50, Item 9)</p> <p><u>DIVISION OF INTERAGENCY COORDINATION AND LEGISLATIVE ANALYSIS</u></p>		
58.	<p><u>General Administrative Files.</u></p> <p>Consists of copies of personnel actions, program directives, administrative directives, and other internal administrative papers.</p> <p>Cut off at the end of the year and start new files. Destroy when 2 years old. (IINNA2504, Item 4)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
59.	<p><u>General Correspondence File.</u></p> <p>Consists of copies of all correspondence (some with attachments) created by the division. These files are duplicated in the division's subject files.</p> <p>Cut off at the end of the year; hold 2 years and transfer to FRC. Destroy when 7 years old. (NC174-76-1, Item 1)</p>		
60.	<p><u>Interagency Coordination Correspondence Files.</u></p> <p>Consists of correspondence between OSHA and other government agencies coordinating the implementation of the Occupational Safety and Health Act with the other agencies' acts, rules, and regulations so as to avoid conflict between the separate acts and their implementation.</p> <p>Cut off at the end of the year; hold 2 years and transfer to FRC. Destroy when 7 years old. (NC174-76-1, Item 7)</p>		
61.	<p><u>Legislative Analysis.</u></p> <p>Working drafts and the final copy of studies analyzing bills introduced in Congress which could have an impact upon the Occupational Safety and Health Act; Congressional hearing materials, e.g. Assistant Secretary's testimony, briefing materials; internal and external correspondence commenting on individual bills.</p> <p>Cut off at the end of the year; hold 3 years and transfer to FRC. Destroy when 9 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
62.	<p><u>The President's Report on Occupational Safety and Health.</u></p> <p>a. Final copy of the Report. Prepared annually.</p> <p style="padding-left: 40px;"><u>PERMANENT.</u> Transfer to FRC when 3 years old. Offer to National Archives when 10 years old. (IINNA2504, Item 2-a)</p> <p style="padding-left: 40px;">(1 cu ft accumulated plus 2 cu. inches per year)</p> <p>b. Working drafts of and correspondence pertaining to the annual President's Report.</p> <p style="padding-left: 40px;">Cut off at the end of the year; hold 2 years and transfer to FRC. Destroy when 5 years old.</p> <p>c. Copies of administrative procedures required to produce, clear and distribute the Report.</p> <p style="padding-left: 40px;">Review file annually. Destroy materials ^{when} which are superseded, or obsolete, or no longer needed for reference purposes.</p>		
63.	<p><u>Chronological File.</u></p> <p>Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience and information of personnel.</p> <p style="padding-left: 40px;">Cut off at the end of the year; hold 1 year and destroy. (NC174-76-1, Item 3)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Division of Program Evaluation and Research</u></p>		
64	<p><u>Accident Computer Print-Outs</u></p> <p>Reference papers used for specific report on injuries and illnesses. Divided by region and further subdivided by industry and number of establishments within the industry.</p> <p>Review annually and destroy papers ^{when obsolete or superseded} of no further reference value. <i>Rgd 9/14/76</i></p>		
65	<p><u>Project Files</u></p> <p>Working papers for 1974 vinyl chloride economic impact study and working papers and fatality statistics by state for joint BLS/OSHA project on workmen's compensation.</p> <p>Review annually and destroy papers ^{when superseded or obsolete} of no reference value. <i>Rgd 9/14/76</i></p>		
66	<p><u>Chronological File</u></p> <p>Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience and information of personnel.</p> <p>Cut off at end of year; hold one year and destroy. (NC174-76-1, Item 3)</p>		
67	<p><u>Accident Statistics</u></p> <p>Pamphlets, brochures, and reports issued by individual states on accident statistics.</p> <p>Review annually and destroy materials of no further reference value. ^{when superseded or obsolete} <i>Rgd 9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
68	<p><u>OFFICE OF PERSONNEL MANAGEMENT</u></p> <p><u>General Subject Correspondence Files</u></p> <p>Correspondence memoranda, personnel administrative instructions, routine reports relating to the administration and operation of staff support projects, personnel policy, legislative and program proposals.</p> <p>a. Policy and procedural files.</p> <p><u>PERMANENT</u>. Cut off at the end of the year. Transfer to the FRC when 3 years old. Offer to National Archives when 10 years old. <i>(3 cu. ft. accumulated plus 1/2 cu. ft. a year)</i></p> <p>b. Administrative and internal housekeeping matters.</p> <p>Destroy when 3 years old. GRS 1, Item 3.</p>		
69	<p><u>Congressional Correspondence Files</u></p> <p>Consists of correspondence, briefing papers, reports and other documentation concerning congressional inquiries regarding OSHA personnel administration.</p> <p>a. Papers containing policy or precedent and requiring extensive research in connection with such inquiries. <i>Destroy when 5 years old 8/31/76</i> PERMANENT. Break file every three years and transfer to FRC when 5 years old. Offer to National Archives when 10 years old. (NC 174-76-1, Item 8(1)).</p> <p>b. Correspondence regarding routine personnel matters.</p> <p>Cut off at the end of the year. Destroy when 3 years old. (NC 174-76-1, Item 8 (2)).</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
70	<p><u>Employee Grievance Files</u></p> <p>Case files of correspondence, investigative reports, complaints, witness statements, recommendations and decisions relating to personnel grievances. Arranged by name of employee.</p> <p>Destroy 2 years after employee transfers or separates, or 2 years after action is complete.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
71	<p><u>DIVISION OF EMPLOYEE AND EMPLOYMENT DEVELOPMENT</u></p> <p><u>Official Personnel Folders (U.S. CSC)</u></p> <p>a. Correspondence and forms maintained as temporary records on the left side of the folder.</p> <p style="padding-left: 40px;">Destroy on transfer to another agency (except in a transfer of functions), separation of employee, or when one year old, whichever is earlier.</p> <p>b. The remainder of the personnel folder.</p> <p style="padding-left: 40px;">Employees transferred to another agency: (See FPM-Chapter 293, Subchapter 2)</p> <p style="padding-left: 40px;">Employee separated: Transfer to inactive file upon separation, transfer to NPRC (CPR); St. Louis, Missouri, 30 days after separation. (See FPM-Chapter 293)</p>		
72	<p><u>Merit Staffing Performance Reports</u></p> <p>Consists of annual personnel performance evaluations. Arranged alphabetically by name.</p> <p style="padding-left: 40px;">Destroy 2 years after action is complete. (GRS 1-23)</p>		
73	<p><u>Merit Staffing Plan Files</u></p> <p>Consists of case files documenting OSHA competitive job placements, original position announcement, applications received, correspondence with applicants, applicant's ratings, and interview or panel findings, and letters of selection.</p> <p style="padding-left: 40px;">Destroy 2 years after file is closed; (job filled or withdrawn) or Departmental Union evaluation, whichever is later.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
74	<p><u>Notifications of Personnel Action Files</u></p> <p>Standard Form 50 for regional and national office employees, exclusive of those filed in official personnel folders.</p> <p>a. Chronological file copies including face sheets.</p> <p style="padding-left: 40px;">Destroy when 2 years old. (GRS 1.14.6)</p> <p>b. All other copies.</p> <p style="padding-left: 40px;">Destroy when 1 year old.</p>		
75	<p><u>Service Record Card (Standard Form 7)</u></p> <p>Individual service record cards documenting employment history.</p> <p style="padding-left: 40px;">Place in inactive file upon transfer or separation. Dispose when 3 years old.</p>		
76	<p><u>Unsuccessful Applicants Action Sheets</u></p> <p>Memos recording the correspondence sent to and received by Division of Employment and Employee Development from individuals inquiring about or applying for jobs, including memos indicating what action was taken on the application. This "index" covers closed applications and correspondence files.</p> <p style="padding-left: 40px;">Destroy when 2 years old or when application is withdrawn, whichever is sooner.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9, SAMPLE OR JOB NO	10 ACTION TAKEN
77	<p><u>Applicant Supply Files</u></p> <p>Consists of personnel data on qualified job applicants; includes personal qualifications statements resumes and related papers submitted by applicants in federal service or private sector.</p> <p>Destroy upon receipt of Civil Service Commission report of inspection or when 2 years old. (GRS 1.15)</p>		
78	<p><u>Request for Information and/or Documents</u></p> <p>Correspondence with individuals concerning OSHA positions. Some job applications, and copies of requests for further information. Includes Regional and Area Office positions.</p> <p>Destroy when action is completed. (GRS 1-17d)</p>		
79	<p><u>Correspondence Name Index File (5 x 8)</u></p> <p>Cross reference to general correspondence and applicants materials received by Division of Employment and Employee Development which is filed elsewhere in personnel subject files listed in this schedule.</p> <p>Destroy when no longer needed for current operations or when related files are destroyed, whichever is sooner.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
80	<p><u>Employee Development Plans</u></p> <p>Consist of counseling interviews with employees on individual development plans and statements of employee's career goals, skills and training needed to meet their individual plans.</p> <p>Place in inactive file upon transfer or separation of employee. Destroy 1 year after date of transfer or separation. (GRS 1, 8)</p>		
81	<p><u>Training Program Files</u></p> <p>a) Record copies of correspondence and memos on administration and <u>establishment of OSHA training and orientation programs</u></p> <p style="text-align: center;"><i>Destroy when ³ years old</i></p> <p>Cut off annually. Transfer to the Federal Records Center when 3 years old. <i>B.M. 5/31/76</i></p> <p>Offer to National Archives when 10 years old.</p> <p>b) Training notes, course materials</p> <p>Destroy 3 years after course withdrawn or revamped. (NN 165-50, Item 17, NC 174-76-1, Item 24)</p> <p>c) Training schedules, monthly and annual training reports and statistics.</p> <p>Cut off at the end of year. Transfer to the Federal Records Center when 3 years old. Destroy when 5 years old. (NC 174-76-1, Item 25)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
82	<p><u>Incentive Awards Files</u></p> <p>a) Incentive Awards case files, consisting of correspondence forms memoranda, recommendations for awards.</p> <p>After action is complete transfer to inactive file and destroy when 4 years old. (NC 174-76-1, Item 12)</p> <p>b) Reports relating to Incentive Awards Program</p> <p>Destroy when 3 years old. (NC 174-76-1, Item 14)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
83	<p><u>DIVISION OF POSITION CLASSIFICATION</u></p> <p><u>Position Description Files</u></p> <p>a) Files of current OSHA position descriptions by series and position title.</p> <p>Transfer to cancelled positions descriptions files (item 88c) 1 year after position is cancelled.</p> <p>b) Copies of current OSHA position descriptions filed by organization, position and code.</p> <p>Destroy when position is abolished or description is superseded. (GRS 1.7)</p> <p>c) File of cancelled OSHA position descriptions by series, grade and position title.</p> <p>Destroy when 5 years old.</p>		
84	<p><u>General Correspondence Subject Files</u></p> <p>a) Position classification correspondence and reports relating to requests for, approvals of and appeals to position descriptions. Test evaluation and organization study reports.</p> <p>Cut off at the end of the year. Destroy when 3 years old.</p> <p>b) Office requests for security clearances.</p> <p>Destroy when 1 year old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
85	<p><u>General Information Files</u></p> <p>Consists of personnel and position classification reference publications, Federal Personnel Manual, Civil Service Handbooks, OSHA directives and other general personnel management data.</p> <p>Review annually. Destroy materials <i>when</i> which are superseded or obsolete, or no longer needed for reference purposes, whichever is sooner. (NC 174-76-1, Item 5) <i>Rgd 9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
86	<p><u>OFFICE OF ADMINISTRATIVE MANAGEMENT</u></p> <p><u>General Subject File</u></p> <p>a. Policy and Procedural Files documenting the development and implementation of policies and procedures concerning Administrative Management functions and program operations.</p> <p><u>PERMANENT.</u> Cut off at the end of the year and start new file. Transfer to FRC when 3 years old. Offer to National Archives when 10 years old. (3 cu ft accumulated plus 1/2 cu ft a year.)</p> <p>b. Office administration records, consisting of correspondence weekly activity reports, training and staff utilization proposals, administrative instructions pertaining to the operations of the office, including matters for which other offices have primary responsibility.</p> <p>Cut off at the end of the year and destroy when 3 years old. (NC 174-76-1, Item 1)</p>		
87	<p><u>Safety and Security Inspection Files</u></p> <p>Consist of reports, correspondence, memoranda, surveys, facilities inspections and follow-up thereof to assure adequacy of protective and preventive measures taken against continuing hazards of fire, explosion and accidents. Includes instructions to safe-guard information, and property from unauthorized entry and use.</p> <p>a. Annual Safety Reports</p> <p>Transfer to inactive file 1 year after action is complete. Destroy when 4 years old. (NN 165-50, Item 8c)</p> <p>b. All other Papers</p> <p>Cut off at the end of year. Destroy when 3 years old. (NC 174-76-1, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>DIVISION OF MANAGEMENT ANALYSIS</u>		
88	<p><u>Administrative Subject Correspondence Files</u></p> <p>Consists of correspondence memoranda, copies of manpower utilization reports, parking and space memoranda, general office activity reports, administrative instructions and other documents pertaining to the operations of the office, including matters for which other offices have primary responsibility.</p> <p>Cut off file at the end of the year and start new file. Destroy when 3 years old. (NC 174-76-1, Item 1)</p>		
89	<p><u>Administrative and Program Directives Files</u></p> <p>Consists of complete sets of directives issued by OSHA, including preliminary clearance and approval memoranda, revisions and cancellations.</p> <p><u>PERMANENT.</u> Place in inactive file upon cancellation of issuance. Hold 4 years and retire to Federal Records Center if volume warrants. Offer to National Archives when 10 years old. <i>(6 cu. ft accumulation plus 1 cu. ft. a year.)</i></p>		
90	<p><u>Organization Planning Files</u></p> <p>Documents relating to the establishment of OSHA official structure, changes in organizational functions and mission statements when such actions affect the management and operations of the agency. Includes staff proposals, task force working groups, organization charts and copies of published directives.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
91	<p><u>PERMANENT.</u> Cut off at the end of the year in which action is completed. Hold 4 years and retire to Federal Records Center. Offer to National Archives when 10 years old. <i>(5 cu. ft. accumulated plus 1 cu. ft. a year.)</i></p> <p><u>Records Disposition Files</u></p>		
92	<p>Consists of records inventories, records disposition schedules, lists of disposal authorizations approved by OSHA, DOL & GSA/NARS, in accordance with agency requirements and Government regulations. <i>Destroy when superseded or obsolete B.M. 8/31/76</i></p> <p><u>PERMANENT.</u> Retire to Federal Records Center when no longer needed for current operations.</p> <p><u>Organizations/Committees and Conference Files</u></p>		
93	<p>Correspondence, memoranda, travel and hotel accommodations and other related administrative service matters pertaining to national organizations and general conferences for which other offices have primary responsibility.</p> <p>Destroy when 2 years old.</p> <p><u>Special Projects Files</u></p> <p>Consists of mimeographed copies of manpower studies, task lists, correspondence and other background and reference material concerning special projects for which other offices have primary responsibility.</p> <p>Review annually. Destroy materials of no further reference value, or when 4 years old, whichever is sooner. (NC 174-76-1, Item 15)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>DIVISION OF ADMINISTRATIVE SERVICES</u>		
94	<p><u>Administrative Correspondence Files</u></p> <p>Consists of correspondence, memoranda, weekly activity reports, parking requisitions procedures, and other general administrative matters. Includes copies of requests for personnel actions, travel and purchase orders.</p> <p>Cut off at the end of the year and start new file. Destroy when 3 years old. (NC 174-76-1, Item 1)</p>		
95	<p><u>General Services Files</u></p> <p>Correspondence memoranda request for telephone and building services workload reports, procurement certifications, completed requisitions and memorandum copy of Bills of Lading.</p> <p>a. Miscellaneous work requests - dispose when 3 months old. (GRS 11, 5)</p> <p>b. All other materials - destroy when 3 years old. (GRS 3, 3)</p>		
96	<p><u>Equipment Control Record Cards</u></p> <p>Consists of 5 x 8 cards prepared to record the issue of property items loaned to individuals for their use.</p> <p>Dispose 2 years after records are transferred to new card, or 2 years after equipment leaves agency control.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
97	<p><u>Completed Purchase Order File</u></p> <p>Consists of office copies of purchase orders, requisitions, invoices, shipping instructions, billing instructions, advice of miscellaneous obligations and delivery receipts.</p> <p>Purchase orders \$2,500 or less. Destroy 3 years after final payment. (GRS-3, 4b)</p> <p>Purchase orders for more than \$2,500. Destroy 6 years after final payment. (GRS-3, 4a)</p>		
98	<p><u>Vendors File</u></p> <p>Consists of catalogs, price lists, pamphlets and other documents listing equipment and services available from private sector vendors.</p> <p>Review annually. Destroy materials no longer needed for current operators. ^{when superseded or obsolete} <i>Req 9/14/76</i> (NC 174-76-1, Item 2)</p>		
99	<p><u>Library Subscriptions Files</u></p> <p>Consists of 3 x 5 index cards which list the titles of books, periodicals, etc., distributed to individuals in OSHA. This file serves as a reference index to publications purchased by OSHA.</p> <p>Review annually. Destroy materials no longer needed for current operations. ^{when superseded or obsolete} <i>Req 9/14/76</i> (NC 174-76-1, Item 2)</p>		
100	<p><u>Requisitions for Supplies</u></p> <p>Received copies of completed requisitions for supplies, equipment or services, includes tally-in sheets, delivery receipts, copies of invoice and purchase order for some items.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
101	<p>Cut off at the end of the year and start new file. Destroy when 2 years old. (GRS 3.9a)</p> <p><u>Requisitions for Reproduction and Printing Services</u></p> <p>Consists of copies of requisitions, invoices, specifications, delivery receipts, distribution requests and related correspondence.</p> <p>Cut off at the end of the year and start new file. Destroy when 2 years old. (GRS 13.3a)</p>		
102	<p><u>Space Allocations and Utilization Files</u></p> <p>Consists of space layouts, floor plans, blueprints, records of assignments, service reports, and other related internal space planning papers.</p> <p>Place in inactive file when plans are superseded, obsolete or lease and use terminates. Destroy inactive files when 2 years old. (GRS 11, 2a)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>OFFICE OF FINANCIAL MANAGEMENT</u>		
	<u>State Grants Section</u>		
103	<p><u>Reference and Information Files.</u> Consists of copies of Program directives, OMB circulars, proposed Congressional bills, studies, data compilations, etc., which are needed for reference and information purposes but are not made a part of official files.</p> <p>Review annually and destroy materials of no further reference value. when superseded or obsolete (NC 174-76-1, Item 5) <i>Rqd 2/14/76</i></p>		
104	<p><u>State Grants.</u> Approved state grants applications and contracts disbursed under section 7(c) 1 and section 24(d) of the Occupational Safety and Health Act; correspondence (internal and external) pertaining to each of the grants.</p> <p>Cut off at expiration date. Destroy when 6 years old.</p>		
105	<p><u>State Grants Audit Reports</u></p> <p>Consists of regional offices audit reports on Federal funds dispensed under Grants to States to operate their Occupational Safety and Health Programs.</p> <p>Transfer to inactive file when irregularities noted are corrected. Destroy 4 years after date of corrections.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
106	<p><u>Budget Section</u></p> <p><u>Annual Budget Submission.</u> Consists of internal and external reports, correspondence, studies used in the preparation of the Occupational Safety and Health Administration's annual budget submission. Includes initial OMB expenditure ceiling, program memoranda, replies, Congressional answers and replies, Congressional hearings minutes, final Congressional authorization and Congressional appropriation for fiscal year.</p> <p><i>Destroy when 10 years old 6.7.8/31/76</i></p> <p>PERMANENT. Cut off at end of fiscal year. Transfer to Federal Records Center when 3 years old. Offer to National Archives when 10 years old.</p>		
107	<p><u>Program Budgets.</u> Appropriations breakdown by agency's organization structure; average grade point reports, position ceilings, program activity structure, review and analysis reports; correspondence.</p> <p>Cut off a close of fiscal year. Transfer to Federal Records Center when 3 years old. Destroy when 10 years old.</p>		
108	<p><u>Revised Budget Submissions.</u> Consists of OSHA's budget as first submitted to OMB and the budget's revisions as it follows the budgetary process to final Congressional appropriations.</p> <p>Cut off at end of fiscal year. Transfer to Federal Records Center when 3 years old. Destroy when 6 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
109	<p><u>Office Administrative Files.</u> Records accumulated by Office of Financial Management that relate to routine internal 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 supplies and office equipment requests and receipts, documents regarding the use of office space and utilities, etc. These records may include copies of correspondence and reports prepared in the office and forwarded to higher levels and other materials that do not serve as official documentation.</p> <p style="text-align: center;">Cut off at end of year; hold one year and destroy. (NC 174-76-1, Item 1)</p>		
110	<p><u>Appropriations Reports.</u> Complete set of each fiscal year's appropriations printed in final form by the GPO.</p> <p style="margin-left: 40px;">a. End of year fiscal reports, destroy when 5 years old.</p> <p style="margin-left: 40px;">b. All other destroy when 4 years old.</p>		
111	<p><u>Chronological Files.</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as reading or reference file for the convenience and information of personnel.</p> <p style="text-align: center;">Cut off at end of year; hold one year and destroy. (NC 174-76-1, Item 3)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
112	<p><u>Policy and Planning Correspondence.</u> Internal and external correspondence which could have a possible policy effect upon the agency's budget. Includes GAO information requests, interpretation of Congressional amendments, latest status of specific correspondence, and information from other OSHA organization units, government agencies, and public organizations. Used by Office Director for deciding policy direction.</p> <p><u>PERMANENT.</u> Cut off at close of fiscal year. Transfer to Federal Records Center when 3 years old. Offer to National Archives when 10 years old. (4 cu. ft. accumulated plus 1/2 cu. ft. a year.)</p> <p><u>Accounting Section</u></p>		
113	<p><u>Administrative Funds Control.</u> Computer print-outs for specific categories of appropriations, e.g. payroll, travel, printing. Used for internal fiscal control and budget preparation.</p> <p>Cut off at end of fiscal year. Destroy 4 years later with exception of June final print-outs. Destroy when use ceases.</p>		
114	<p><u>Contracts.</u> Contracts for payroll, personal services, etc. Also contains correspondence pertaining to specific contracts.</p> <p>Transfer to Federal Records Center 2 years after close of contract. Destroy 7 years after close of contract.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
115	<p><u>Travel and Transportation Records.</u> Passenger transportation records per- taining to reimbursement to individuals. Consists of copies of travel orders, per diem vouchers, transportation requests, hotel accomodations and other supporting papers relating to official travel of officers, employees, dependents, or others authorized by law to travel.</p> <p>Cut off at end of fiscal year. Destroy when 4 years old.</p>		
116	<p><u>Training Agreement Files.</u> Administrative correspondence reports and data relating to training assignments between OSHA and other government agencies or non- government organizations. Includes paid disbursing vouchers.</p> <p>Cut off at the end of fiscal year when project is terminated. Dispose when 4 years old. (NN 165-50, Item 17)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>OFFICE OF PUBLICATIONS AND VISUAL AIDS</u></p>		
117	<p><u>General Administrative Files</u> Consists of correspondence and memoranda pertaining to administrative services matters, including personnel and travel matters.</p> <p>Cut off annually and destroy when 2 years old. (NC 174-76-1, Item 1)</p>		
118	<p><u>Publications Reference Information Files</u> Reports, standards, pamphlets "Bureau of Labor Standards" and other agencies' publications on occupational safety and health activities and regulations.</p> <p>Destroy when obsolete ^{or superseded} and <i>B.M. 8/31/76</i> Review annually. Offer to National Archives when no longer needed for current operations (NN 165-50, Item 2)</p>		
119	<p><u>Chronological, Reading, Day Files</u> Consists of correspondence of all types, arranged by dates, regardless of their subject content.</p> <p>Cut off annually and destroy when 2 years old. (NC 174-76-1, Item 3)</p>		
120	<p><u>Organizations, Conferences, Council, Files</u> Correspondence, memoranda, handouts, and other general information relating to meetings and conferences attended by OSHA staff. Included are National Safety Congress Meeting (1973).</p> <p>a. Printed and processed documents (OSHA) official record copy. Destroy when 3 years old <i>B.M. 8/31/76</i> PERMANENT. Retire to FRC when 3 years old. Offer to National Archives when 10 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
121	<p>b. Administrative arrangements, reference data, forms and other related general services matters.</p> <p>Destroy 2 years after end of conference.</p> <p><u>Official Publications</u> Created by OSHA and intended for general public distribution. Included are booklets, pamphlets, press releases, posters, photographs, etc.,</p> <p>a. One (1) copy of each publication put out by the Office of Publications and Visual Aids.</p> <p><i>amended</i> <u>PERMANENT</u>. Transfer to inactive file when no longer needed for current operations. Retire to FRC when 3 years old. Offer to National Archives when 10 years old. (NN 165-50, Item 2a)</p> <p>b. Manuscripts and project case files of publications and other related backup papers.</p> <p>Destroy 1 year after completion of job. (GRS 14,6)</p> <p>c. Reproduction materials, including requisitions, offset negatives, galleys, reproduction proofs and masters.</p> <p>Destroy 1 year after action is completed. (GRS 13, 3a)</p>		
122	<p>Photographic files. Still photographs made for magazine articles, newspapers and other publications covering OSHA activities, industry and Government officials and other photography documenting significant agency programs. Arranged by subject.</p> <p>a. Master set consisting of the original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image.</p> <p>Four copies, including original, to be submitted to the National Archives and Records Service</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
123	<p>PERMANENT. Cut off file at the end of the year and start new file. Offer to the National Archives after five years or when no longer needed for current operations whichever occurs first.</p> <p>b. All duplicate photographic prints.</p> <p>DESTROY when two years old, or when no longer needed for reference and distribution purposes whichever occurs first.</p> <p>longer needed for distribution purposes. (NN 1650-50, Item 2b)</p> <p><u>Job Safety and Health Magazine Files.</u></p> <p>a. Clearance copies, galley proofs, freehand illustrations, photographs and other art work for magazine articles.</p> <p>Review annually. Destroy materials no longer needed, 1 year after completion of the publication. (NNA 2504, Item 2a)</p> <p>b. Research papers, background materials and other related preliminary work papers for magazine articles. <i>amended</i></p> <p>Destroy 1 year after work is completed or when 3 years old, if no action is taken.</p> <p>c. All other general correspondence, reference, periodicals, and other general reference information.</p> <p>Review annually for disposition and destroy obsolete or superseded materials. (NNA 2504, Item 3)</p>		
124	<p><u>News Clips Files.</u></p> <p>Consists of newspaper stories and magazine articles about occupational safety and health. Includes master paste-up news clips "Newsletters" and reference copies of articles used.</p> <p>Cut off file at the end of the year and start new file. Destroy processed articles when 1 year old. Newsletter when 5 years old. (NN 165-50, Item 2b)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
125	<p><u>General Audio Visual Services Correspondence Files.</u></p> <p>Correspondence, memoranda, and other papers pertaining to office services, audio, tapes, films and other equipment.</p> <p>Destroy when 2 years old. (NO 174-76-1, Item 1)</p>		
126	<p><i>amended</i></p> <p>Special Projects Files. Consists of scripts, program proposals, background materials, and working papers used in the preparation of public service announcements, informational and training films and video recordings.</p> <ol style="list-style-type: none"> a. Motion picture films - the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print of each motion picture. b. Sound recordings - the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording. c. Video recordings - the original or the earliest generation of each recording or a kinescope of the recording. d. Finding Aids and Production Documentation for a., b., and c. - existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or documentation bearing on the origin, acquisition, release or ownership of the audiovisual production. <p>PERMANENT. Offer to the National Archives after five years or when no longer needed for current operations whichever occurs first.</p> <ol style="list-style-type: none"> e. Additional duplicate prints of a. <p>DESTROY when no longer needed.</p> <ol style="list-style-type: none"> f. Additional duplicate recordings of b. and c. <p>DESTROY when no longer needed.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
121	<p>b. Administrative arrangements, reference data, forms and other related general services matters.</p> <p>Destroy 2 years after end of conference.</p> <p><u>Official Publications</u> Created by OSHA and intended for general public distribution. Included are booklets, pamphlets, press releases, posters, photographs, etc.,</p> <p>a. One (1) copy of each publication put out by the Office of Publications and Visual Aids.</p> <p><u>PERMANENT.</u> Transfer to inactive file when no longer needed for current operations. Retire to FRC when 3 years old. Offer to National Archives when 10 years old. (NN 165-50, Item 2a) <i>(8 cu. ft. accumulated plus 1 1/2 cu. ft. per year)</i></p> <p>b. Manuscripts and project case files of publications and other related backup papers.</p> <p>Destroy 1 year after completion of job. (GRS 14,6)</p> <p>c. Reproduction materials, including requisitions, offset negatives, galleys, reproduction proofs and masters.</p> <p>Destroy 1 year after action is completed. (GRS 13, 3a)</p>		
122	<p>Photographic Files. Still photographs made for magazine articles, newspapers and other publications covering OSHA activities, industry and Government officials and other photography documenting significant agency programs. Arranged by subject.</p> <p>a. Master set consisting of the original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image.</p>		

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>PERMANENT. Cut off file at the end of the year and start new file. Offer to the National Archives after five years or when no longer needed for current operations whichever occurs first.</p> <p>b. All duplicate photographic prints.</p> <p>DESTROY when two years old, or when no longer needed for reference and distribution purposes whichever occurs first.</p> <p>distribution purposes. (NN 1650-50, Item 2b)</p>		
123	<p><u>Job Safety and Health Magazine Files.</u></p> <p>a. Clearance copies, galley proofs, freehand illustrations, photographs and other art work for magazine articles.</p> <p>Review annually. Destroy materials no longer needed, 1 year after completion of the publication. (NNA 2504, Item 2a)</p> <p>b. Research papers, background materials and other related preliminary work papers for magazine articles.</p> <p>Destroy 1 year after work is completed or when 3 years old, if no action is taken.</p> <p>c. All other general correspondence, reference, periodicals, and other general reference information.</p> <p>Review annually for disposition and destroy obsolete or superseded materials. (NNA 2504, Item 3)</p>		
124	<p><u>News Clips Files.</u></p> <p>Consists of newspaper stories and magazine articles about occupational safety and health. Includes master paste-up news clips "Newsletters" and reference copies of articles used.</p> <p>Cut off file at the end of the year and start new file. Destroy processed articles when 1 year old. Newsletter when 5 years old. (NN 165-50, Item 2b)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
125	<p><u>General Audio Visual Services Correspondence Files.</u></p> <p>Correspondence, memoranda, and other papers pertaining to office services, audio, tapes, films and other equipment.</p> <p>Destroy when 2 years old. (NC 174-76-1, Item 1)</p>		
126	<p>Special Projects Files. Consists of scripts, program proposals, background materials, and working papers used in the preparation of public service announcements, informational and training films and video recordings.</p> <p><i>all of 126 book B.M. 8/31/76</i></p> <p>a. Motion picture films - the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print of each motion picture.</p> <p>b. Sound recordings - the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording.</p> <p>c. Video recordings - the original or the earliest generation of each recording or a kinescope of the recording.</p> <p>d. Finding Aids and Production Documentation for a., b., and c. - existing finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audiovisual records as well as production case files or similar files which include copies of production contracts, scripts, transcripts, or documentation bearing on the origin, acquisition, release or ownership of the audiovisual production.</p> <p>PERMANENT. Offer to the National Archives after five years or when no longer needed for current operations whichever occurs first.</p> <p>e. Additional duplicate prints of a.</p> <p>DESTROY when no longer needed.</p> <p>f. Additional duplicate recordings of b. and c.</p> <p>DESTROY when no longer needed.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
127	<p><u>OFFICE OF THE ASSOCIATE ASSISTANT SECRETARY FOR REGIONAL PROGRAMS</u></p> <p><u>Subject Reference File</u> Copies of correspondence, reports, newsletters and analysis of program and management functions. The file consists of unofficial documents which are used for reference, answering inquiries, etc.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete, or no longer needed for reference purposes. <i>Reqd 9/14/76</i> (IINNA-2504, Item 3)</p>		
128	<p><u>Reading or Chronological File</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience and information of personnel.</p> <p>Cut off annually. Destroy when one year old. (NC 174-76-1, Item 3)</p>		
129	<p><u>Publication Reference File</u> Copies of pamphlets, books, and periodicals which are used for reference and informational purposes but are not made a part of official files.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete, or no longer needed for reference purposes. <i>Reqd 9/14/76</i> (NC 174-76-1, Item 5)</p>		
130	<p><u>Controlled Correspondence</u> Correspondence with Members of Congress, the White House, heads of Agencies, and other individuals or groups, which is of a priority nature.</p> <p>Cut off annually. Destroy when 3 years old. (NC 174-76-1, Item 82)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
131	<p><u>Administrative Files</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when one year old. (NC 174-76-1, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
132	<p><u>OFFICE OF THE DEPUTY ASSOCIATE ASSISTANT SECRETARY FOR REGIONAL PROGRAMS</u></p> <p><u>Subject Reference File</u> Copies of correspondence, reports, studies, and analysis of program and management functions. The file consists of non-official documents which are used for reference, answering inquiries, etc.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete, or no longer needed for reference pur- poses. (II NNNA-2504, Item 3)</p>		
133	<p><u>Field Information Memoranda</u> Original copies of issuances used to transmit information on program activities to field offices. Files consist of the issuances, related correspondence, and an index to the issuances.</p> <p><u>Permanent.</u> Place in inactive file upon cancel- lation of memoranda. Hold 3 years and retire to Federal Records Center. Offer to National Archives when 10 years old. (IINNA-2504, Item 2a)</p> <p>(3 cu. ft. accumulated plus 1/2 cu. ft. per year)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>OFFICE OF COMPLIANCE PROGRAMMING</u></p>		
134	<p><u>Subject Reference File.</u> Copies of correspondence, drafts of reports, organizational plans and charts, and other reference materials.</p> <p>Review file annually. Destroy materials which are ^{when} obsolete, ^{or} superseded, or no longer needed for reference purposes. (II NNA-2504, Item 3) <i>Rgd 9/14/76</i></p>		
135	<p><u>Program Working Files.</u> Subject files related to health hazard activities. Files consist of working papers, copies of reports on various health hazards, copies of committee reports and news releases.</p> <p>Review annually. Destroy materials which are ^{when} superseded, ^{or} obsolete, or no longer needed for reference purposes. (NN 165-50, Item 9) <i>Rgd 9/14/76</i></p>		
136	<p><u>Trenching and Excavation Project Papers.</u> Working papers related to the development of trenching and excavation standards (1972-1973). The files consist of copies of correspondence, hearing transcripts, copies of comments and other materials leading to the development of OSHA Standards on Trenching and Excavation. Official files maintained in Technical Data Center.</p> <p>Review annually. Destroy materials which are ^{when} superseded, ^{or} obsolete, or no longer needed for reference purposes. (II NNA-2504, Item 3) <i>Rgd 9/14/76</i></p>		
137	<p><u>Reading or Chronological File.</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for convenience of personnel.</p> <p>Cut off annually. Destroy when 2 years old. (NC 174-76-1, Item 3)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
138	<p><u>Office Administrative Files.</u> Records accumulated by individual offices relate to routine internal administration or housekeeping activities of the office rather than the functions for which the office exists. These records may include copies of correspondence and reports prepared in the office and forwarded to higher levels and other materials that do not serve as official documentation.</p> <p>Cut off annually. Destroy when 3 years old. (NC 174-76-1, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<u>DIVISION OF OCCUPATIONAL HEALTH PROGRAMMING</u>			
139	<p><u>Technical Equipment File</u> Catalogues and specification lists of technical testing equipment. It is used to determine type of testing equipment available and specifications for equipment to be used by compliance officers.</p> <p>Review annually. Destroy materials when superseded, obsolete, or no longer needed for reference purposes. (II NNA-2504, Item 3) <i>Ryd 9/14/76</i></p>		
140	<p><u>Equipment Receipts</u> Extra copies of regional and area office receipts of technical testing equipment. Receipt from Cincinnati testing office notes acceptable performance of equipment. Files are arranged chronologically.</p> <p>Break file at end of fiscal year. Destroy 2 years after equipment is out of service.</p>		
141	<p><u>Equipment Inventory Log</u> Current inventory log of technical testing equipment allocated to regional and area offices. Log records type of equipment, office to which equipment is assigned, serial no. etc.</p> <p>Destroy 2 years after stock balance is transferred to new inventory form.</p>		
142	<p><u>Program Correspondence File</u> Copies of correspondence and replies to congressional inquiries, complaints, request for interpretations, and other program matters.</p> <p><i>Destroy when 3 years old B.M. 8/31/76</i></p> <p>PERMANENT. Cut off annually. Transfer to Federal Records Center when 2 years old. Offer to the National Archives when 15 years old. (NNA 165-5-, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
143	<p><u>Project Working Papers</u> Working papers related to the development of the occupational health compliance program. The file consists of background materials, correspondence, and drafts of reports relating to the health compliance effort.</p> <p>Review annually. Destroy materials when superseded, ^{or} obsolete, or no longer needed for reference purpose. (NN 165-50, Item 9) <i>Reqd 9/11/76</i></p>		
144	<p><u>Administrative Files</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when 3 years old. (NC 174-76-1, Item 1) (II NNA-2504, Item 4)</p>		
145	<p><u>Subject Reference File</u> Articles, publications, and reports relating to actual or potential health hazards. File is used to provide technical reference information, in answering correspondence, and in developing standards.</p> <p>Review annually. Destroy materials when which are obsolete, or no longer superseded needed for reference purpose, whichever is sooner. (II NNA-2504, Item 3) <i>Reqd 9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
146	<p><u>Feasible Engineering Control Card File</u> This is a reference file on current engineering methods being used to bring a particular facility into compliance with OSHA standards. File is used as a general reference source and as documentation that established standards can be met. File consists of descriptions of engineering methods or abstracts of articles on current technology in occupational health.</p> <p>Review annually. Destroy materials when which are obsolete, or superseded, or no longer needed for reference purposes, whichever is sooner. (II-NNA 2504, Item 3) (NC 174-76-1, Item 5)</p>		
147	<p><u>Publication Reference File</u> Copies of OSHA Program Directives, Safety and Health Journals, BNA Safety and Health Reporter, OSHA Standards, and ANSI Standards.</p> <p>Review annually. Destroy materials when which are obsolete, or no longer needed for reference purposes, whichever is sooner. (II-NNA 2504, Item 2d)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<u>DIVISION OF OCCUPATIONAL SAFETY PROGRAMMING</u>			
148	<p><u>Technical Reference Files</u> Periodicals and other publications on safety standards including copies of American National Standards Institute, Standards, OSHA Standards, National Fire Codes, Review Commission Newsletters, Commerce Clearinghouse Reports.</p> <p>Review annually. Destroy materials <i>when which are superseded, or obsolete, or no longer needed for reference purposes.</i> (NC 174-76-1, Item 5)</p>		
149	<p><u>Program Correspondence File</u> Controlled and uncontrolled corespondence consisting of replies to congressional inquiries, letters of complaints, and requests for information, interpretations, or classifications of OSHA Standards and policies.</p> <p><i>Destroy when 3 years old. B.M. 8/31/76</i></p> <p>PERMANENT. Cut off annually. Transfer to Federal Records Center when 2 years old. Offer to the National Archives when 15 years old.</p>		
150	<p><u>Administrative Files</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when 3 years old. (NC 174-76-1, Item 1, II-NNA 2504, Item 4)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
151	<p><u>Interagency Jurisdictional Working Papers</u> Drafts and working papers used for the preparation and interpretation of Memorandum of Understanding between OSHA and other Federal Agencies delineating the areas of enforcement responsibility in Occupational Safety matters. The official case files and copies of the Memoranda of Understanding are maintained by the Division of Interagency Coordination and Legislative Analysis.</p> <p>Review annually. Destroy materials when which are superseded, ^{or} obsolete, or no longer needed for reference purposes, whichever is sooner. <i>Reqd 7/14/76</i></p>		
152	<p><u>Jurisdictional Case File</u> Letters of complaint concerning safety violations which require determination as to what Federal Agency has jurisdiction over the matter. File contains a copy of the letter of complaint, record copy of the letter of transmittal thereto, and related correspondence. Files are arranged by code of alleged violation.</p> <p>Cut off annually. Transfer to Federal Records Center when 2 years old. Destroy when 5 years old.</p>		
153	<p><u>Case Working Papers</u> Working papers concerning interpretation of standards, reports on industry compliance with specific standards, and answers to controlled and uncontrolled correspondence. Also working papers and background materials used in the preparation of program directives and field information memoranda. Files consist of correspondence, reports, notes, drafts and program directives.</p> <p>Review annually. Destroy materials when which are superseded, ^{or} obsolete, or no longer needed for reference purposes, whichever is sooner. (NN 1650-50, Item 9) <i>Reqd 7/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
154	<p><u>Field Operations Manual Working Papers</u> Files consist of background materials, notes of meetings, correspondence and other materials relating to the addition of chapters and revisions to the Field Operations Manual.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete, or no longer needed for reference purposes, whichever is sooner. ^{or} <i>9/14/76</i></p>		
155	<p><u>Field Operations Manual History File</u> This file documents the development of the Field Operations Manual; it contains present and all early versions of the manual with official correspondences or other materials relating to revisions of the manual.</p> <p><u>PERMANENT.</u> Offer to the National Archives when obsolete, or no 10 years old longer needed for reference purposes, whichever is sooner. (II-NNA 2504, Item 2a) <i>9/14/76</i> (4 cu. ft. accumulated plus 1 cu ft a year)</p>		
156	<p><u>Publication Reference File</u> This file is used to serve the reference needs of the office. It contains copies of OSHA directives, OSHA standards, the Federal Register, Congressional Record, and Field Information Memoranda.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete, or no longer needed for reference purposes, whichever is sooner. (II-NNA 2504, Item 2d) <i>9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
157	<p><u>State Plans</u> Copies of State Plans used by the division to comment on enforcement provisions of state safety standards. Official copy of State Plans are in the Office of State Programs. Files consist of the State Plans and comments on the effectiveness of the plans.</p> <p>Destroy plans when obsolete, or superseded, or no longer needed for reference purposes, whichever is sooner. <i>Rqd 9/14/76</i></p>		
158	<p><u>Interpretation Precedent File</u> This file consists of correspondence, and other supporting documents relating to the establishment of precedent in the interpretation of an OSHA standard or policy.</p> <p><u>PERMANENT.</u> Review annually. Offer to National Archives when superseded, 10 years old or no longer needed for reference purposes, whichever is sooner.</p> <p><i>(6 cu ft. plus accumulated plus 1 cu. ft per year.) S.M. 8/31/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
159	<p><u>DIVISION OF VARIANCE DETERMINATION</u></p> <p><u>Variance Application Files</u> Original request for relief from an occupational safety and health standard. The file contains the application for a variance, the supporting documents including photographs, blueprints and related correspondences, and final disposition of the variance application.</p> <p>(a) <u>Temporary Variance</u> - Transfer to Federal Records Center 2 years after expiration of variance. Destroy 25 years after expiration. * <u>Permanent</u>. Offer to NARS when 20 years old</p> <p>(b) <u>Permanent Variance</u> - Transfer to Federal Records Center 2 years after modification of standard makes the need for the variance obsolete. Destroy 25 years after modification. * <u>Permanent</u>. Offer to NARS when 20 years old.</p> <p>(c) applications which are denied or otherwise not granted: * <u>Permanent</u>. Offer to NARS when 20 years old. (1) Transfer to Federal Records Center when 2 years old. Destroy when 7 years old.</p>		
160	<p>(20 cu. ft on hand plus 5 cu. ft per year.) <u>Program Correspondence File</u> Original correspondences requesting clarification of standards or information on variances. File contains the correspondence and reply. Files are arranged chronologically.</p> <p>Cut off annually. Transfer to Federal Records Center when 3 years old. Destroy when 15 years old.</p>		
161	<p><u>Variance Denial Letters</u> Reading copies of denial letters for variances.</p> <p>Transfer to Federal Records Center when 3 years old. Destroy when 10 years old.</p>		

* as per telephone conversation with Bea McCabe 11/10/76

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
162	<p><u>Reading or Chronological File</u> Copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.</p> <p>Cut off annually. Destroy when 2 years old. (NC 174-76-1, Item 3)</p>		
163	<p><u>Subject Reference File</u> Reference file containing copies of program directives, Field Information Memoranda, administrative directives, copies of Variance Determination System Design Studies, Federal Register, OSHA Safety and Health Digest.</p> <p>Review annually. Destroy materials which are superseded, or obsolete or no longer needed for reference purposes. when <i>Repl 9/14/76</i> (II-NNA-2504, Item 3)</p>		
164	<p><u>Status Reports</u> Copies of reports summarizing the status of variance applications received. Reports are compiled on a monthly and annual basis. Report documents the number of variances received, number pending, number closed, and reason. Reports are arranged chronologically.</p> <p>(a) Monthly Reports - Destroy when 2 years old.</p> <p>(b) Annual Reports - Destroy when 10 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
165	<p><u>Semi-Annual Evaluation Reports</u> Copies of semi-annual evaluation reports of state occupational safety and health program. Report contains copies of variances granted by states under state program. Report retained for reference purposes. Official copy of report maintained by Office of State Programs.</p> <p>Destroy when obsolete, ^{or} superseded, or no longer needed for reference purposes, whichever is sooner. (NN 165-50, Item 9) <i>Reqd 9/14/76</i></p>		
166	<p><u>Administrative Files</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when one year old. (NC 174-76-1, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>DIVISION OF MARITIME PROGRAMMING</u></p>		
167	<p><u>Publication Reference Files</u> Copies of reports and publications by OSHA, and other government agencies or private institutions maintained for reference purposes for the development or administration of a Maritime Compliance program. Files include ANSI Standards, OSHA Standards and Regulations, Commerce Clearinghouse Reports, etc.</p> <p>Review file annually. Destroy materials which are obsolete, ^{when} superseded or no longer needed for reference purposes. (II-NNA-2504, Item 2d)</p>		
168	<p><u>Field Inspection Reports</u> Copies of inspection reports of maritime facilities done by OSHA field offices. Official copies of inspection reports are maintained by the Field Office. These copies are maintained for reference purposes. Arranged alphabetically by name of organization.</p> <p>Review annually. Destroy when no longer needed for reference purposes, but should not be kept longer than 4 years old. (NNA 165-50, Item 9)</p>	<p><i>Repl 9/14/76</i></p>	
169	<p><u>Project Working Papers</u> Working papers relating to development and administration of maritime compliance program. File consists of copies of reports and comments on maritime standards. Files are arranged alphabetically by subject.</p> <p>Review annually. Destroy materials which are superseded, ^{when} obsolete or no longer needed for reference purposes, ^{whichever is sooner.} (NNA 165-50, Item 9)</p>	<p><i>Repl 9/14/76</i></p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
170	<p><u>Training Materials</u> Lecture notes and other materials relating to Maritime safety training courses. Files maintained for reference purposes.</p> <p>Review annually. Destroy materials <i>when</i> which are superseded, obsolete, or no longer needed for reference purposes, whichever is sooner. (II-NN5-2504, Item 11)</p> <p><i>Req 9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>OFFICE OF FIELD PERFORMANCE ANALYSIS</u>		
171	<p><u>Reading or Chronological Files</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience and information of personnel.</p> <p>Cut off annually. Destroy when one year old. (NC 174-76-1, Item 3)</p>		
172	<p><u>Transitory Files</u> Papers held in suspense pending the completion of a forthcoming action of short duration or other materials received of a temporary nature that do not serve as the basis of official actions.</p> <p>Destroy when 90 days old. (NC 174-76-1, Item 4b)</p>		
173	<p><u>Administrative Files</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when one year old. (NC 174-76-1, Item 1)</p>		
174	<p><u>Program Correspondence File</u> Controlled and uncontrolled correspondence related to the planning, development, management, or evaluations of National and Regional programs or in response to inquiries related thereto.</p> <p><i>(6 cu ft accumulated plus 1 cu. ft. a year)</i> <u>PERMANENT.</u> Cut off annually. Transfer to Federal Records Center when 2 years old. Offer to National Archives when 12 years old. (NN 165-50, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
175	<p><u>Regional Plans</u> Copies of Regional Plans for Occupational Safety and Health Programs. Files include general policy, correspondence and guidelines for reaching desired goals relating to occupational safety and health. Official copy of Regional Plan maintained by Associate Assistant Secretary for Regional Programs. Files maintained for reference purposes.</p> <p>Cut off annually. Destroy when 2 years old.</p>		
176	<p><u>Quarterly Review and Analysis</u> The official quarterly reviews and analysis of activities of the Regions, consisting of employee complaints, number of inspections initiated, violations cited, accident investigations, and utilization of compliance safety health officers.</p> <p><i>*Permanent. Offer to NARS when 20 years old.</i> Transfer to Federal Records Center when 2 years old. Destroy when 10 years old. (2 cu. ft. on hand plus 1 cu ft per year)</p>		
177	<p><u>Project Case File</u> The official case file documenting studies relating to the development, and evaluation of OSHA Regional Programs, including development and revisions to the Field Performance Evaluation Manual. Files consist of correspondence, the project report, findings or recommendations related to the project and other related materials.</p> <p>Cut off completed projects at the end of fiscal year. Transfer to Federal Records Center when 4 years old. Destroy when 10 years old. (115-174476-1) (115-174476-1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
178	<p><u>Project Working Papers</u> Background materials, copies of correspondence, and other reference materials related to studies involving the management, analysis and evaluation of OSHA Regional Programs. Files are maintained by subject.</p> <p>Cut off annually. Destroy when no longer needed for reference purpose, but no longer than 3 years after completion of related project, whichever is sooner. (NC 174-76-1, Item 15)</p>		
179	<p><u>Publication Reference Files</u> Copies of reports or publications by OSHA, other government or private institutions maintained for reference purposes in evaluating National, Regional, or State programs.</p> <p>Review annually. Destroy materials <i>when</i> which are superseded, obsolete or no longer needed for reference purpose. (II-NNA-2504, Item 2d) <i>Rgd 9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>OFFICE OF STATE PROGRAMS</u>		
180	<p><u>State Program Activity Report Files</u> This file consists of the quarterly occupational safety and health program activity report from states approved by OSHA to conduct their own occupational safety and health programs. The file consists of the transmittal letter and the report describing the state's compliance activity, variance requests granted, and status of the States' Standards Development.</p> <p>Transfer to Federal Records Center when 5 years old. Destroy when 10 years old.</p>		
181	<p><u>Semi-Annual Evaluation Report Files</u> This file consists of OSHA's semi-annual evaluation of approved State Occupational Safety and Health programs. The evaluation reports are prepared by the regional office and transmitted to the state. The file contains the report and related correspondence.</p> <p>Transfer to Federal Records Center when 5 years old. Destroy when 10 years old.</p>		
182	<p><u>Annual Report Files</u> This file consists of annual reports from states authorized to conduct their own occupational safety and health programs. The files consist of OSHA Forms Nos. 115, 116, 117, 118, and 119, which covers the states activities in the areas of personnel, training, consultation financial resources, an occupational injury and illness summary and an annual self-evaluation report.</p> <p>Transfer to the Federal Records Center when 5 years old. Destroy when 10 years old.</p> <p><u>Permanent. OFFER TO NARS WHEN 20 years old.</u> (8 cu ft. on hand plus 2 cu. ft. per year</p> <p>* as per telephone conversation with Bea McCabe 11/10/76</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
183	<p><u>State Plans</u> This file documents the official occupational safety and health plans of those states wishing to create or maintain their own occupational safety and health programs. This file consists of a copy of the approval or change notice published in the Federal Register, the approval grant, the plan as submitted by the state including related correspondence and amendments, state legislation effecting the plan, public comments on the plan, and transcripts of public hearings (if applicable).</p> <p><u>Permanent</u> Transfer to Federal Records Center one year *after plan is discontinued. Destroy 10 years later. Offer to NARS 20 years after plan is discontinued or superseded. (15 cu. ft. on hand plus 3 cu. ft. per year)</p>		
184	<p><u>Program Correspondence Files</u> Correspondence, reports, and other records pertaining to the administration and operation of the office program activities. Files include correspondence with Regional Offices, National Office, and Solicitor of Labor on Occupational Safety and Health legislation, or other letters or memo's from Regional Offices or with individual states which is not part of state plans files.</p> <p>PERMANENT. Cut off annually. Transfer to Federal Records Center when 2 years old. Offer to National Archives when 10 years old. (NNA-165-50, Item 1) (3 cu. ft. accumulated plus 1/2 cu. ft. per year)</p>		
185	<p><u>Subject Reference File</u> This file consists of non-record copies of documents such as correspondence, reports, newspaper clippings and other materials which are used for general reference purposes.</p> <p>Review annually. Destroy materials which are superseded, obsolete or no longer needed for reference purposes. when ^{they} are superseded, obsolete or no longer needed for reference purposes. (II-NNA-2504, Item 3) Rgd 9/14/76</p>		

* as per telephone conversation with Bea McCabe 11/10/76

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
186	<p>Publication Reference Files Copies of Program Directives, Manuals, or other publications by OSHA, other government or private institutions maintained for general reference purposes.</p> <p>Review annually. Destroy materials <i>when</i> which are superseded, or obsolete, or no longer needed for reference purpose. (II-NNA-2504, Item 2d) <i>Rgd 9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>DEPUTY ASSISTANT SECRETARY FOR NATIONAL PROGRAMS</u></p> <p><u>Office of Associate Assistant Secretary for Standards and Federal Agency Programs</u></p> <p>187 <u>Congressional Correspondence File</u> Original correspondence with Members of Congress and memoranda, reports, and other papers accumulated in the course of preparing replies to Congressional inquiries.</p> <p>a. Papers containing policy or precedent and requiring extensive research in connection with such inquiries. <i>Destroy when 3 years old B.M.S/3/76</i> PERMANENT. Cut off annually. Transfer to the Federal Records Center when 3 years old. Offer to the National Archives when 10 years old. (NC 174-76-1, Item 8, 1)</p> <p>b. All other routine correspondence. Cut off annually. Destroy when 3 years old. (NC 174-76-1, Item 8, 2)</p> <p>188 <u>Subject Reference File</u> Office copies of documents such as correspondence, reports, newsletters, program directives and other materials which are used for general reference purposes or for answering inquiries.</p> <p>Review annually. Destroy materials which are superseded, obsolete or no longer needed for reference purposes. (II-NNA-2504, Item 3)</p> <p>189 <u>Correspondence Control Slip</u> (GSA Form 43) 3 x 5 control slips which are used to control correspondence, within the office.</p> <p>Destroy when 3 months old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>OFFICE OF FEDERAL AGENCY SAFETY PROGRAMS</u>		
190	<p><u>Federal Safety Advisory Council Files</u> Official files documenting the activities of the Federal Safety Advisory Council. The files consist of the Articles of the Council, correspondence, and minutes of meetings.</p> <p><u>PERMANENT.</u> Cut off annually. Transfer to Federal Records Center when 2 years old. Offer to National Archives when 12 years old. (NN 165-50, Item 10) <i>(3 cu. ft. accumulated plus 1 cu. ft. a year)</i></p>		
191	<p><u>Advisory Board Presidential Awards Files</u> Official files documenting the activities of the Advisory Board for the Presidential Safety Awards. The files consist of minutes of committee meetings, correspondence, names of the award nominees, and back-up materials concerning the award.</p> <p><u>PERMANENT.</u> Cut off annually. Transfer to Federal Records Center when 2 years old. Offer to the National Archives when 12 years old. (NN 165-50, Item 6b) <i>(4 cu. ft. accumulated plus 1 cu. ft. a year.)</i></p>		
192	<p><u>Administrative Files</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when one year old. (II-NNA 2504, Item 4, NC 174-76-1, Item)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
193	<p><u>Departmental Correspondence Files</u> Correspondences with Federal agencies concerning the establishment and maintenance of effective safety and health programs. The files are arranged by name of agency.</p> <p><u>PERMANENT</u>. Cut off annually. Transfer to Federal Records Center when 3 years old. Offer to National Archives when 10 years old.</p>		
194	<p><i>(8 cu. ft. accumulated plus 2 cu ft a year)</i></p> <p><u>Field Federal Safety Council Files</u> The official file documenting the activities of Field Federal Safety Councils. The file consists of reports, membership lists, committee correspondence, minutes of meetings, photographs and conference materials.</p> <p><u>PERMANENT</u>. Cut off annually. Transfer to Federal Records Center when 2 years old. Offer to the National Archives when 12 years old. (NN 165-50, Item 10) (II-NNA-2504, Item 14)</p> <p><i>Retrospective removal B.M. 8/31/76</i></p>		
195	<p><u>Reading or Chronological Files</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.</p> <p>Cut off annually. Dispose of when one year old. (NC 174-76-1, Item 3)</p>	<p><i>(3 cu. ft. accumulated plus 1/2 cu ft per year)</i></p>	
196	<p><u>Complaint Correspondence Files</u> Letters of complaints from the public or Members of Congress regarding unsafe or unhealthful working conditions. The file contains the original correspondence and the reply.</p> <p>Cut off annually. Transfer to the Federal Records Center when 2 years old. Dispose of when 5 years old.</p>		

** as per telephone conversation with Bea McCabe, 11/10/76 RJD*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
197	<p><u>Evaluation Files</u> The official evaluation of safety programs of Federal agencies by OSHA. The file contains the official copy of the Evaluation Report signed by the Secretary of Labor, and necessary back-up materials for the report. Files are arranged alphabetically by name of agency.</p> <p>a. PERMANENT. Cut off annually. <i>Official Copy of evaluation</i> Transfer to the Federal Records Center when 3 years old. Offer selected <i>sample copies</i> to National Archives when 20 years old. <i>B.M. 8/31/76</i> (<i>2 cu. ft. accumulated plus 1/3 cu. ft. per year.</i>)</p> <p>b. Destroy remaining files when 22 years old. <i>back up papers ground B.M. 8/31/76</i></p>		
198	<p><u>Annual Agency Safety Reports</u> Annual reports of Federal Agencies safety activities as required by Section 19 of the Occupational Safety and Health Act. The files consist of agency policy statements, safety procedures, copies of the agency standards, and pertinent photographs, and exhibits. Files are arranged alphabetically by name of Federal agency.</p> <p>Permanent. Offer to NARS WHEN 22 years old. Cut off annually. Transfer to Federal *Records Center when 5 years old. Destroy when 22 years old. (<i>1 cu. ft. on hand plus 1 cu. ft. per year</i>) <i>as per telephone conversation with Bea McCabe 11/10/76 Rgd</i></p>		
199	<p><u>Fatality and Serious Injury Log</u> Chronological log of fatalities and serious injuries as reported by Federal agencies.</p> <p>a. Annual summary - destroy when 5 years old. (NN 165-50, Item 13a)</p> <p>b. Print-outs of injuries to Longshoremen and Harbor Workers. Destroy when 20 years old. (NN 165-50, Item 13b)</p>		
200	<p><u>Complaint Correspondence Log</u> Control log on complaints concerning unsafe or unhealthful Federal working conditions. The log records complainant, the Federal agency, the nature of the complaint, the person the complaint was referred to, and the nature of the response.</p> <p>Destroy when 10 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
201	<p><u>OFFICE OF STANDARDS DEVELOPMENT</u></p> <p><u>Administrative Files</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when one year old. (NC 174-76-1, Item 1)</p>		
202	<p><u>Office Individual Personnel Files</u> Unofficial personnel folders maintained in the office which consist of documents which are duplicates of papers placed in the official personnel folders. File includes such papers as copies of personnel application or resume, records reflecting training received by individuals, etc. Files are arranged alphabetically by name of employee.</p> <p>Review annually. Destroy documents <i>when</i> which have been superseded or no longer applicable. Destroy entire file on transfer or separation of the employee. (NC 174-76-1, Item 21) <i>Red 2/14/71</i></p>		
203	<p><u>Controlled Correspondence</u> Correspondence with Members of Congress, the White House, Agency heads and other individuals or groups which is of a priority nature.</p> <p>Cut off annually. Destroy when 3 years old. See Item 4c, 2). (NC 174-76-1, Item 8, 2)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
204	<p><u>Reading or Chronological Files</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reference file for the convenience of personnel.</p> <p>Cut off annually. Destroy when one year old. (NC 174-76-1, Item 3)</p>		
205	<p><u>Program Correspondence Files</u> Correspondence reports, forms, and other records pertaining to the development of Occupational Safety and Health Standards.</p> <p><u>PERMANENT.</u> Cut off annually. Transfer to Federal Records Center when 3 years old. Offer to National Archives when 10 years old. (NN 165-50, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>DIVISION OF SAFETY STANDARDS DEVELOPMENT</u>		
206	<p><u>Subject Reference Files</u> Reference materials used in evaluating and developing proposed safety standards. The file consists of copies of correspondences, Federal Register Notices, copies of previous standards, newspaper clippings, books, reports and similar documents. Materials are arranged by subject.</p> <p>Review annually. Destroy materials <i>when</i> which are obsolete, superseded or no longer needed for reference purposes.</p>		
207	<p><u>Maritime Inspection Reports</u> Duplicate copies of Forms MAR-14 and MAR-15 which are used by accredited inspection agencies to certify the inspection of material handling devices as to compliance with OSHA Standards. Official copies of the inspection forms are maintained by the field offices.</p> <p>Destroy when 3 years old.</p>		
208	<p><u>State Accreditation Files</u> This file documents the comparability of state accreditation activities of shore based material handling devices with OSHA standards. The files consist of correspondence with state agencies, copies of their regulations and other related materials. Files are arranged by state.</p> <p>Review annually. Destroy materials <i>when</i> are obsolete or superseded.</p>		
209	<p><u>Laboratory Accreditation Files</u> This file documents the application from laboratories for OSHA certification to perform laboratory tests on safety equipment. Files consist of the application, correspondence, and supporting documentation from applicant.</p> <p>Review annually. Transfer to inactive files 2 years after close of active accreditation. Destroy inactive files when 4 years old. (NN 165-50, Item 19)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
210	<p><u>Duplicate Variance Request Files</u> Copies of requests for variance from OSHA safety standards. These requests are reviewed and evaluated by the Division of Safety Standards Development prior to action by the Division of Variance Determinations. Official copies of variance requests are maintained by the Division of Variance Determinations.</p> <p>Review annually. Destroy materials no when longer needed for reference purpose. superseded or obsolete <i>Red 9/14/76</i></p>		
211	<p><u>Program Correspondence Files</u> Correspondence, reports, forms and other records pertaining to the administration and development of safety standards.</p> <p>PERMANENT. Cut off annually. Transfer to the Federal Records Center when 3 years old. Offer to National Archives when 12 years old. (NN 165-50, Item 1) <i>(3 cu ft. accumulated plus 1/2 cu ft a year.)</i></p>		
212	<p><u>Safety Standards Development Project Papers</u> Working papers which constitute the background materials relating to the development of safety standards. The file consists of copies of correspondence, notes, minutes of committee meetings on proposed standards, transcripts of hearings and comments from interested parties. Official copies of these materials are kept in the Technical Data Center.</p> <p>Review annually. Destroy materials <i>when</i> superseded <i>or</i> obsolete or no longer needed for reference purposes. <i>Red 9/14/76</i></p>		
213	<p><u>Maritime Inspection Accreditation Files</u> This file documents the application by an agency or organization to perform certification of maritime cargo gear equipment and shore based materials handling devices. The file consists of the official application, financial information and other supporting data from the applicant. Files are arranged by name of accredited organizations.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Review annually. Transfer to inactive files 2 years after close of active accreditation. Destroy inactive files when 4 years old. (NN 165-50, Item 19)</p>		
214	<p><u>Longshoring Program Correspondence Files</u> Correspondence, reports, forms, and other records pertaining to the administration and operation of longshoring safety standard development.</p>		
215	<p><u>PERMANENT.</u> Cut off annually. Transfer to the Federal Records Center when 3 years old. Offer to National Archives when 10 years old. (NN 165-50, Item 1) <i>(3 cu. ft. accumulated plus 1/2 cu. ft. a year)</i></p> <p><u>Administrative Files</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes the documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when one year old. (NC 174-76-1, Item 1)</p>		
216	<p><u>Shipyard Technical Reference Files</u> Copies of correspondence, reports, studies, special compilation of data, periodicals, and newspaper clippings, which are for reference and information purposes but are not made part of the official files.</p> <p>Review annually. Destroy materials <i>when</i> which are obsolete, superseded, or no longer needed for reference purposes. (NC 174-76-1, Item 5) <i>Repl 9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>DIVISION OF HEALTH STANDARDS DEVELOPMENT</u></p>		
217	<p><u>Health Standards Technical Reference File</u> Documents serving the technical reference needs of the staff on a variety of matters relating to the development of health standards. Documents include American National Standards Institute drafts and standards, publications of committees and associations concerned with health standards copies of reports, studies, periodicals, newspaper clippings, previous standards and amendment to standards. Materials are arranged by subject.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete or no longer needed for reference purposes. <i>or</i> no longer needed for reference purposes. (NC 174-76-1, Item 5) <i>Red 9/14/76</i></p>		
218	<p><u>Health Standards Development Project Files</u> These files document the development of a proposed standard controlling an occupational health hazard. The files consist of copies of minutes of Advisory Committee meetings, National Institute of Occupational Safety and Health criteria documents, correspondence, exhibits, comments, hearing transcripts, drafts and revisions to the proposed standard. Official copies of these materials are maintained by the Technical Data Center.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete or no longer needed for reference purposes. <i>or</i> no longer needed for reference purposes. <i>Red 9/14/76</i></p>		
219	<p><u>Occupational Safety and Health Review Commission Decisions</u> Copies of decisions by the Occupational Safety and Health Review Commission on contested sections of OSHA standards. These documents are used for reference purposes in drafting new standards.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete or no longer needed for reference purposes. <i>or</i> no longer needed for reference purposes. (NC 174-76-1, Item 5) <i>Red 9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
220	<p><u>Duplicate Variance Request File</u> Copies of variance requests which are reviewed and evaluated by the Division of Health Standards Development prior to action by the Division of Variance Determination. The file consist of the variance request and comments by the Division of Health Standards Development. These files are maintained for reference purposes. Official copies of variance requests are maintained by the Division of Variance Determination.</p> <p>Review annually. Destroy materials <i>when</i> which are superseded; obsolete or no longer needed for reference purposes.</p>		
221	<p><u>General Correspondence Files</u> Official copies of correspondence from individuals or groups requesting information on standards, interpretation of standards, or determinations as to whether certain products are in compliance with established standards. The files contain the reply and any necessary back-up materials.</p> <p>Cut off annually. Transfer to Federal Records Center when 2 years old. Destroy when 7 years old. (NC 174-76-1, Item 16)</p>	<p><i>Reqd 9/14/76</i></p>	
222	<p><u>Safety and Health Regulations Files</u> The Camera Copy of each volume of the Safety and Health Regulations with the revisions and amendments to the regulations. This serves as a history of the Safety and Health Regulations and amendments to those regulations. Files are maintained by Volume of the regulations.</p> <p>Vol. 1 - General Industry Standards Vol. 2 - Maritime Employment Standards Vol. 3 - Construction Standards Vol. 4 - Other Regulations and Procedures Vol. 5 - Field Operations Manual</p> <p><u>PERMANENT.</u> Transfer to the Federal Records Center when current use ceases. <i>OK</i> Offer to National Archives when 20 years old. (II-NNA-2504, Item 2a)</p> <p><i>(6 cu. ft. accumulated plus 1 cu. ft. a year)</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
223	<p><u>Administrative Files</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when one year old. (NC 174-76-1, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
224	<p>ASSOCIATE ASSISTANT SECRETARY FOR TRAINING, EDUCATION, AND CONSULTATION PROGRAMS</p> <p><u>Office of Employer Self-Inspection and Consultation Programs</u></p> <p><u>Administrative Files</u> Records accumulated which relate to routine internal administration or housekeeping activities of the office. These papers relate to the office organization, office procedures and communications, and administration of office personnel. This file includes documents concerning the expenditure of funds in the internal administration of the office, including budget workpapers, supplies, and travel vouchers, and documents regarding the use of office space and utilities.</p> <p>Cut off annually. Destroy when one year old. (NC 174-76-1, Item 1)</p>		
225	<p><u>Transitory Correspondence</u> Routine requests for information or publications which require no administrative action, no policy or programs decisions, and no special compilation or research for reply.</p> <p>Destroy when reply is made or information is furnished. (NC 174-76-1, Item 6a)</p>		
226	<p><u>Program Correspondence</u> Correspondence, reports and other records pertaining to the administration and operation of program activities. Files contain both controlled and uncontrolled correspondence.</p> <p><u>PERMANENT</u>. Cut off annually. Transfer to Federal Records Center when 3 years old. Offer to National Archives when 10 years old.</p> <p>(7 cu. ft. accumulated plus 1 cu. ft. a year)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
227	<p><u>Employer Recordkeeping Reference File</u> This file consists of statistical reference materials used for determining where to concentrate OSHA efforts in its voluntary compliance program. The file consists of data from the Bureau of Labor statistics on injuries and fatalities, and other related statistical information from OSHA's management information system.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete, or no longer needed for reference purposes. <i>when</i></p>		
228	<p><u>Publications Reference Files</u> <i>Rqd 9/14/76</i> Files consist of pamphlets, newsletters, bulletins, books published by banks, insurance companies and other institutions concerning the establishment of effective Occupational Safety and Health Programs. Materials are geared towards the small businessman in specific industries.</p> <p>Review annually. Destroy materials when which are superseded, or obsolete or no longer needed for reference purpose. <i>when</i> (II-NNA-2504, Item 2d) <i>Rqd 9/14/76</i></p>		
229	<p><u>Subject Reference Files</u> Files consist of copies of reports, studies, periodicals, newspaper clippings, copies of correspondence which serve the general program reference needs of the office.</p> <p>Review annually. Destroy materials when which are obsolete, or superseded, or no longer needed for reference purposes. <i>when</i> (II-NNA-2504, Item 3) <i>Rqd 9/14/76</i></p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>OFFICE OF TRAINING AND EDUCATION</u></p>		
230	<p><u>Office Individual Personnel Files</u> Unofficial personnel folders maintained in the office which consist of documents which are duplicates of papers placed in the official personnel folders, or which are not appropriate for inclusion in the official personnel folders. File includes such papers as copies of personnel application or resume, records reflecting training received by individuals and copies of official documents. Files are arranged alphabetically by name of employee.</p> <p>Review annually. Destroy documents which have been superseded or are no longer applicable. Destroy entire file on transfer or separation of the employee. (NC 174-76-1, Item 21)</p>		
231	<p><u>Program Correspondence Files</u> This file consists of correspondence, reports, forms and other records relating to the development and implementation of Occupational Safety and Health Training and Education programs. Files are arranged by subject.</p> <p><u>PERMANENT</u>. Cut off annually. Transfer to Federal Records Center when 3 years old. Offer to National Archives when 10 years old. (NN 165-50, Item 1) <i>(6 cu. ft a year plus 1 cu ft a year.</i></p>		
232	<p><u>Training Contract Monitoring Case Files</u> These are the working files maintained by the training office for monitoring contracts with universities or other institutions in the development of or conducting training programs in the area of Occupational Safety and Health. The file consists of copies of the proposal, a contract, work statement, contract report, and correspondence relating to the monitoring of the contract. Files are arranged alphabetically by name of contractor.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
233	<p>Cut off files at the close of the fiscal year in which the contract is terminated. Transfer to Federal Records Center 2 years after contract is closed. Destroy when 7 years old. (NN 165-50, Item 12 and 17)</p> <p><u>Training Proposal Files</u> This file consist of unsolicited proposals and supporting papers to conduct or develop training program in the area of Occupational Safety and Health. Files are arranged alphabetically by name of contractor.</p> <p>(a) <u>Awarded Proposals</u> - Place in training monitoring case files.</p> <p>(b) <u>Rejected Proposals</u> - Cut off at the end of fiscal year in which denied. Destroy when 2 years old. (NN 165-50, Item 17)</p>		
234	<p><u>Publication Reference Files</u> Copies of reports or publications by OSHA, other government agencies or private institutions maintained for reference purposes in developing or conducting Occupational Safety and Health Training programs.</p> <p>Review file annually. Destroy materials which are obsolete or no longer needed for reference purposes. ^{when superseded or no longer needed for reference purposes.} (II-NN5-2504, Item 11) <i>Rgd 9/14/76</i></p>		
235	<p><u>Office Administrative Files</u> Documents accumulated by the office which relate to routine internal management or general administration rather than the function for which the office exist. These records may include copies of correspondences and reports prepared in the office and forwarded to higher levels and other materials which do not serve as official documentation. This includes also papers relating to obtaining housekeeping-type services from offices responsible for providing them.</p> <p>Cut off at close of fiscal year. Destroy when 2 years old. (NC 174-76-1, Item 1)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<u>DIVISION OF EDUCATIONAL PROGRAMS</u>			
236	<p><u>Reading Files</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience of personnel.</p> <p>Cut off annually. Destroy when one year old or after reference value has been exhausted, whichever is sooner. (NC 174-76-1, Item 3)</p>		
237	<p><u>State Plans</u> This file consists of duplicate copies of Occupational Safety and Health plans as submitted by states under section 18 of the Occupational Safety and Health Act of 1970. The training office reviews the educational aspects of these state plans. The official copy of Occupational Safety and Health plans as submitted by states are maintained by Office of State Programs and Regional Programs. The plans are arranged alphabetically by name of state.</p> <p>Review annually. Destroy when superseded, or obsolete. (NN 165-50, Item 12)</p>		
238	<p><u>Employer/Employee Training Record</u> This file consists of OSHA Form 66 which is an individual record of training received under OSHA educational training contracts. This form is used to prepare the Quarterly Review and Analysis Report, and the Annual Report to Congress. Information on forms are keytaped for computer purposes.</p> <p>Transfer to inactive files when the Annual Report is prepared. Destroy when succeeding report is published. (NN 165-50, Item 17)</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<u>DIVISION OF TRAINING DEVELOPMENT</u>		
239	<p><u>Program Correspondence Files</u> This file consists of correspondence reports, forms, and other documents relating to the development and implementation of Occupational Safety and Health Training and Education Programs.</p> <p><u>PERMANENT.</u> Cut off annually. Transfer to Federal Records Center when 2 years old. Offer to National Archives when 12 years old. (NN 165-50, Item 1) <i>(5 cu. ft. accumulated plus 1 cu. ft. a year)</i></p>		
240	<p><u>Audio Visual Services Files</u> This file consists of films, slides, and video tapes developed for training programs in the area of Occupational Safety and Health (Materials date back to 1940's).</p> <p><i>See item 122 a G.M. 8/31/76</i> <u>PERMANENT.</u> Offer to the National Archives when current program use is ended. (NN 165-50, Item 2)</p>		
241	<p><u>Training Program Records</u> This file consists of scripts and other written materials prepared for training programs in the area of Occupational Safety and Health. Official copies of these documents are maintained by the Technical Data Center.</p> <p>Destroy materials ^{when} which are obsolete or superseded, or no longer needed for reference purposes, whichever is sooner. (NN 165-50, Item 12) <i>Rgd 9/14/76</i></p>		