



Department of Education and Early Development
 Division of Libraries, Archives & Museums
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 227 Schedule No: 07-227.1

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

OFFICE OF THE COMMISSIONER

227 - OCCUPATIONAL SAFETY & HEALTH (OSH) REVIEW BOARD

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted, all records series are nonconfidential. This schedule supersedes #70104.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director	Date
*	*	5/11/06
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	5/7/06	*
State Archivist	Date	Records Analyst
*	6/16/06	*
		Date
		5/9/06

* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>001 - Program Administration & Special Project Files Includes correspondence files relating to substantive division operations. Examples of special projects include: Resident Hire, Whistle Blower Complaints, Ketchikan Mill Closure, Emergency Operations, Joint Pipeline Office.</p> <p>Annual accrual rate is approximately three cubic feet.</p>		PA		<p>SHARE Campaign materials are not transferred to the State Archives. Records transferred to the State Archives may be sampled, unless transferring authority recommends otherwise.</p> <p>File code: SPR.</p>
<p>002.1 - Issuances, Major (Master) This series includes Administrative Circular Letters (ADMCL) and Data Processing Circular Letters (DPCL).</p> <p>Arranged alphabetically by topic.</p>		PA	Y	File Code: OM 2.
<p>002.2 - Issuances, Routine (Master and Workcopy) This series includes Administrative Circular Letters (ADMCL) and Data Processing Circular Letters (DPCL).</p> <p>Arranged alphabetically by topic.</p>		C	Y	<p>C = Until policy or procedure is revised.</p> <p>File Code: OM 2.</p>
<p>003 - Lawsuit Case Files This series consists of legal case files between individuals, groups, and the State relating to labor matters. Includes correspondence, legal documents, backup, exhibits, photographs, etc.</p> <p>Arranged alphabetically by subject according to file code and index.</p>		C+3		<p>C = Until case is closed.</p> <p>Office of Record is the Department of Law.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p>004 - OSH Review Board Case Files This series documents contested violations of safety and health regulations. Includes decisions and orders, correspondence, inspection reports, certified mail return receipts, mailing affidavits, settlement agreements, orders, notices of hearing, tracking sheets, pleadings, invoices, etc. Decisions and orders are no longer published.</p> <p>Arranged by docket number.</p>		PA		<p>C = Until case is closed.</p> <p>Any information that might reveal a trade secret referred to in 18 USC 1905 is confidential and may only be used by departmental employees in carrying out occupational safety and health enforcement activities.</p> <p>Records transferred to the State Archives will be sampled, unless transferring authority recommends otherwise. Annual accrual rate is approximately one cubic foot.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p>Retention Key</p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p>Format Key</p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p>Bus. Ess = Business Essential</p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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