



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
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STATE OF ALASKA

Schedule Number: 70104

Agency ID #: 227

RECORDS RETENTION SCHEDULE

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<p>DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT</p> <p>OFFICE OF THE COMMISSIONER; OCCUPATIONAL SAFETY & HEALTH (OSH) REVIEW</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in Addition to current year</p> <p>CFY - Current Fiscal Year TO - Term of Office</p> <p>CY - Current Year M - After Microfilming</p> <p>P - Permanent C - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100.2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

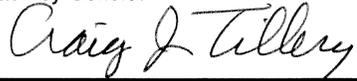
Unless otherwise noted, all records series are nonconfidential. This records schedule supercedes #70103.

Statutory Authority: AS 05.20; AS 08.18, .52; AS 16.10.280; AS 18.31; AS 18.60, .62, .63; AS 23; AS 44.31; AS 37.07; AS 42.40; 8 AAC.

The Office of the Commissioner provides direction to the Department's divisions in the administration of the Department's programs. The goals of the Department are: to provide a healthy and stable workforce upon which economic development in the State can thrive; to assist potential Alaskan employers in operating in a cost effective manner, and; to minimize the impact of the unemployed on the State's social services. The OSH Review Board hears and decides appeals of citations and penalties issued by the Department to employers for violations of occupational safety and health regulations.

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their prescribed retention period. This requires taking into account the issues of refreshing, migration, security duplicates; and, analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

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

Division Director Greg O'Claray, Commissioner	State Archivist 	Date 6-16-06	Attorney General 	Date 6/7/06	
Signature of Division Director 	Date 5/11/06	Records Analyst 	Date 5-9-06	Commissioner of Administration 	Date 6/14/06

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Retention

Disposition

Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Office of the Commissioner staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>Refer to the attached file listing for retention specifications.</p> <p>All duplicate copies maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The General Schedule may be accessed from the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>
2	<p>Program Administration & Special Project Files: [File Code: SPR]</p> <p>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>	C+3	-	P	-		<p>C=Until obsolete, superceded or administrative need is met, or; project is completed.</p> <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>Refer to the General Administrative Records Retention Schedule, Items #62 (General Correspondence Files), Item #67 (Program Policies & Procedures - Major), and Item #77 (Special Projects) for further reference.</p>
3	<p>Issuances, Major (Master): [File Code: OM 2]</p> <p>Issuances, Routine (Master and Work Copy):</p> <p>This series includes Administrative Circular Letters (ADMCL) and Data Processing Circular Letters (DPCL). Arranged alphabetically by topic.</p>	C+3	-	P	-	X	<p>C=Until policy or procedure is revised.</p> <p>Refer also to the General Schedule, Items 67 and 68.</p>

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>Lawsuit Case Files: [File Code:LIT]</p> <p>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. Arranged alphabetically by subject according to file code and index.</p>	C+3	-	-	C+3		<p>C=Until case is closed.</p> <p>Office of record is the Department of Law.</p>
5	<p>OSH Review Board Case Files: [File Code: CMC 4-2]</p> <p>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. Arranged by docket number.</p>	C+1	3	P	-		<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>