



Department of Education and Early Development  
 Division of Libraries, Archives & Museums  
 Alaska State Archives/Records & Information Management Service (ASA/RIMS)  
 P.O. Box 110525, 141 Willoughby Avenue  
 Juneau, AK 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 247      Schedule No: 07-247.1**

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
 DIVISION OF LABOR STANDARDS & SAFETY  
 247 - ENFORCEMENT, SAFETY & HEALTH COMPLIANCE

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 #72505.

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
	*		7/21/06
Attorney General/Designee	Date	Commissioner of Administration/Designee	Date
*	8/29/06	*	9/5/06
State Archivist	Date	Records Analyst	Date
*	9/11/06	*	7/12/06

\* = Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001.1 - Safety &amp; Health Enforcement Inspection Case Files (Originals)</b>                      Series includes inspections done as a result of a complaint, referral, or scheduled high risk industry. Files may include correspondence, reports, citations, referrals and sampling data. Also includes inspections done in conjuncture with EPA NESHAPS grants.</p>	H	S	Y	<p>S = After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed.</p> <p>Under AS 18.60.087(b) &amp; 088(b) name of a complainant is confidential; information pertaining to trade secrets is confidential under AS 18.60.099.</p> <p>Photos will be retained 1 year.</p> <p>1986 &amp; prior came under schedule 072400.</p>
<p><b>001.2 - Safety &amp; Health Enforcement Inspection Case Files (Master CD)</b>                      Series includes inspections done as a result of a complaint, referral, or scheduled high risk industry. Files may include correspondence, reports, citations, referrals and sampling data. Also includes inspections done in conjuncture with EPA NESHAPS grants.</p>	E	30	Y	Master CDs should be held offsite in a records center.
<p><b>001.3 - Safety &amp; Health Enforcement Inspection Case Files (Workcopy CD)</b>                      Series includes inspections done as a result of a complaint, referral, or scheduled high risk industry. Files may include correspondence, reports, citations, referrals and sampling data. Also includes inspections done in conjuncture with EPA NESHAPS grants.</p>	E	30	Y	

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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>002.1 - Accident Investigation Files (Originals)</b>                      Series results from the investigation of fatal and /or catastrophic incidents. Files include notes, photos, autopsy, and/or confidential trooper/police reports.</p>	H	S	Y	<p>S = After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed.</p> <p>Photos will be retained 5 years.</p> <p>Some documents are confidential under 7 AAC 05.920 &amp; .925, AS 18.08.087 &amp; AS 18.20.090.</p> <p>The agency will ensure proper safeguards and procedures are in place to facilitate access for 30 years, including refreshing media and migrating information to new applications/technologies /media.</p>
<p><b>002.2 - Accident Investigation Files (Master CD)</b>                      Series results from the investigation of fatal and /or catastrophic incidents. Files include notes, photos, autopsy, and/or confidential trooper/police reports.</p>	E	30	Y	<p>Master CDs should be held offsite in a records center.</p>
<p><b>002.3 - Accident Investigation Files (Workcopy CD)</b>                      Series results from the investigation of fatal and /or catastrophic incidents. Files include notes, photos, autopsy, and/or confidential trooper/police reports.</p>	E	30	Y	
<p><b>003.1 - Discrimination Case Files (Originals)</b>                      Records series documents violations of AS 18.60.089 and includes the complaint, investigative materials, and department determination.</p>	H	S		<p>S = After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed.</p> <p>Documents are scanned 5 years after case is closed.</p> <p>Confidential statements, under AS 18.60, may be contained in the files.</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><b>Retention Key</b></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><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
---	---	---

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>003.2 - Discrimination Case Files (Master CD)</b> Records series documents violations of AS 18.60.089 and includes the complaint, investigative materials, and department determination.	E	25		Confidential statements, under AS 18.60, may be contained in the files.  Master CDs should be held offsite in a records center.
<b>003.3 - Discrimination Case Files (Workcopy CD)</b> Records series documents violations of AS 18.60.089 and includes the complaint, investigative materials, and department determination.	E	25		Confidential statements, under AS 18.60, may be contained in the files.
<b>004.1 - Hazardous Material Training Programs (Originals)</b> Files document approval of training programs offered for asbestos abatement workers and for hazardous painters. Files include application from training entity, instructor qualifications, course and examination content, and requests for approval of changes made to the course.	H	S	Y	S = After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed.
<b>004.2 - Hazardous Material Training Programs (Master CD)</b> Files document approval of training programs offered for asbestos abatement workers and for hazardous painters. Files include application from training entity, instructor qualifications, course and examination content, and requests for approval of changes made to the course.	E	30	Y	Master CDs should be held offsite in a records center.
<b>004.3 - Hazardous Material Training Programs (Workcopy CD)</b> Files document approval of training programs offered for asbestos abatement workers and for hazardous painters. Files include application from training entity, instructor qualifications, course and examination content, and requests for approval of changes made to the course.	E	30	Y	
<b>005.1 - Certificate Citation Files (Originals)</b> Files currently are only for Painters Certificate Citations issued under 8 AAC 61.885, Notice of Correction and Enforcement Activity Report. Citations were first issued in 1992.	H	S	Y	S = After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed.

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 align="center"><b>Retention Key</b></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 align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
--	--	--

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>005.2 - Certificate Citation Files (Master Microfilm)</b> Files currently are only for Painters Certificate Citations issued under 8 AAC 61.885, Notice of Correction and Enforcement Activity Report. Citations were first issued in 1992.	M	30	Y	Master microfilm should be held offsite in a records center.
<b>005.3 - Certificate Citation Files (Workcopy Microfilm)</b> Files currently are only for Painters Certificate Citations issued under 8 AAC 61.885, Notice of Correction and Enforcement Activity Report. Citations were first issued in 1992.	M	30	Y	
<b>006.1 - Asbestos Abatement Plan Approvals (Originals)</b> Records series includes plans from contractors for asbestos abatement work. Names of workers employed on the project are also submitted.	H	S		S = After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed.
<b>006.2 - Asbestos Abatement Plan Approvals (Master CD)</b> Records series includes plans from contractors for asbestos abatement work. Names of workers employed on the project are also submitted.	E	30		Master CDs should be held offsite in a records center.
<b>006.3 - Asbestos Abatement Plan Approvals (Workcopy CD)</b> Records series includes plans from contractors for asbestos abatement work. Names of workers employed on the project are also submitted.	E	30		
<b>007 - Laboratory Instrument Records</b> Includes procurement and calibration documentation. Instruments are used to document alleged health violations.		C		C = Until the instrument is destroyed or surplus.  These files are in the lab and under control of the Assistant Chief of Enforcement.
<b>008 - Phone/Fax Complaint Response Files</b> These files document complaints which do not result in an inspection. The complaints are handled by letter and may include correspondence and other investigative notes.		CY+2		Per AS 18.60.087(b) & 088(b) names of complainants are confidential.

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.

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

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>009 - Special Projects</b>                      Includes interagency agreements, jurisdictional issues, memorandums of understanding, fatalgrams, copies of legislation, reports, copies of meeting minutes, correspondence, etc.</p>		C+3*		<p>C = Until project is concluded or administrative need is met.</p> <p>* = Submit file titles to the State Archives for archival review prior to disposition.</p> <p>Chiefs &amp; Administrative supervisor decide what information to retain.</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 align="center"><b>Retention Key</b></p> <p>A = Until Audit                      PO = Permanent (Retain in agency office)                      C = Cut-off event/date              S = Until Scanned                      CY = Current Year                      T = Transfer                      CFY = Current Fiscal Year              TO = Term of Office                      PA = Permanent (Transfer to State Archives)</p>	<p align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
--	--	--