



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: 249      Schedule No: 07-249.1**

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT  
 DIVISION OF LABOR STANDARDS & SAFETY  
 249 - OFFICE OF THE DIRECTOR

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.

All records series are nonconfidential. This schedule supersedes #72104.

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    |
|                           | *                              |   | 7/30/06 |
| Attorney General/Designee | Date                           | Commissioner of Administration/Designee | Date    |
| *                         | 8/22/06                        | *                                       | 8/29/06 |
| State Archivist           | Date                           | Records Analyst                         | Date    |
| *                         | 9/1/06                         | *                                       | 7/28/06 |

\* = Original signatures held on file.

| Item No - Record Series Title & Description   | Format | Total Retention | Bus. Ess. | Remarks   |
|---|--------|-----------------|-----------|---|
| 001.1 - Public Relations (Publications, Public Service Announcements, Newspaper Clippings)                    |        | C+5             |           | <p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>The department's Commissioner's Office administers the record copy of public relations materials.</p> <p>Annual accrual rate is less than .1 cubic foot.</p>   |
| 001.2 - Public Relations (Fatalgrams)   |        | PA              |           | <p>The department's Commissioner's Office administers the record copy of public relations materials.</p> <p>Annual accrual rate is less than .1 cubic foot.</p>   |
| 002 - Public Relations (Publications)   |        | C+3             |           | <p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>Publications include brochures, flyers, pamphlets and various electronic media supporting division sections where graphic design and layout are approved by the directors staff assigned to departments publications team.</p> |
| 003 - State Plan (Original)<br>Federal authorization of State of Alaska Occupational Safety & Health program. |        | PA              | Y         | <p>Amendments to the State Plan can include: state-initiated changes, management structures, internal policy, etc.</p> <p>Office of Record is Juneau with working copies in Anchorage.</p> <p>Annual accrual rate is less than .1 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><b>Retention Key</b></p> <p>A = Until Audit<br/>                 C = Cut-off event/date<br/>                 CY = Current Year<br/>                 CFY = Current Fiscal Year<br/>                 PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)<br/>                 S = Until Scanned<br/>                 T = Transfer<br/>                 TO = Term of Office</p> | <p><b>Format Key</b></p> <p>H = Hardcopy<br/>                 E = Electronic<br/>                 D = Database<br/>                 M = Microform</p> | <p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response<br/>                 2. Are necessary to resume or continue operations</p> |
|---|---|---|

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| <p><b>004 - OSH Variances</b><br/>                     Records series consists of original variance requests (signed by the Commissioner of Labor), authorizations and correspondence.</p> <p>Arranged by assigned sequential variance number by order received in the federal fiscal year.</p> <p>Copies are sent to Region X, OSHA in Seattle.</p> |        | PA              |           | <p>C = Until the variance expires and administrative/management need is met.</p> <p>OSH = Occupational Safety &amp; Health.</p> <p>OSHA = U.S. Dep. Labor, Occupational Safety &amp; Health Administration.</p> <p>Office of Record is Juneau with inspection files in regional offices.</p> <p>Annual accrual rate is less than .1 cubic foot</p> |
| <p><b>005 - Occupational Safety &amp; Health Records</b><br/>                     Consists of federal correspondence, discrimination complaints, citations, audits, General Duty Clause investigations, federal regulations issues.</p> <p>Arranged by subject per the fling system.</p>   |        | 5               |           | <p>Office of Record is the Anchorage office.</p> <p>Copies of General Duty Clauses are sent to Anchorage.</p> <p>Annual accrual rate is less than .1 cubic foot.</p>   |
| <p><b>006.1 - OSHA Instructions/Program Directives</b><br/>                     Instructions and updates which OSHA provides to the Division which direct the state program.</p> <p>Arranged chronologically.</p>  |        | C               | Y         | <p>C = Until instruction is obsolete, superseded or administrative/management need is met.</p>   |
| <p><b>006.2 - OSHA Instructions/Program Directives (AKOSH Regulations)</b><br/>                     Instructions and updates which OSHA provides to the Division which direct the state program.</p> <p>Arranged chronologically.</p>  |        | PA              | Y         | <p>AKOSH = Alaska Occupational Safety and Health.</p>  |

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| <p><b>007 - AKOSH Program Directives</b><br/>                     Formal acknowledgement of implementation of OSHA instructions, sent to Region X, OSHA in Seattle.</p> <p>Formal acknowledgement of any state initiated changes to structures of policies affecting the State Plan.</p> <p>Logged electronically and arranged chronologically.</p>  |        | C+5             |           | <p>C = Until obsolete, superseded or administrative/management need is met.</p> <p>Office of Record is Juneau, working copies to Anchorage and distributed to AKOSH Staff.</p> <p>Annual accrual rate is less than 1 cubic foot.</p>  |
| <p><b>008 - Formal Investigation Records</b><br/>                     Consists of LS&amp;S investigations and complaints that are formally addressed. Often several entities are involved such as the Commissioner's Office, other state departments and federal agencies. Includes correspondence, reports, legal briefs, court orders and inspections with fatalgrams.</p> <p>Arranged by subject per the Filing System.</p> |        | C+6             |           | <p>C = Until resolution of case.</p> <p>Office of Record is the Anchorage office.</p>   |
| <p><b>009 - Complaints Against State Program Administration (CASPA)</b><br/>                     This series documents complaints made against the State program. Consists of complaint, correspondence from OSHA regarding CASPA's sent to them, State response/explanation and final decision.</p> <p>Logged electronically arranged chronologically.</p> <p>Confidential under 29 CFR 1954.20 - .21</p>                     |        | PA              |           | <p>Office of Record is the Juneau office with investigation files in Anchorage.</p> <p>Per federal Field Operations Manual (FOM) Chapter XIV-B.9.a.(3) the identity of a CASPA complainant or any information tending to identify a complainant which is contained in a federal case file shall not be disclosed.</p> |
| <p><b>010 - Coordinated Offices</b><br/>                     Outside offices may request help with process safety management. Examples include the Joint Pipeline Office, the Environmental Protection Agency, oil companies and associations. Records series includes memorandums of understanding, OSHA regulations and interpretation letters.</p> <p>Arranged per the Filing System.</p>                                   |        | 5               |           |   |

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| <p><b>011 - OSHSPA Records</b><br/>                     The director is the State representative for this Association which compare ideas and discuss planned federal reorganization. Is composed of work groups and training sessions and meets approximately four times per year. Consists of correspondence, meeting notes and packets.</p> <p>Arranged by meeting date.</p> |        | 5               |           | OSHSPA = Occupational Safety & Health State Plan Association.   |
| <p><b>012 - Jurisdiction Files</b><br/>                     This series documents which entity (federal, State, local, etc. has authority over which concern--who handles what) and includes Memoranda of Understanding or Agreement.</p> <p>Arranged chronologically.</p>  |        | C+6             | Y         | C = Until obsolete, superseded or administrative/management need is met.<br><br>Annual accrual rate is less than .1 cubic foot. |

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