



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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STATE OF ALASKA

Schedule Number: 72104

Agency ID #: 249

RECORDS RETENTION SCHEDULE

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<p><b>DEPARTMENT OF LABOR &amp; WORKFORCE DEVELOPMENT</b></p> <p><b>DIVISION OF LABOR STANDARDS &amp; SAFETY</b></p> <p><b>OFFICE OF THE DIRECTOR</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit      <b>Numerals</b> - Years in Addition to current year</p> <p><b>CFY</b> - Current Fiscal Year      <b>TO</b> - Term of Office</p> <p><b>CY</b> - Current Year      <b>M</b> - After Microfilming</p> <p><b>P</b> - Permanent      <b>C</b> - 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.

All records series are nonconfidential. This records schedule supercedes #72103.

Statutory Authority: AS 23.10.075; AS 23.10.080.

The Office of the Director has oversight of the following: Wage & Hour Administration, Mechanical Inspection Section, Occupational Safety & Health Section (Enforcement, Consulation & Training); and Alaska Safety Advisory Council.

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	State Archivist	Date	Attorney General	Date
<b>Grey R. Mitchell</b>	<i>Ken Nail</i>	9-1-06	<i>Craig J. Tillery</i>	8/22/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>Grey R. Mitchell</i>	7/30/06	<i>Christopher L. Hill</i>	7-28-06	<i>King Jones</i>
				8/29/06

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	<b>PUBLIC RELATIONS (Publications, Public Service Announcements, Newspaper Clippings):</b>  (Fatalgrams):	C+5	-	-	C+5		C=Until obsolete, superceded or administrative/management need is met.  Refer also to the General Schedule, Item 61 (Program History Files).  The Commissioners Office administers the Public Relations record copy under the Commissioner General Records Retention Schedule (CGS) Item 20 (Public Information Office Filesets).  Annual accrual rate is less than .1 cubic foot.
		30	-	P	-		
2	<b>PUBLIC RELATIONS (Publications):</b>	C+3	-	-	C+3		C=Until obsolete, superceded or administrative/management need is met.  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.
3	<b>State Plan (Original):</b>  Working Copy:  Federal authorization of State of Alaska Occupational Safety & Health program.	30	-	P	-	X	C=Until obsolete, superceded or administrative/management need is met.  Amendments to the State Plan can include: state initiated changes, management structures, internal policy, etc.  Office of record is Juneau with working copies in Anchorage.  Annual accrual rate is less than .1 cubic foot.
		C	-	-	C		

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		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p><b>OSH Variances:</b></p> <p>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>	30	-	P	-		<p>C=Until the variance expires and all administrative/management need is met.</p> <p>Refer to the General Schedule, Item 67, Policies &amp; Procedures--Major (Agency Issued).</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>
5	<p><b>Occupational Safety &amp; Health Records:</b></p> <p>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	-	-	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>
6	<p><b>OSHA Instructions/Program Directives:</b></p> <p>AKOSH Regulations:</p> <p>Instructions and updates which OSHA provides to the Division which direct the state program.</p> <p>Arranged chronologically.</p>	<p>C</p> <p>C+5</p>	-	-	-	X	<p>C=Until instruction is obsolete, superceded or administrative/management need is met.</p> <p>AKOSH: Alaska Occupational Safety and Health.</p>

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		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p><b>AKOSH Program Directives:</b></p> <p>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	-	-	C+5		<p>C=Until obsolete, superceded 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>
8	<p><b>Formal Investigation Records:</b></p> <p>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	-	-	C+6		<p>C=Until resolution of case.</p> <p>Office of Record is the Anchorage office.</p>
9	<p><b>Complaints Against State Program Administration (CASPA):</b></p> <p>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 per 29 CFR 1954.20 - .21</p>	30	-	P	-		<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>

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		Office	Records Center	State Archives	Destroy	Vital Record	
10	<p><b>Coordinated Offices:</b></p> <p>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	-	-	5		C=Until obsolete, superceded or administrative/management need is met.
11	<p><b>OSHSPA Records:</b></p> <p>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	-	-	5		OSHSPA: Occupational Safety & Health State Plan Association
12	<p><b>Jurisdiction Files:</b></p> <p>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	-	-	C+6	X	C=Until obsolete, superceded or administrative/management need is met.  Annual accrual rate is less than .1 cubic foot.

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		Office	Records Center	State Archives	Destroy	Vital Record	
13	<p><b>GENERAL ADMINISTRATIVE RECORDS</b>  <b>[Unless Otherwise Indicated on this Schedule]:</b></p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing &amp; Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Office of the Director staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS		<p>All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.</p> <p>The following Regulation Files (GRS, Item 64) are kept permanently in the office: Electrical, Petroleum, Refining &amp; Logging.</p> <p>Grant Program Files (GRS, Item 44) lists retention requirements for Performance, Strategic &amp; Monitoring Plans.</p> <p>The General Schedule may be accessed from the Archives &amp; Records homepage. When</p>