



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
 POB 110525, 141 Willoughby
 Juneau, AK 99811-0525
 465-2245; 465-2276/Voice; 465-2465/Fax

STATE OF ALASKA

Schedule Number: 72505

Agency ID #: 247

RECORDS RETENTION SCHEDULE

Page 1 of 5

DIVISION OF FINANCE

DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT DIVISION OF LABOR STANDARDS & SAFETY OCCUPATIONAL SAFETY & HEALTH ENFORCEMENT, SAFETY & HEALTH COMPLIANCE	SEP 05 2006		KEY	
	A	- After Audit	Numerals	- Years in Addition to current year
	CFY	- Current Fiscal Year	TO	- Term of Office
	CY	- Current Year	M	- After Microfilming
	P	- Permanent	C	- Current/or as defined

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 **Calendar** 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 #72504.

Statutory/ Regulatory Authority: AS 18.31.200; AS 18.60.010-105; AS 18.62.010-080; AS 18.66.010-100; 8 AAC 61.410-425; 8 AAC 61.600-790; 8 AAC 61.800-890.

The Occupational Safety & Health Section protects Alaskan workers from industrial accidents and job-related illness through the enforcement of State and federal standards, and by training employers and employees to follow safe and healthful work practices. Enforcement, Safety Health Compliance is the enforcement arm of the Occupational Safety & Health Unit.

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
Grey Mitchell	<i>[Signature]</i>	9-11-06	<i>[Signature]</i>	8/29/06
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>[Signature]</i>	7/21/06	<i>[Signature]</i>	7-12-2006	<i>[Signature]</i>
				9/15/06

RECORDS RETENTION SCHEDULE CONTINUATION	SCHEDULE NUMBER 72505	Page 2
	Agency ID 247	

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	Safety & Health Enforcement Inspection Case Files (Originals):	S	-	-	S	Yes	<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) & 088(b) name of a complainant is confidential; information pertaining to trade secrets is confidential per AS 18.60.099.</p> <p>Photos will be retained 1 year.</p> <p>1986 & prior came under schedule 072400.</p>
	(Master CD):	-	30	-	30		
	(Workcopy CD):	30	-	-	30		
	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.						
2	Accident Investigation Files (Originals):	S	-	-	S	Yes	<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 & .925, AS 18.08.087 & 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>
	(Master CD):	-	30	-	30		
	(Work copy CD):	30	-	-	30		
	Series results from the investigation of fatal and /or catastrophic incidents. Files include notes, photos, Autopsy, and/or confidential trooper/police reports.						
3	Discrimination Case Files (Originals):	5	-	-	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>
	(Master CD):	-	25	-	25		
	(Work copy CD):	25	-	-	25		
	Records series documents violations of AS 18.60.089 and includes the complaint, investigative materials, and department determination.						

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 72505

Page 3

Agency ID 247

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	Hazardous Material Training Programs (Originals):	S	-	-	S	Yes	S=After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed. This records series was previously listed on Records Retention Schedule #72404, Item 5.
	(Master CD):	-	30	-	30		
	(Work copy CD):	30	-	-	30		
	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.						
5	Certificate Citation Files (Originals):	S	-	-	S	Yes	S=After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed. This records series was previously listed on Records Retention Schedule #72404, Item 3.
	(Master Microfilm):	-	30	-	30		
	(Work copy Microfilm):	30	-	-	30		
	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.						
6	Asbestos Abatement Plan Approvals (Originals):	S	-	-	S		S=After documents are scanned/verified to archival quality Compact Disc (CD) and 60 days have passed, originals may be disposed. This records series was previously listed on Records Retention Schedule #72404, Item 7.
	(Master CD):	-	30	-	30		
	(Work copy CD):	30	-	-	30		
	Records series includes plans from contractors for asbestos abatement work. Names of workers employed on the project are also submitted.						

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 72505

Page 4

Agency ID 247

Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Laboratory Instrument Records:</p> <p>Includes procurement and calibration documentation. Instruments are used to document alleged health violations.</p>	C	-	-	C		<p>C=Until the instrument is destroyed or surplused.</p> <p>These files are in the lab and under control of the Assistant Chief of Enforcement.</p>
8	<p>Phone/Fax Complaint Response Files:</p> <p>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.</p>	CY+2	-	-	CY+2		<p>Per AS 18.60.087(b) & 088(b) names of complainants are confidential.</p>
9	<p>Special Projects:</p> <p>Includes interagency agreements, jurisdictional issues, memorandums of understanding, fatalgrams, copies of legislation, reports, copies of meeting minutes, correspondence, etc.</p>	C+3	-	**	C+3		<p>C=Until project is concluded or administrative/management need is met.</p> <p>**Submit file titles for archival review prior to disposition.</p> <p>Refer to the General Administrative Records Retention Schedule, Item 77 (Special Projects) for further reference.</p> <p>Chiefs & Administrative supervisor decide what information to retain.</p>

RECORDS RETENTION SCHEDULE CONTINUATION

SCHEDULE NUMBER 72505

Page 5

Agency ID 247

		Retention		Disposition			
Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
10	<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>Enforcement & Industrial Hygiene Compliance staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	GRS	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 General Schedule may be accessed on the Archives & Records homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>