Retention and Classification Report

Agency: Labor Commission. Division of Occupational Safety and Health. Compliance Review (1380)
160 East 300 South
P.O. Box 146650
Salt Lake City, UT 84114-6650

Records Officer: _____

28168 Compliance inspection reports

AGENCY: Labor Commission. Division of Occupational Safety and Health. Compliance Review

SERIES: 28168 3
TITLE: Compliance inspection reports
DATES: 2008-
ARRANGEMENT: Alphabetical by name of employer or establishment, thereafter chronological
DESCRIPTION:

These files document occupational safety and health inspections performed at Utah places of employment. These inspections may occur on a schedule plan or as a result of a fatality, accident, or complaint. Inspection includes hazard identification for physical hazards and industrial hygiene testing to determine exposure levels to health hazards that may be in violation of occupational safety and health regulations. Inspection records include establishment name, establishment type (public or private), physical and mailing addresses, type of inspection, number of employees, telephone number, scope of the inspection, time and date of inspection, narrative on findings, citations issued, video and audio recordings, and the name and signature of the designated approving officer and the compliance inspector.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Digital Versatile Disk - Rewritable: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

Computer data files: For records beginning in 2018 and continuing to the present. Retain in Office for 10 years and then delete.

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(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).

Code of Federal Regulation Sections 1910 & 1926 define OSHA requirements for the Department of Labor. Utah Administrative Code Rule R614-1.

PRIMARY DESIGNATION:

Protected	Utah Code 63G-2-305(1); 63G-2-305(10)(a); 63G-2-305(10)(d); 63G-2-305(17); 63G-2-305(18); 63G-2-305(33); and 63G-2-305(51).

SECONDARY DESIGNATION(S):

Public	
Exempt.	Utah Code Section 34A-6-301(6)(a)(i), 34A-6-306; and Utah Administrative Code R614-1-7.