Retention and Classification Report

Agency: Labor Commission. Division of Occupational Safety and Health.
Compliance Review (1380)
160 East 300 South
P.O. Box 146650
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Records Officer Terri Devries

28168 Compliance inspection reports
82446 *Health inspection reports
22799 *Health inspection video tapes

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 10 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2013.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Digital Versatile Disk - Rewritable: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

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

SERIES: 28168

TITLE: Compliance inspection reports

(continued)

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

Administrative Legal

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

PRIMARY CLASSIFICATION:

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 CLASSIFICATION(S):

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

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

SERIES: 82446 3

TITLE: Health inspection reports

DATES: 1975-2008.

ARRANGEMENT: Alphanumerical by inspection code, thereunder chronological.

DESCRIPTION:

These files document health inspections performed on local businesses. These inspections may occur on a scheduled plan, or as a result of a complaint or an accident. Testing is done to determine exposure levels of chemicals, radiation, harmful dust, and other health hazards in the work environment. Includes name of establishment, type of establishment (public or private sector), address and mailing address, type of inspection, number of employees, telephone number, degree of inspection, time and date of inspection, narrative on findings, citations issued, and the name and signature of the inspector.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 09/01/1988.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after completion of report and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

This retention is based on agency needs per agency request and meets federal guidelines.

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

SERIES: 82446

TITLE: Health inspection reports

(continued)

PRIMARY CLASSIFICATION:

Public

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

SERIES: 22799 1

TITLE: Health inspection video tapes

DATES: 1975-2008.

ARRANGEMENT: Alphanumerical by inspection code, thereunder chronological

DESCRIPTION:

These video tapes document health inspections of local businesses conducted by the Division of Occupational Safety and Health pursuant to UCA 34A-6-301 (1997). The inspections may occur on a scheduled plan or as a result of a complaint or an accident. The inspections include testing used to determine exposure levels of chemicals, radiation, harmful dust and other health hazards in the work environment. The Health inspection reports, Series 82446 are retained for seven years.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention has not been approved by the State Records Committee.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Video recordings master: Retain in Office for 2 years after completion of inspection report and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Legal

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

SERIES: 22799

TITLE: Health inspection video tapes

(continued)

PRIMARY CLASSIFICATION:

Public