Retention and Classification Report

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Records Officer Terri Devries

28169	Consultation case files
82444	* Health and Safety Inspector training files
80534	* Health reports
80533	* Safety inspection case files
82445	* Training files of businesses

AGENCY: Labor Commission. Division of Occupational Safety and Health. Education and Consultation

SERIES: 28169 3

TITLE: Consultation case files

DATES: 2008-

ARRANGEMENT: Chronological

DESCRIPTION:

These files document occupational safety and health consultation activities performed on local Utah businesses. Consultation cases determine exposure levels to health hazards where a violation of occupational safety and health regulations has occurred. Records include hazard identification for physical hazards, as well as industrial hygiene testing. They also include program assistance and training activities. Records include establishment name, establishment type (public or private), physical and mailing addresses, type of consultation activity, number of employees, telephone number, scope of the visit, time and date of the visit, narrative on findings, and the name and signature of the consultant.

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.

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

AGENCY: Labor Commission. Division of Occupational Safety and Health. Education and Consultation

SERIES: 28169

TITLE: Consultation case files

(continued)

APPRAISAL:

Administrative Legal

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

PRIMARY CLASSIFICATION:

Exempt — Utah Code Section 63G-2-201(6)(a) access restricted as a condition of participating in a federal program

AGENCY: Labor Commission. Division of Occupational Safety and Health. Education and Consultation

SERIES: 82444 3

TITLE: Health and Safety Inspector training files

DATES: 1975-2008.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These files document the training of health and safety inspectors in the Utah Occupational Safety and Health Administration. Includes copies of certifications achieved, descriptions of seminars and courses attended, and other relevant information to inspector training.

RETENTION:

Retain 5 years after termination of inspector.

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 5 years after termination of inspector and then destroy.

APPRAISAL:

Administrative

These files should be kept to determine the qualifications of the inspector after termination in the event a dispute arises regarding a past inspection.

AGENCY: Labor Commission. Division of Occupational Safety and Health. Education and Consultation

SERIES: 82444

TITLE: Health and Safety Inspector training files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Labor Commission. Division of Occupational Safety and Health. Education and Consultation

SERIES: 80534 3

TITLE: Health reports

DATES: 1970-2008.

ARRANGEMENT: Chronological

DESCRIPTION:

These records document heath and hygiene inspections performed by the Industrial Commission on local companies at the companies' request. They document potential health hazards discovered by the inspection and the date which the company is to have corrected these hazards. They include the name of the company, the name of the inspector filling out the report, the date the report was completed, and the findings of the study.

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 Legal

Disposition based on value of records in documenting health and hygiene inspections and follow-up.

AGENCY: Labor Commission. Division of Occupational Safety and Health. Education and Consultation

SERIES: 80534

TITLE: Health reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Information related to trade secrets private according to 29 CFR 1908.6(h).

AGENCY: Labor Commission. Division of Occupational Safety and Health. Education and Consultation

SERIES: 80533 3

TITLE: Safety inspection case files

DATES: 1978-2008.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains files documenting safety inspections completed by the Industrial Commission for local companies. Companies request inspections to determine potential safety hazards, and the files document the hazards discovered during the inspections. Information may include names of companies and inspectors, report completion dates, accident and fatality investigations, citation details, police and employee interviews, findings, and documents from company employers.

RETENTION:

Retain 10 years after completion of report.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1992.

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 after completion of report and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on Utah State General Records Retention Schedule, Schedule 1, Item 33.

These records have legal value as they must be created and maintained to meet requirements established by 29 CFR.146(c)(2).

AGENCY: Labor Commission. Division of Occupational Safety and Health. Education and Consultation

SERIES: 80533

TITLE: Safety inspection case files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Labor Commission. Division of Occupational Safety and Health. Education and Consultation

SERIES: 82445 3

TITLE: Training files of businesses

DATES: 1975-2008.

ARRANGEMENT: Chronological

DESCRIPTION:

These files document local businesses receiving training at Utah Occupational Safety and Health for work environment safety. They include, subjects of training received, certificates received, and other relevant information.

RETENTION:

Retain 5 years after completion of training session.

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 5 years after completion of training session and then destroy.

APPRAISAL:

Administrative