Retention and Classification Report

Agency: Labor Commission. Division of Occupational Safety and Health. Education and Consultation (1383)
160 East 300 South
P.O. Box 146650
Salt Lake City, UT 84114
801-530-6859

Records Officer: _____

29798	Compliance assistance records
28169	Consultation case files
30418	OSHA 10 Hour Course Master Files

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

SERIES: 29798 1

TITLE: Compliance assistance records

DATES: 2013-

ARRANGEMENT: Alphabetical by consultant name, therein chronological by year.

DESCRIPTION:

These records contain information documenting phone calls, outreach events, and other contacts promoting the UOSH consultation program and work place safety in general. These records are kept separate from the consultation case files (28169).

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: For records beginning in 2013 and continuing to the present. Retain in Office for 6 years and then destroy.

Computer data files: For records beginning in 2013 and continuing to the present. Retain in Office for 6 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

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 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 1 year and then transfer to State Records Center. Retain in State Records Center for 9 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:

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

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

PRIMARY DESIGNATION:

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: 30418 3
TITLE: OSHA 10 Hour Course Master Files
DATES: 2005-
ARRANGEMENT: Chronological.
DESCRIPTION:

These are the master files for the OSHA 10 hour classes that we teach. They include the sign-in sheets, curriculum, copies of the 10 hour cards that are mailed out to the attendees, and class evaluations.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Mandated or significant training materials, GRS-1951.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Paper: Retain in Office until end of project or program and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until end of project or program and then transfer to State Archives with authority to weed.

APPRAISAL:

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

Historical training materials.

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

SERIES: 30418
TITLE: OSHA 10 Hour Course Master Files

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PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(3)(t)(2022)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(2)(d)(2022)