

## Retention and Classification Report

**Agency:** Labor Commission. Division of Occupational Safety and Health. Education and Consultation (1383)  
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**Records Officer:** \_\_\_\_\_

29798	Compliance assistance records
28169	Consultation case files
82444	*Health and Safety Inspector training files
80534	*Health reports
30418	OSHA 10 Hour Course Master Files
80533	*Safety inspection case files
82445	*Training files of businesses

**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
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**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 AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after termination of inspector and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
These files should be kept to determine the qualifications of the inspector after termination in the event a dispute arises regarding a past inspection.

**PRIMARY DESIGNATION:**

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 health 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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

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:**

These records have administrative, and/or legal value(s).  
Disposition based on value of records in documenting health and hygiene inspections and follow-up.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(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:** 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

(continued)

**PRIMARY DESIGNATION:**

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

**SECONDARY DESIGNATION(S):**

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



**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 AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

**AUTHORIZED:** 12-20-2018

**FORMAT MANAGEMENT:**

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:**

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

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2016.

**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 AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 09/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after completion of training session and then destroy.

**APPRAISAL:**

These records have administrative value(s).