

DEPARTMENT OF LABOR
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
AGRICULTURAL SAFETY AND HEALTH BUREAU

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

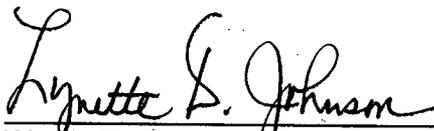
AGRICULTURAL SAFETY AND HEALTH BUREAU

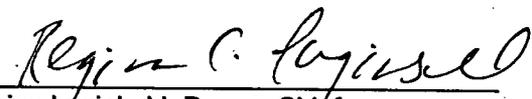
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

AGRICULTURAL SAFETY AND HEALTH BUREAU

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

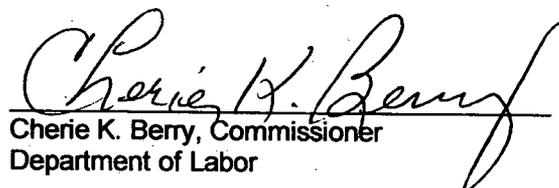

Wanda Smitherman, Chief Records Officer
Department of the Labor

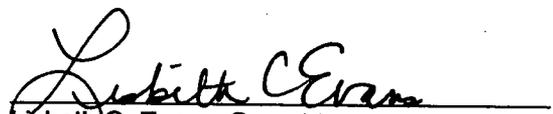

Regina Luginbuhl, Bureau Chief
Agricultural Safety and Health


John Johnson, Deputy Commissioner
Division of Occupational Safety and Health


David J. Olson, Director
Division of Historical Resources

APPROVED


Cherie K. Berry, Commissioner
Department of Labor


Lisbeth C. Evans, Secretary
Department of Cultural Resources

**DEPARTMENT OF LABOR
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
AGRICULTURAL SAFETY AND HEALTH BUREAU**

ITEM 31453. BUREAU CHIEF'S CORRESPONDENCE FILE.

Records in paper and electronic formats concerning correspondence written to and received from the director of the Agricultural Safety and Health Bureau. File includes letters and memorandums concerning migrant housing and agricultural issues. (File maintenance and backup procedure conducted by Department of Labor, Information Technology Division, Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends.

Transfer paper records to the State Records Center when administrative value ends. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 31458. GROWERS FILE.

Records in paper and electronic formats concerning growers who have registered with the Agricultural Safety and Health Bureau to house migrant workers. File includes certificates issued to growers who have been certified to house migrant workers, sanitarians' reports, inspection checklists, abatement notices, correspondence to and from growers, forms which initiate and detail compliance inspections, photographs and documentation of fatalities, photographs of structures intended to house migrant workers, and other related records. Names and addresses of growers, certificate number, types of crops grown, and other related data are entered into Agricultural Safety and Health Database (Electronic) File (Item 45943). (File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division, Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends.

Transfer paper records to the State Records Center after 4 years. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 31463. MIGRANT HOUSING NOTIFICATION RECORDS FILE.

Records in paper and electronic formats received from growers notifying the Agricultural Safety and Health Bureau of their intentions to house migrant workers, and requesting a preoccupancy inspection. File includes registration forms, names and addresses of growers, the number of dwellings needing inspection, and other related information. Names and addresses of growers, number of dwellings needing inspection, and other related data are entered into Agricultural Safety and Health Database (Electronic) File (Item 45943). File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division, Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Transfer to Growers File (Item 31458) after 4 years.

ITEM 45943. AGRICULTURAL SAFETY AND HEALTH DATABASE (ELECTRONIC) FILE.

Records in electronic format concerning growers who have registered with the Agricultural Safety and Health Bureau to house migrant workers. Information from certificates issued to growers, names and addresses of growers, the number of dwellings needing inspection, types of crops grown, and other related data are entered into this electronic file. (File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division, Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**DEPARTMENT OF LABOR
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
AGRICULTURAL SAFETY AND HEALTH BUREAU**

ITEM 46022. ACTIVE MIGRANT HOUSING COMPLIANCE CASE FILE.

Records in paper and electronic formats concerning all migrant housing and field sanitation inspections for fatal/catastrophic and non-fatal/catastrophic cases performed by the bureau. File includes assignment sheets, inspection and accident reports; inspectors' narratives; completed forms listing descriptions of conditions, standards violated, formulations of penalties, and other related information; correspondence to and from complainants; photographs of conditions cited; abatement monitoring and follow-up reports; reference copies of affidavits and warrants; orders from hearing examiners; and other related records. File also includes contested cases, final orders and informal settlement agreements. (Comply with applicable provisions of 13 NCAC 7B.0109, G.S. 95-136 and 95-152, 29 CFR 1903.9 and 1951.47, and 29 USCA 664 regarding confidentiality of records.) (File maintenance and backup procedures conducted by Department of Labor, Information Technology Division, Local Area Network (LAN) Administrator).

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer final orders, informal settlement agreements; all inspection generated OSHA forms including abatements, sampling forms, investigative summaries, inspection and accident reports, citation(s), Worksheets (1b's), letters to the employer, letters to the complainant, and other related forms; witness statements and photographs or digital images for fatality/catastrophe (FAT/CAT) cases; and Compliance Officer's (CSHO) created sketches and diagrams to Planning, Statistics, and Information Management (PSIM) Inactive Migrant Housing Compliance Cases File (Item 46031) to be scanned when case becomes inactive. Destroy or return to rightful owner remaining paper records when reference value ends.

ITEM 46023. NO INSPECTIONS FILE.

Records concerning proposed inspections of businesses and industries which were not made because the firm was no longer in operation. File includes inspection reports, inspectors' narratives, and other related records. (Comply with applicable provisions of G.S. 95-136 and 29 CFR 1951.47 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 46087. ACTIVE COMPLAINT INVESTIGATION FILE.

Records in paper and electronic formats concerning complaints of health or safety violations which do not result in inspections. File includes correspondence to employers outlining complaints, correspondence to complainants, completed forms outlining alleged health or safety hazards, and other related records. (Comply with applicable provisions of G.S. 95-136 and 29 CFR 1951.47 regarding confidentiality of records.) (File maintenance and backup procedures conducted by Department of Labor, Information Technology Division, Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to Planning, Statistics and Information Management, Inactive Migrant Housing Complaint Investigations File (Item 46088) to be scanned when records become inactive.