

DEPARTMENT OF LABOR
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
BUREAU OF CONSULTATIVE SERVICES

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

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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

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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 This schedule is to remain in effect until superseded.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



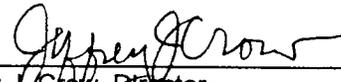
Wanda Smitherman, Chief Records Officer
Department of the Labor



Worth Joyner, Bureau Chief
Consultative Services



John Johnson, Deputy Commissioner
Division of Occupational Safety and Health



Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



Cherie K. Berry, Commissioner
Department of Labor



Lisbeth C. Evans, Secretary
Department of Cultural Resources

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ITEM 35255. ACTIVITY PRINTOUTS FILE. Computer printouts listing consultants' identification numbers, requests for consultations with no action taken, case numbers, abatements due, types of visits to companies, reports pending, and other related information. Printouts generated from Occupational Safety and Health Consultations (Electronic) File (Item 35262).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 35257. CONSULTATIVE CASES FILE. Records concerning completed consultations with employers to assist them in voluntarily complying with Occupational Safety and Health Administration (OSHA) regulations. File includes written requests from employers, field consultants' notes, contact logs, completed abatement notices, reports to employers, and other related records. Companies' names and addresses, types of hazards observed, abatement dates, and other related data are entered into Occupational Safety and Health Consultations Database (Electronic) File (Item 35262) and routinely updated. (Comply with applicable provisions of 13 NCAC 7B.0109, G.S. 95-152, 29 CFR 1903.9 and 1951.47, and 29 USCA 664 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Destroy in office 4 years after closing visit date if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 35260. GRANTS FILE. Reference copies of records concerning monies received from federal agencies. File includes grant proposals and narratives, agreements, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

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ITEM 35262. OCCUPATIONAL SAFETY AND HEALTH CONSULTATIONS

DATABASE (ELECTRONIC) FILE. Electronic records concerning consultations with employers to assist them in voluntarily complying with Occupational Safety and Health Administration (OSHA) regulations. Companies' names and addresses, types of hazards observed, abatement dates, and other related data are entered into this electronic file and transmitted electronically to the Occupational Safety and Health Administration (OSHA) in Washington, D.C., which in turn creates security copies of magnetic tapes. (Bureau of Consultative Services personnel periodically download data from this electronic file onto magnetic tape and update these tapes regularly.) (Comply with applicable provisions of 13 NCAC 7B.0109, G.S. 95-152, 29 CFR 1903.9 and 1951.47, and 29 USCA 664 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Transfer each magnetic tape to an off-site location for backup storage. Agency representative will update periodically. Erase in office magnetic tapes 4 years after closing visit date if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, erase in office after completion of action and resolution of issues involved.

ITEM 35266. TECHNICAL ASSISTANCE VISITS FILE. Completed forms listing summaries of visits to employers, company names, topics discussed, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office 4 years after visit if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.