

OSHA Directorate of Construction File Plans

DIRECTOR'S OFFICE (Rooms N-3468 & N-3476)

CABINET	DRAWER	CONTENTS	FILE ARRANGEMENT	DISPOSITION
1 (N-3468)	1	<i>Pending Files:</i> In-house folders containing copies of draft letters circulated to the Solicitor office and CCU for OSHA Assistant Secretary or Executive Secretariat clearances		TEMPORARY. When reviewed document return to DOC, withdraw in-house folder from pending file drawer, merge both files, track and route them to appropriate DOC staff.
	2			
2 (N-3468)	Top Left Shelf	<i>Administrative Files:</i> DOC staff travel receipts for current fiscal year.	Alphabetically	TEMPORARY. Review annually. Transfer them to the administrative file (DOC Cabinet , Drawer at the end of the fiscal year. Destroy when 6 years old unless otherwise instructed.
	Top Center Shelf			
	Top Right Shelf	<i>Administrative Reference materials:</i> Travel regulations resources.		TEMPORARY. Review annually. Destroy when obsolete.
3 (N-3476)	1	<i>Subject Reference Files:</i> Informational correspondence, newsletters, flyers, OSHA magazines.	Alphabetically	TEMPORARY. Review annually. Destroy materials when superseded or obsolete.
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	5	<i>Administrative Files:</i> Copies of approved DOC staff travel vouchers and travel receipts.	Alphabetically	TEMPORARY. Review annually. Destroy materials when 6 years old.
	1	<i>Administrative Files:</i> Original Sign in/out timesheets for DOC staff.	Chronologically by month and year	TEMPORARY. Destroy when 6 years old or as otherwise instructed. (audits are run by U.S. Government Accountability Office)
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4 (N-3476)	3	<p><u>Chronological Files:</u> Informational memoranda from DOC Director to OSHA Assistant Secretary and Regional Administrators.</p> <p>Copies of departmental agency documents cleared by the Directorate of Construction , and courtesy copies of other OSHA Directorates (DEP, DTSEM) received as a result of DOC reviewing, and concurring their drafts.</p>	<p>Chronologically by month and year</p>	<p>PERMANENT. Cut off annually. Transfer to Federal Records Center after 10 years. Offer to National Archives Records Administration after 12 years.</p> <p>TEMPORARY. Cut off annually. Destroy when 3 years old.</p>
	4	<p><u>FOIA Request Files:</u> Incoming correspondence, copies of requested document(s), draft, final response, staff notes, tracking sheets.</p>	<p>Chronologically by month and year</p>	<p>TEMPORARY. Grant full release of all requested materials: Destroy 2 years after date of reply. (NC1-64-77-1 item 16a1) Respond to requests with no records to requesters who provide inadequate description; and to those who fail to pay agency reproduction fees.</p> <ul style="list-style-type: none"> a) Request not appealed – Destroy 2 years after date of reply. (NC1-64-77-1 item 16a2a) b) Request appealed – Destroy as authorized under item 12. (NC1-64-77-1 Item 12 (NC1-64-77-1 item 16a2b) <p>Deny full a partial exemption.</p> <ul style="list-style-type: none"> a) Request not appealed. Destroy 6 years after date of reply. b) Request appealed. Destroy as authorized under item 12. (NC1-64-77-1 Item 16a 3b)
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(N-3476)	2	<i>Controlled</i>		
	3	<i>Correspondence Files:</i>		
	4	Original incoming correspondence from Congressmen, Congressional Committees, White House members inquiring about OSHA regulations, citations. Copies of response to originators, concurrence grids, tracking sheets with notes from DOC staff.	Chronologically by month and year.	TEMPORARY. Destroy when 3 years or as instructed otherwise.
		Original incoming interpretative letters from private, public sector and U.S. Congress, concerning OSHA construction standards and policy issues, copies of responses, background research materials, concurrence grids, tracking sheets with notes from staff.	Chronologically by month and year.	PERMANENT. Cut off annually. Transfer to the Federal Record Center when 5 years old. Offer to the National Archives when 10 years old.
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6 (-N3476)	1	<i>Concurrence Files:</i>		
	2	Copies of incoming documents for review from other OSHA Directorates: variance letters, pre clearance notice requests for public comments under the paper work reduction act, other materials: fact sheets, publications materials for posting on OSHA's web page and	Chronologically and alphabetically by month/year.	TEMPORARY. Cut off annually. Destroy when 3 years old.
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		copies of signed copies of outgoing OSHA 201/202s with DOC comments.		
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9-15-2017

OFFICE OF CONSTRUCTION SERVICES (Room N-3476)

CABINET	DRAWER	CONTENTS	FILE ARRANGEMENT	DISPOSITION & AUTHORITY
1	1	<p><u>ACCSH Substantive Records:</u> Official files documenting the activities of Advisory Committee on Construction Safety and Health (ACCSH) and its workgroups including the Construction Safety Act, agenda, membership roster, charter, Federal Register Notices announcing ACCSH meeting and workgroup meetings.</p>	Chronologically by month and by year.	<p>PERMANENT. Transfer when records are 15 years old or upon termination of committee, whichever is sooner. General Records Schedule 6.2 Transmittal No. 26 DAA-GRS-2015-0001-0001, Item 10</p>
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	3	<p><u>ACCSH Substantive Records - Meeting Transcripts:</u> Copies of transcripts including committee reports, policies, procedures, and recommendations for OSHA standards.</p>	Chronologically by month and year.	<p>PERMANENT. Transfer when records are 15 years old or upon termination of committee, whichever is sooner. General Records Schedule 6.2 Transmittal No. 26 DAA-GRS-2015-0001-0001, Item 10</p>
	4	<p><u>ACCSH Reference Files:</u> Convenience copies of biographic data, applications to Advisory Committee in Construction Safety and Health.</p>	Chronologically by year.	<p>TEMPORARY. Destroy when superseded, obsolete, no longer needed, or upon termination of committee, whichever is sooner. General Records Schedule 6.2 Transmittal No. 26 DAA-GRS-2015-0001-0005, Item 50</p>
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2	1	<u>Uncontrolled Correspondence Files:</u> Original incoming letters, original concurrence grids, copies of letter responses to incoming correspondence from public, private sector, related research background materials, tracking cover sheets with notes from DOC staff.	Chronologically by month and year.	TEMPORARY. Destroy when 3 years old. NC-100-76-1 Occupational Safety and Health Adm, Item 149
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	3	<u>Interpretation Correspondence Files:</u> Original incoming correspondence, copy of relevant research information, office concurrence grid, and copy of response.	Chronologically by month and year. NOTE: These Interpretation files should not be mixed with Uncontrolled Correspondence Files. They need to be separated out.	PERMANENT. Review annually. Transfer to the Federal Records Center when 5 years old. Offer to the National Archives when 10 years old. NC-100-76-1 Occupational Safety and Health Adm, Item 158
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3	1	<u>Speech Files:</u> Copies of PowerPoint presentations delivered by OCS Director and/or staff representing DOC at conferences/meetings.	Chronologically by month and year.	TEMPORARY. Cut off annually. Destroy when superseded or obsolete. NC-100-76-1 Occupational Safety and Health Adm, Item 3
	2	<u>Data Reference Files:</u> Copies of construction statistical materials to support research for projects.	Alphabetically.	TEMPORARY. Review annually. Destroy when superseded or obsolete. NC-100-76-1 Occupational Safety and Health Adm, Item 38
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	4	<u>OSHA Non-policy Clearance Files:</u> Copies of drafts for developing materials, e.g., Fact Sheets, Quick Cards, Compliance Guides, other OSHA Publications intended for general public distribution, and copies of DOC internal reviews, signed Form OSHA-202 non-policy issuance clearances from other OSHA National Office Directorates, Solicitor office, field offices, notes, and comments.	Chronologically by month and year.	TEMPORARY. Destroy 1 year after completion of job. NC-100-76-1 Occupational Safety and Health Adm, Item 121.b.

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4	1	<u>Partnership Files:</u> Copies of DOC concurrences of OSHA partnership agreements with employers, trade associations, unions, consultation programs, education centers, which are reviewed for DCSP.	Chronologically by month and year.	TEMPORARY. Review Annually. Destroy after 3 years or upon termination of partnership. NC-100-76-1 Occupational Safety and Health Adm, Item 149
	2	<u>Alliance Files:</u> Copies of DOC concurrence of OSHA alliance agreements with employers, trade associations, unions, consultation programs, education centers, professional associations, which are reviewed for DCSP.	Chronologically by month and year.	TEMPORARY. Review Annually. Destroy after 3 years or upon termination of alliance. NC-100-76-1 Occupational Safety and Health Adm, Item 149
	3	<u>ANSI Reference Files:</u> Copies of consensus standards reached by distinct organizations, manufacturers and labor.	Chronologically by year and number.	TEMPORARY. Review annually. Destroy materials when superseded or obsolete. NC-100-76-1 Occupational Safety and Health Adm, Item 148
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	5	<u>ALJ Reference Files:</u> Copies of ALJ cases from the Occupational Safety and Health Review Commission, relevant research materials, copies of interpretation letters, office staff notes.	Chronologically by month, year and alphabetically.	TEMPORARY. Review annually. Destroy materials when superseded or obsolete. NC-100-76-1 Occupational Safety and Health Adm, Item 148
5	1	<u>Significant Case and Egregious Case Review Files:</u> Copies of initial email notification from the Regional Offices to “zzOSHA-DOC-SIGCASE” email group, OSHA Informational (type 1 memo), National Office memorandum to OSHA Assistant Secretary (type 2 memo), signed concurrence grids, copies of National Office Solicitor memorandum, DOC staff notes, copies of news release,	Chronologically by month, year and alphabetically.	TEMPORARY. Review annually. Destroy 3 years after Regional Office issues citation. NC-100-76-1 Occupational Safety and Health Adm, Item 149

5		relevant subject matter briefs from the National Office, Regional emails, copies of Type 1 and Type 2 memos, copies of memos from the Regions, copies of original National Office Solicitor memo, and other supporting documentation.		
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6	1	<u>Uncontrolled Correspondence:</u> Original incoming letters, original concurrence grids, copies of letter responses to incoming correspondence from public, private sector, research background materials, tracking cover sheets with notes from DOC staffers; copies of email and concurrences of internal reviews of correspondence for other OSHA Directorates.	Chronologically by month and year.	TEMPORARY. Cut off annually. Destroy when 3 years old. NC-100-76-1 Occupational Safety and Health Adm, Item 149
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6	4	<p><u>Controlled Correspondence Unit Files: (Old)</u> Original incoming letters from Members of Congress, Congressional Committees, White House staff that inquire about OSHA regulations, citations. Copies of responses to originators, concurrence grids, tracking sheets containing notes from DOC staff.</p>	Chronologically by month and year.	<p>TEMPORARY. Cut off annually. Destroy when 3 years old or as instructed. NC-100-76-1 Occupational Safety and Health Adm, Item 149</p>
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		<p><u>Interpretation Correspondence Files:</u> Original incoming interpretative letters from private organizations/ public sector concerning OSHA construction standards and policy issues, copies of responses, background research materials, concurrence grids, tracking sheets.</p>	Chronologically by month and year.	<p>PERMANENT. Cut off annually. Transfer to the Federal Records Center when 5 years old. Offer to the National Archives when 12 years old.</p>

OFFICE OF ENGINEERING SERVICES (Room N-3476)

CABINET	DRAWER	CONTENTS	FILE ARRANGEMENT	DISPOSITION
1	1	<i>Investigation Report Files:</i> Investigation of construction incidents, summary of witness accounts, structural drawings and specifications, compliance information, photographs, videotapes, laboratory analysis results and hardcopy of final written report of incident prepared by OES.	Chronologically by year and region.	TEMPORARY. Cut off annually. Destroy 10 years after case is closed.
	2			
	3	<p><i>Investigation Report Files:</i> Investigation of construction incidents, summary of witness accounts, structural drawings and specifications, compliance information, photographs, videotapes, laboratory analysis results and hardcopy of final written report of incident prepared by OES.</p> <p><i>Correspondence Files:</i> Original incoming correspondence, office concurrence grid, copy of research information, copy OES generated response.</p> <p><i>Interpretation correspondence Files:</i> Original incoming correspondence, copy of relevant research information, office concurrence grid, and copy of response.</p>	Chronologically by year and region.	TEMPORARY. Cut off annually. Destroy 10 years after case is closed.
	1	<i>Old Project Reference Files:</i> Copies of old site visit notes originated from investigations, transmittal memoranda to OSHA regional offices.	By subject	TEMPORARY. Review annually. Destroy materials which are superseded and obsolete.
	2			

2	3	<i>Project Reference Files:</i> Copies of old site visit notes originated from inspections, draft transmittal memos to regional offices for investigation reports.	By subject	TEMPORARY. Review annually. Destroy materials which are superseded and obsolete.			
3	1	<i>Reference materials:</i> Engineering books, publications and old working files from former OES employee.	By subject	TEMPORARY. Review annually. Destroy when materials are obsolete.			
					2	<i>Project Reference Files:</i>	By subject
	3	Compilation of design and drawings, photos, laboratory reports, other related materials to accident investigation.	By subject	TEMPORARY. Review annually. Destroy when materials are obsolete.			
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4	1	<i>Project Reference Files:</i> Compilation of design and drawings, photos, laboratory reports, other related materials to accident investigation.	By subject	TEMPORARY. Review annually. Destroy when materials are obsolete.			
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5	1	<i>Reference materials:</i> Structural Engineering books.	Alphabetically	TEMPORARY. Review annually. Destroy books when superseded or obsolete.			
					2	<i>Speech Files:</i> Power point presentations. <i>Subject Files:</i> Reference materials of emergency management response team and /or structural response team.	Alphabetically
	3	<i>Project Reference Files:</i>	By subject	TEMPORARY. Review annually. Destroy materials are obsolete.			
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	6	1	<i>Project Reference Files:</i> Compilation of design and drawing, photos, lab reports, other related materials to accident investigation.	By subject	TEMPORARY. Review annually. Destroy materials are obsolete.		
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7	1	<i>Project Reference Files:</i> Compilation of design and drawing,					
					2		

	3	photos, lab reports, other related materials to accident investigation.	By subject	TEMPORARY. Review annually. Destroy materials are obsolete.
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	2	<i>Project Reference Files:</i>		
	3	Compilation of design and drawing,	By subject	TEMPORARY. Review annually. Destroy materials are obsolete.
	4	photos, lab reports, other related		
	5	materials to accident investigation.		

OFFICE OF CONSTRUCTION STANDARDS & GUIDANCE (Room N-3467)

CABINET	DRAWER	CONTENTS	FILE ARRANGEMENT	DISPOSITION
1	1	<i>CDAC Reference Files:</i> 1997-2008 CFCA Regulatory text.	Chronologically by subject.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
	2	<i>CDAC Reference Files:</i> 2010-present Federal Register Notices.		
	3	<i>CDAC Reference Files:</i> ACCSH Workgroups related to CDAC, articles, 2001-present Crane letters, and SAE and ASME guides, OSHA guide for Cranes and Derricks in Construction.		
	4	<i>CDAC Reference Files:</i> Books, OSHA consensus.		
	5	<i>CDAC Reference Files:</i> CDAC guidelines, CDAC staffer notes, Committee meetings 2003-2004.		
2	1	<i>Interpretation correspondence Files:</i> Original incoming correspondence, copy of any relevant reference and research information, office concurrence grids, and copy of OCSG response. <i>General compliance guidance Files:</i> Original incoming correspondence, office concurrence grids and copies of any relevant reference and research information, meeting notes or comments; and copy of OCSG response.	Chronologically by month and year.	PERMANENT. Cut off annually. Transfer to the Federal Records Center when 5 years old. Offer to the National Archives when 10 years old.
	2	<i>OCSG reviews and informal concurrences:</i> Emails, letters and related website materials from other OSHA Directorates.	Chronologically by month and year.	
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	5	<i>MUTCD Reference Files:</i> Manual Uniform Traffic Control Devices reference materials.	By subject.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.

3	1	<p><i>Interpretation correspondence Files:</i> Original incoming correspondence, copy of any relevant and research information, office concurrence grids, and copy of OCSG response.</p> <p><i>General compliance guidance Files:</i> Original incoming correspondence, office concurrence grids and copies of any relevant and research information, meeting notes or comments, and copy of OCSG response.</p> <p><i>OCSG reviews and informal concurrence Files:</i> Copies of emails, letters and related website materials from other OSHA Directorates, tracking sheets with staff notes and/or comments.</p>	Chronologically by month and year.	PERMANENT. Cut off annually. Transfer to the Federal Records Center when 5 years old. Offer to the National Archives when 10 years old.
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4	1	<p><i>Interpretation/correspondence Files:</i> Original incoming correspondence, copy of any relevant reference and research information, office concurrence grids, and copy of OCSG response.</p> <p><i>General compliance guidance Files:</i> Original incoming correspondence, office concurrence grids and copies of any relevant reference and research information, meeting notes or comments; and copy of OCSG response.</p> <p><i>OCSG reviews and informal concurrence Files:</i> Copies of emails, letters and related website materials from other OSHA Directorates.</p>	Chronologically by month and year.	PERMANENT. Cut off annually. Transfer to the Federal Records Center when 5 years old. Offer to the National Archives when 10 years old.
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5	1	<p><i>Reading Files for Old Interpretation Letters:</i> Original grids of responses to construction standard topics.</p>	Chronologically by month, year, and subpart.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
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	2	<p><i>Interpretation correspondence Files:</i> Original incoming correspondence, copy of any relevant and research information, office concurrence grids, and copy of response.</p> <p><i>General compliance guidance Files:</i> Original incoming correspondence, office concurrence grids and copies of any relevant and research information, meeting notes or comments, and copy of response.</p> <p><i>OCSG reviews and informal concurrences Files:</i> Copies of emails, letters and related website materials from other OSHA Directorates.</p>	<p>Chronologically by month and year.</p> <p>Chronologically by month and year.</p>	<p>PERMANENT. Cut off annually. Transfer to the Federal Records Center when 5 years old. Offer to the National Archives when 10 years old.</p> <p>TEMPORARY. Review annually. Destroy when 3 years old.</p>
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7	1	<p><i>Steel Erection Rulemaking Reference Files:</i> Copies of directives, and other Steel Erection reference documents.</p>	Chronologically by subject.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
	2			
	3	<p><i>ANSI Files:</i> Office copies of industry consensus documents used for general reference purposes or for providing compliance guidance.</p>	Chronologically by year and number.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
	4			
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	1	<p><i>Reading Files:</i> Copies of incoming correspondence, outgoing responses, and grids related to interpretation letters including general guidance correspondence used for reference/historical purposes by program office.</p>	Chronologically by month and year.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
	2			
	3	<p><i>Interpretation correspondence Files:</i> Original incoming correspondence, copy of any relevant reference and</p>		

8	4	research information, office concurrence grids, and copy of response. <i>General compliance guidance correspondence:</i> Original incoming correspondence, office concurrence grids and copies of any relevant and research information, meeting notes or comments, and copy of response.	Chronologically by month and year.	PERMANENT. Cut off annually. Transfer to the Federal Records Center when 5 years old. Offer to the National Archives when 10 years old.
	5	<i>OCSG reviews and informal concurrences Files:</i> Copies of emails, letters and related website materials from other OSHA Directorates.	Chronologically by month and year.	TEMPORARY. Review annually. Destroy when 3 years old.
9	1	<i>Steel Erection Rulemaking Committee Reference Files:</i> Federal Register Notices, articles, OSHA consensus, letters, staffer notes, SENRAC Committee meetings, copies of transcripts, ACCSH workgroups materials related to Steel Erection.	Chronologically by year.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
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10	1	<i>Steel Erection Rulemaking Committee Reference Files:</i> Copies of Federal Register Notices, submission of public comments, original OSHA memorandum of concurrence for Directive. Official copies of Federal Register Notice, original concurrence grid, copy of cover letter, copy of OSHA Directive. <i>Field memorandum on Steel Erection:</i> Original copies of Enforcement memorandum to OSHA Regions, original concurrence grid.	Chronologically by year.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
	2	<i>Fall Protection Subpart M Reference Files:</i> Historical materials used for research purposes.	By subject.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
	3	<i>Steel Erection Reference Files:</i> Historical copies of consensus standards, Federal Register Notices, copies of briefing updates, copies of reports, copies of	Arrange chronologically.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
	4			

	5	news articles, SENRAC meeting notes, ground rules.		
11	1	<u>Fall Protection Reference Files:</u> Federal Register guidance materials. Residential Fall Protection pictures/videos of roofing activities by Fall Protection Consultant, historical reference materials on Fall Protection, <u>Field memorandum on Fall Protection activities:</u> Original Construction Enforcement memoranda to field offices (OSHA Regions), copies of memoranda to OSHA Regions notifying changes in Construction policy.	Chronologically by month and year. Chronologically by month and year.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete. PERMANENT. Cut off annually. Transfer to the Federal Records Center when 5 years old. Offer to the National Archives when 10 years old.
	2	<u>Fall Protection Reference Files:</u> Copy of Federal Register Notice, concurrence grids, correspondence, copy of OSHA Directive	Chronologically by year.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
	3	<u>Confined Space Reference Files:</u> Copy of proposed rule, concurrence grid, confined spaces comments, copies of booklet, copies of OSHA Directive. <u>Planning Program Uncontrolled correspondence:</u> Original guidance letters to OSHA for Hearings on Proposed Standard.	Chronologically by year.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete. PERMANENT. Cut off annually. Transfer to Federal Records Center when 2 years old. Offer to National Archives when 12 years old. (NN 165-50, Item 1)
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12	1	<u>Back Over Reference Files:</u> Original copy of signed Federal Register Notice, concurrence grid, clearance form other research related information.	Chronologically by month and year.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
	2	<u>Communication Tower Files:</u> Original copy of letters to Communication Tower Employer and relevant Communication Tower reference materials.	Chronologically by month and year.	TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.
		<u>Standard Improvement Project – Phase IV Files:</u>		

3	<p>Original copy of Federal Register Notice of Proposed Rulemaking, concurrence grids, Decision memo to Secretary, other related research materials and working papers. <i>Reinforced Concrete Reference Files:</i> Original copy of Advanced Notice of Proposed Rulemaking, concurrence grids, other related research materials.</p>	<p>Chronologically by month and year.</p> <p>Chronologically by month and year.</p>	<p>TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.</p> <p>TEMPORARY. Review annually. Destroy materials which are superseded or obsolete.</p>
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5	<p><i>Amended or Archived - Letters of Interpretation (LOI) Files:</i> Copies of letters of interpretation to amend or archive on OSHA's public website, copies of concurrence grids, and tracking cover sheets with notes, comments from OSHA and SOL staff reviews.</p>	<p>Chronologically by month and year.</p>	<p>PERMANENT. Cut off annually. Transfer to the Federal Records Center when 5 years old. Offer to the National Archives when 10 years old.</p>