

REGION VII
ADMINISTRATIVE FILE GUIDE
APPENDIX A

KANSAS CITY REGIONAL INSTRUCTION ADM 12.01
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PROGRAM PLANNING AND SUPPORT

DISPOSITION CODES

C-FY CUT OFF AT END OF FISCAL YEAR
D-1 DESTROY 1 YEAR AFTER CUTOFF
D-2 DESTROY 2 YEARS AFTER CUTOFF
D-3P DESTROY 3 YEARS AFTER PAYMENT
D-FP DESTROY AFTER FINAL PAYMENT
D-O DESTROY WHEN OBSOLETE OR OF NO
FURTHER REFERENCE VALUE
D-S DESTROY WHEN SUPERSEDED
RevA REVIEW ANNUALLY; RETAIN ALL CURRENT
DOCUMENTS; DESTROY ALL OBSOLETE MATERIAL
R-RC-1 RETIRE TO RECORDS CENTER 1 YEAR AFTER CUTOFF
R-A-1 RETIRE TO ARCHIVES 1 YEAR AFTER CUTOFF (VERY
RARELY WILL MATERIAL BE SENT TO ARCHIVES)

The numbers in parentheses after the disposition code, e.g., D-2 (34), are paragraph numbers of the disposition schedule, OSHA Instruction ADM 12-7.2a. If you refer to paragraph 34 of ADM 12-7.2A, it will give you detailed information on disposition of material in that category.

READING FILES. C-FY, D-1 OR 0 (WHICHEVER IS SOONER) (16)

SUGGESTION:

ADMINISTRATIVE FILES. When preparing the file label, the destroy date should be placed on it, e.g.:

PER 1 Attendance and Leave FY 90
C-FY, R-RC-2, D-5 (29)

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ADMINISTRATIVE MANAGEMENT (ADM)

This category deals with functions, techniques, and activities in the general field of management; specific areas of planning and control, such as paperwork management (communications, forms, issuances, and records); application of automatic data processing and electric accounting machine operations to Department requirements; organization and allocation of functional responsibilities; work flow; work simplification, staffing, and management studies; and emergency planning.

EXCEPT: Budget management
Fiscal management
Personnel management
Program budget management system
Reports management

SEE: BUD
FIN
PER
PBM
REP

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>AUTOMATION AND MECHANIZATION</u>		
1-1	Desired State, ADP Implementation System (IMIS)	Includes OSHA IMIS Manual	C-FY, D-2 (34)
1-1.3	Electronic Communications		C-FY, D-2 (34)
1-2	Reports (IMIS)	Includes Standard, MTOH	
1-3	Equipment, Hardware	Includes purchase, maintenance, installation and deinstallations of CPU, Terminals, Printer, etc.	
1-3.1	Employee Computer Network (ECN) Equipment		
1-3.2	Repair of Equipment	Includes ECN equipment repair information. SEE: ADM 1-10 for correspondence and documentation.	
1-4	OCIS, electronic mail		

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1-5	IMIS Training		
1-6	IMIS Update Statistics	Includes Micro Status Reports.	
1-7	IMIS Steering Committee		
1-8	Software	Includes Start-of-Day, End-of-Day, Executive Summaries and Software Releases.	
1-8.1	Start-of-Day Messages		
1-9	Information Resources Management Program		
1-10	Employee Computer Network (ECN)	Includes Employee Computer Network (ECN) correspondence and documentation. SEE: ADM 1-3.2 for ECN Computer repair.	
2	<u>AWARDS AND INCENTIVES</u>		
2-1	Regional Awards	Includes non-Government awards, committees, commendations, suggestions, cash awards, PMS Bonus Awards, etc. Commendations to OSHA employees. SEE: PUB 3 for commendations to OSHA in general.	C-FY case is closed, D-3 (10)
2-1.1			
2-1.2			

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
3	<u>COMMUNICATIONS MANAGEMENT</u>	Includes procedures on how to handle suspenses, special correspondence, and media communication, i.e., contact with media, confidential records, Hotline complaints and complaints about OSHA. SEE: OSHA Instruction ADM 12.for correspondence filing system	RevA, D-O (20)
3-1	Approval of Extensions - Suspenses		
3-3	Letters and Memoranda (Transmittals)	Includes form and guide letters.	
3-4	Mail Service	Includes administrative mail surveys.	C-FY, D-1 (1)
3-4.1	Mail Log		C-FY, D-1 (1)
3-5	Calendars	Includes office calendars containing information on informals and meetings.	
4	<u>DELEGATION OF AUTHORITY</u>	In the absence of delegated official.	C-FY, D-1 (1)
4-1	Signature Authority	Authorization for signature of specific types of communications and other documents.	C-FY, D-1 (1)

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
5	<u>EMERGENCY PLANNING</u>		
5-1	Civil Defense	Includes plans and training of staff for protection of personnel and government property.	RevA, D-O (19c)
5-1.1	OSHA Disaster/Emergency Response Program		RevA, D-O (19c)
5-2	Continuity of Government	Includes Emergency Response Hot Line procedures for continuity of program operations. Agency continuity plans for Y2K.	RevA, D-O (19c)
5-3	Operation Alerts	Includes plans for participation in the alert exercises to test the continuity plans of government agencies.	RevA, D-O (19c)
5-3.1	Oil Chemical Spills		RevA, D-O (19c)
5-4	Relocation Sites	Pertains to plans for dispersal of government agencies in time of emergency.	RevA, D-O (19c)
6	<u>EMPLOYEE SERVICES AND ACTIVITIES</u>		
7	<u>FORMS MANAGEMENT</u>		
		Credit Unions, United Campaign, Subsidy Program, Combined Federal Campaign, Savings Bond Campaign, etc.	RevA, D-O (19c)
		Development, review, and approval of forms, including format design, instructions for preparation and distribution, and justification for each form.	RevA, D-O (40c)

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8	<u>ISSUANCE MANAGEMENT</u>	Includes correspondence, suggestions for changing directives and requests.	RevA, D-O (40c)
8-1	Directives System	Includes comments on proposed directives.	D-S (23), except Official Historical R-RC-5, R-A-10 (36)
8-1.1	Comments of Proposed Directives		
8-1.4	Field Inspection Reference Manual		
8-2	Subscription Service	Includes FOM, General Industry, Construction, etc.	RevA, D-O/S (40)
9	<u>MANAGEMENT IMPROVEMENT PROGRAM</u>	SEE: ADM 2 for individual suggestions.	C-FY project completed, D-3 (11)
10	<u>MANPOWER UTILIZATION</u>		C-FY, D-1 (1)
11	<u>ORGANIZATION AND FUNCTIONS</u>	Includes special administrative studies and audits of field organizations. SEE: PAE 2-2 for recurring Area Office evaluations. SEE: ADM 14 for work measurement and simplification studies.	C-FY, D-3 (11)
11-1	Department	Includes reorganization and mission and function statements.	RevA, D-S (19)
11-2	Field Facilities	Establish case files for bureaus and offices by locations, as needed.	RevA, D-S (19)

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11-3	Other Government Agencies	Organizations of other U.S. Government agencies. File alphabetically by agency name. For Occupational Safety and Health Review Commission, SEE: RVC	RevA, D-S (19)
11-4	OIG Studies		
11-5	Reinventing OSHA		
11-6	Reinventing DOL		
11-7	Reinvention/Redesign-Region VII		
11-8	Reinvention/Redesign-OSHA		
12	<u>RECORDS MANAGEMENT</u>		
12-1	OSHA Changes	Covers program for managing administrative correspondence filing system. SEE: ADM 3 for how to handle special correspondence.	RevA, D-O (20)
12-2	Maintenance	Includes OSHA filing changes. File guide.	RevA, D-O (20)

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12-3	Manuals	Includes DOL and NARS manuals on various aspects of records management. SEE: ADM 8 for requests.	RevA, D-S (24)
12-6	Federal Records Center	Includes SF-135s.	RevA, D-O (20)
12-7	Records Disposition	Includes Disposition Plan.	RevA, D-O (20)
12-8	Records Inventories	Includes annual report of records.	RevA, D-O (20)
12-9	FOIA Disclosure	Includes Freedom of Information Act (FOIA) requests, Privacy Act. SEE: General Records Schedule 14 starting at Item No. 11.	C-FY
13	<u>SURVEYS AND INSPECTIONS OF OFFICES</u>	Includes administrative office surveys by GSA, OPM, OASAM, etc. SEE: PER 8 for office safety inspections.	C-FY project completed, D-3 (11)
14	<u>WORK MEASUREMENT AND SIMPLIFICATION</u>	Includes clerical work sampling studies. SEE: ADM 11 for special administrative studies.	C-FY project completed, D-3 (11)

15 METRIC SYSTEM

5 years (Departmental Archives - local) - 2 years
 Responsibility for non-existing - 2 years
 Appealed request denied - 2 years
 Log (register) - 5 years

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ADVISORY COMMITTEES (ADC)

The composition and functions of advisory committees.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>NATIONAL ADVISORY COMMITTEE ON OCCUPATIONAL SAFETY AND HEALTH</u>		C-FY, R-2, D-7 (28) or RevA, D-O/S (40)
2	<u>ADVISORY COMMITTEE ON CONSTRUCTION SAFETY AND HEALTH</u>		C-FY, R-2, D-7 (28) or RevA, D-O/S (40)

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BUDGET (BUD)

This category deals with all phases of budget activities; guidelines for, and preparation of, budget requests originating in each office; review and revision of requests; and administration of the approved budget.

EXCEPT: Program Budget Management System; SEE: PBM

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>BUDGET SUBMISSION</u>	Includes instructions, guidelines, and preparation of the budget request.	C-FY, R-RC-2, D-5 (29)
1-1	Revision	Of budget submissions.	C-FY, R-RC-2, D-5 (29)
2	<u>OFFICE OF MANAGEMENT & BUDGET (OMB)</u>		C-FY, R-RC-2, D-5 (29)
3	<u>CONGRESSIONAL HEARINGS</u>	Includes related Congressional actions. SEE: ADM 3 for controlled congressional. SEE: COM for Congressional Committees.	RevA, D-O (40)
4	<u>FUNDING PLAN</u>		C-FY, R-RC2, D-5 (29)
4-1	Apportionment	Funding distribution by National Office	
4-2	Allotments	Includes initial and redistribution of Regional Budget apportionment to Regional cost centers and programs.	

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4-3	Personnel Ceilings	Requests for and establishment of numerical authorization of staffing levels. Includes organizational charts and staffing patterns.	
4-4	Utilization of Funds	Obligations incurred. Includes Detailed Fund Reports, OSHA 148 (Financial Status Reports), and other reports on the utilization of funds.	
5	<u>TRANSFER OF FUNDS</u>	Includes DL 1-280 transfers between funds, cost centers, object classes. SEE: FIN 9 for finance.	
5-1	Superfund	Also SEE: CPL 2-1 for activity.	
6	<u>GOVERNMENT SHUT DOWN</u>	Includes instructions, guidelines, etc. on shutdown of the Federal government.	

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COMMITTEES, ORGANIZATIONS, AND MEETINGS (COM)

Use this category for announcements, functions, meetings, conferences, membership lists and directories, engagements, invitations, minutes, operations, reports, and related materials on committees, organizations, boards, panels, societies, clubs, associations, and councils which cannot be classified properly under other primary subjects.

FILING INSTRUCTIONS:

When volume warrants, file case file alphabetically by report name under the secondary subject. The case files may be further subdivided by agenda, correspondence, membership, minutes, and reports as appropriate.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>DEPARTMENT</u>	Includes Federal Safety Council.	RevA, D-O (19)
1-1	Regional Office Staff Meetings		
1-1.3	Vacation Schedule		
1-2	Area Office Staff Meetings		
1-3	Regional Administrators' Meetings		
1-4	Area Directors' Meetings		
1-5	Migrant Labor		
1-6	Conference Calls		
1-7	ARAs' Meetings		

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1-8	Management Officers' Meetings		
1-9	Senior Staff Planning Conference		
1-10	Technical Equipment Committee Meetings		
1-11	OMA Meetings		
1-12	Task Forces		
1-13	Employee Training Conference		
1-14	Town Hall Meeting		
1-15	Agency Administrative Officer's Meeting	Sponsored by OASAM.	RevA, D-O (19)
2	<u>INTERAGENCY</u>		
2-1	Federal Executive Board (FEB)		
2-2	IRLG - Referrals Completed		
2-3	Federal Regional Council		
2-4	Regional Executive Committee (REC)		
2-4.1	Adopt-a-School Program		
3	<u>OTHERS</u>	Includes private industry, AIHA, etc.	RevA, D-O (19)

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COMPLIANCE (CPL)

This category deals with enforcement of occupational safety and health matters. Inspection case files shall be set up in accordance with ADM 12-0.5A and will not be included in the administrative filing system. The categories which pertain to inspection matters such as PMAs, contested cases, etc., are primarily for Regional Office use or Area Office use when it is not directly related to an inspection case file. CPL deals with procedures. See STD for specific standards and their interpretations.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>ACCREDITATION OF TESTING LABORATORIES</u>	Granting, reviewing, modifying, or terminating the accreditation of testing laboratories.	RevA, D-O (40)
1.1	Accredited Agencies for Cranes	Includes list of accredited agencies for cranes.	
1-1	Violations Alert System	Includes Hazard Alerts.	RevA, D-O (40)
2	<u>INSPECTION ACTIVITY - SAFETY AND HEALTH</u>	Inspections, reporting and recording occupational injuries and illness, citations and abatement, proposed penalties and abatement dunning letters. Includes general correspondence on referrals program. May be filed by establishment. SEE: CPL 2.11 for complaints.	C-FY, R-RC-2, D-7 (28) or RevA, D-O/S
2-1	Superfund		
2.1	Special Programs	Includes safety and health such as Foundry Inspection Program, National Emphasis Program, trenching, grain, hazardous waste sites (Superfund), Proficiency Analysis Testing Program, and migrant inspections. For Consumer Affairs, SEE: PUB 4.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
2.1.1	Fatal Facts	General Industry.	
2.1.2	Hazardous Waste Site		
2.1.3	Trenching		
2.1.4	National Emphasis Program		
2.1.5	Local Emphasis Program		
2.1.6	Cooperative Compliance Programs (CCPs)		
2.1.7	Partnership Program		
2.2	Denial of Entry	Includes preinspection warrants, Administrative subpoenas.	C-FY, D-2 (34)
2.3	Inspection Backlog	Includes mandatory follow-ups, complaints, etc.	C-FY, D-2 (34)
2.4	Jurisdictional Issues	Includes complaints forwarded to proper person or agency.	C-FY case settled, D-2

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
2.5	Agreements and Memorandums of Understanding with Other Agencies	MSHA, BLS, NIOSH, SBA, DOT, Federal Railroad Administration, interagency compliance agreements, etc. SEE: STD for other agency regulations.	C-FY, R-RC-2, D-7 (28) or C-FY, D-S/O (40)
2.6	Agreements with Industry	Includes American Can, National Concrete Masonry Agreement, etc.	
2.7	Contested Cases	For correspondence regarding cases or for Regional Office monitoring. <u>DO NOT</u> file case file information here. File in alphabetical order by establishment.	
2.7.1	Contest Summary Analysis		
2.8	Petitions for Modification of Abatement Date (PMAs)	For correspondence regarding cases or for Regional Office monitoring. <u>DO NOT</u> file case file information here. Procedures and processing. May be filed by establishment.	
2.9	Engineering Controls	Includes noise. May be filed by industry. Comparative analysis reports..	
2.10	Technical Equipment	<u>Not accountability.</u> Handling for mailing. SEE: PRO 4 for accountability.	
2.11	Complaints	Includes complaint processing procedures, letters, OSHA 800 emergency telephone service, etc.	
2.12	5(a)(1) Violations		

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
2.13	Referrals		
2.14	Regional Inspection Targeting Experiments	Includes targeting programs such as MOTAP. SEE: PAE 1 for Field Plan development and records.	
2.15	Fatalities/Catastrophes		
2.16	OSHA Computerized Information Systems (OCIS)	Includes analytical methods, chemicals information, Federal Register Index, FOM files, etc. File in alphabetical order.	
2.17	Settlement Agreements	Procedures for processing Informal Settlement Agreements prior to actual informal conference. Includes templates. Includes Settlement Agreements.	
2.18	Penalty Policies	Includes implementation procedures.	
2.25	Scheduling Systems for Programed Inspections	Includes high hazard scheduling. SEE: PAE 1 for Field Plan development and records.	
2.32	SAVEs - Maritime		RevA, D-S/O (22)
2.34	SAVEs - Construction		RevA, D-S/O (22)
2.35	SAVEs - General Industry		RevA, D-S/O (22)

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2.42	Interagency Agreements	Includes Mine Safety and Health Administration and other agency agreements.	
2.45	Field Operations Manual (FOM)	SEE: CPL 2-2.20 for OSHA Technical Manual (formerly IHFOM).	RevA, D-S (22)
2.54	Penalty Authorizations		
2.56	Post-Inspection Questionnaires		
2.58	Outreach Activities		
2.58.1	OSHA Resources for Area Offices	Assist Employers with needed abatement.	
2.64	Fatal Facts	Construction.	
2.65	Safety and Health Hazard Information	Includes Bulletins.	
2.68	Failure to Abate (FTA)		
2.78	Regional Ergonomics Program		
2.80	Violations-By-Violations Penalties		
2.94	Catastrophic Events Response	Includes OSHA response to significant events of potentially catastrophic consequences.	

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2-1	Safety Activity	Includes general correspondence on compliance activity and referrals.	C-FY, R-RC-2, D-7 (28) or RevA, D-O/S (40)
2-2	Health Activity	Maybe filed by establishment. Emergency response. SEE: CPL 2.11 for complaints. Includes Material Safety Data Sheets.	
2-2.1	Laboratories	Use of laboratories, Salt Lake Laboratory, Cincinnati Laboratory, sampling and testing. SEE CPL 1 for accreditation. Includes HIV/Hepatitis B.	RevA, D-O (22)
2-2.36	Bloodborne Pathogens		
2-2.37	Superfund, Enforcement	Includes guidelines.	
2-2.43	Chemical Information file		
3	<u>HEARINGS</u>		
3-1	Administrative	Compliance hearings. SEE: LEG for legislative hearings. Administrative hearings.	RevA, D-O (40)
3-2	Investigational		
5	<u>VOLUNTARY PROTECTION PROGRAM (VPP)</u>		
5.1	VPP Working File		C-FY, R-RC-2, D-7 (28) or RevA, D-O/S (40)

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5.7	VPP Assistance from other Offices.		
5.8	VPP Injury Rates		
5.9	Request for VPP Packets		
5.10	VPP Certification (plaques, Flags)		
5.11	Format for Program Evaluation Report		
5.12	News Release/VPP Sites		
5.13	VPP Application Response		
10	<u>SAFETY RELATED SUBJECT FILE</u>		
11	<u>HEALTH RELATED SUBJECT FILE</u>		

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DISCRIMINATION (DIS)

These records document action taken by OSHA on complaints received from employees who believe they have suffered reproach for protesting unsafe/unhealthful work conditions to OSHA.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>COMPLAINTS OF DISCRIMINATION</u>		C-FY Case Closed, R-RC-3, D-5 (38)
2	<u>11(C) PROGRAM</u>	Includes 11(C)/405 monthly case reports.	C-FY, R-RC-2, D-7 (28) or C-FY, D-O/S (40)
3	<u>FINAL INVESTIGATION REPORTS</u>		C-FY Case Closed, R-RC-3, D-5 (38)

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FEDERAL AGENCY PROGRAMS (FAP)

This category covers only other federal agency programs established under Sections 19 and 24 of the OSH Act of 1970. Compliance activities should not be filed under FAP.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>GENERAL</u>	General policy, requirements, procedures, interpretations, etc. established by the Act, Executive Order and miscellaneous documents pertaining to FAP.	C-FY, R-RC-2, D-7 (28) or RevA, D-O/S (40)
2	<u>COMPLAINTS</u>	Complaint investigations and processing (includes reprisals).	
3	<u>FATALITIES/CATASTROPHES</u>	Procedures and general information.	
4	<u>EVALUATIONS/POVA</u>	Inspections criteria and targeting lists.	C-FY, R-RC-2, D-7 (28) or RevA, D-O/S (40)
5	<u>MODIFIED FIELD SCOPE OSHA RO</u>	Assistance visits to other Federal agencies.	
6	<u>RESERVED</u>		
7	<u>INSPECTIONS</u>	Activity reports, statistics, and compliance indicators for FAP inspections.	
8	<u>COLLECTIONS AND RECEIPTS</u>	Results of inspections, copies of Area Office correspondence.	
8.9	Rents		

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
9	<u>CITATIONS OF SECTIONS 1-201 (a)</u>	Includes copies of and transmittal to National Office of OSHA 2Hs issued by Area Offices for Federal Agency general duty violations.	
10	<u>FIELD FEDERAL SAFETY AND HEALTH COUNCILS (FFSH&C)</u>	Miscellaneous Council correspondence and information (not related to Region VII Councils).	
10.1	FFSHC Annual Meeting	Includes correspondence and information related to the annual conference.	
10.2	FFSHC Annual Reports	Miscellaneous correspondence concerning the annual reports requirements and the submission of Region VII Council Reports.	
10.3	FFSHC - Des Moines	All correspondence and custody receipts for this Council.	
10.3	FFSHC - Wichita	All correspondence and custody receipts for this Council.	
10.3	FFSHC - Kansas City	All correspondence and custody receipts for this Council.	
10.3	FFSHC - St. Louis	All correspondence and custody receipts for this Council.	
10.3	FFSHC - Omaha	All correspondence and custody receipts for this Council.	
10.3	FFSHC - Topeka	All correspondence and custody receipts for this Council.	

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FINANCIAL MANAGEMENT (FIN)

Use of material regarding all transactions involved in connection with the maintenance of accounts for all appropriations made available to Labor, including accounting policies, procedures, standards, systems, instructions, and related matters. Optional methods of filing accounting, bookkeeping, and other records maintained in accordance with regulations or procedures by GAO or Treasury are permissible.

EXCEPT: Papers pertaining to budget, estimates, apportionments, allocations, and related matters. **SEE: BUD**

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>ACCOUNTS CURRENT</u>	Includes money deposited to account of disbursing officers and depositories, reconciliation, and disbursing officer's cash.	C-FY project completed, D-3 (30)
3	<u>AUDITS</u>	Includes claims, GAO exceptions, internal audits, and suspensions and disallowances.	
4	<u>AUTHORIZATIONS</u>		
4-1	Agents to Receive Checks		
4-2	Collection Officers or Agent Cashiers		
5	<u>CONTRACTS</u>	SEE: PRO 1 for supplies and equipment contracts. SEE: PER 5-3 for listing of consultant and experts.	
7	<u>BONDING OF EMPLOYEES</u>	Includes certifying and collection officers and agent cashiers.	C-FY project completed, D-3 (30)

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
8	<u>COLLECTIONS - RECEIPTS</u>		
8-2	Returned Checks		
8-3	Checks	Includes money orders, currency, postage, debt collections and penalties, FOIAs, and Cash Transfer Receipt forms (DL 1-303).	
8-9	Rents	SLUC bills for office space.	
9	<u>TRANSFER OF FUNDS</u>	Includes DL 1-280 transfers between agencies and transfer between object class within a budget allocation. SEE: BUD 4-4.	
10	<u>TAX EXEMPT REQUESTS</u>	Includes for issuance of tax ID (penalties assesses), tax Exempt, or tax ID numbers.	

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LEGISLATIVE AND LEGAL (LEG)

Use this category for materials dealing with legislation of interest to the Department; legal opinions and determinations made pursuant to such legislation; relations with the Congress and its Committees and the Congressional hearings and investigations relating to Department activities; Executive Orders; and similar subjects of a legal nature.

EXCEPT: Compliance hearings
Congressional committees
Congressional hearings on budget

SEE: CPL
COM 4
BUD 3

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>CLAIMS AND LITIGATION</u>		C-FY, R-RC, D-7 (28) or C-FY, D-O/S (40)
1-1	Cases to SOL for Penalty Collection		Primarily for Regional Office use. Area Office should file in case files.
2	<u>CONGRESSIONAL RELATIONS</u>		Congressional letters. File by Area Office and National Office.
3	<u>EXECUTIVE ORDERS AND PROCLAMATIONS</u>		Use only for correspondence relating subject. The Executive Orders and Proclamations will be retained in the library.
4	<u>NEW PUBLIC LAWS</u>		Organized files of Federal, State and private relief bills and resolutions. Includes legislative history, analysis, comments on provisions, proposed amendments, etc.
5	<u>OPINIONS AND DECISIONS</u>		General materials relating to requests for and preparation of legal opinions and interpretations and applications of decisions. Includes Supreme Court decisions.
8	<u>CONTACTS</u>		

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OFFICE SERVICES (OFF)

This category groups together GSA matters which deal with internal services operations; acquisition, allocation, and administration of space; building maintenance, safety, and protection; motor pool operation and maintenance; library, printing, reproduction, and distribution services provided for Department internal operating purposes.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>BUILDING SERVICE</u>	Utilization, construction, and maintenance.	C-FY, R-RC-2 (2)
1-2	Directories	Addresses.	
1-3	Lost or Stolen Property	For non-reportable property. SEE: PRO 4 for reportable property.	
1-4	Maintenance and Repair	Includes renovation, electrical services, painting and bird proofing.	
1-5	Parking	Parking fee collections.	
1-6	Passes/Building Passes	Includes employees' identification cards.	C-FY employee leaves, D-1 (5)
1-7	File Cabinet Lock	Includes guard service and keys	C-FY, R-RC-2 (2)
1-8	Building Safety	Includes building fire and other hazards, intercom system. SEE: PER 8 for employee safety.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1-9	Telephone and Telefax	Includes telephone and telefax system use and service. SEE: PRO for procuring and expending.	
1-9.1	Annual Certification of Phone Service and Equipment	Includes annual telephone inventory requested by GSA, FTS repair logs.	
1-10	Utilities	Includes cleaning, heating, lighting, and air conditioning and water service.	
3	<u>LIBRARY SERVICES</u>	Includes library and Technical Data Center source documents, cataloging, circulation, loans and research.	C-FY, D-1 (1)
3-1	Bibliographies		
4	<u>MOTOR POOL</u>	GSA cars and rental cars.	C-FY, R-RC-2 (2)
4-1	Accidents	Vehicle accident reports. SEE: PER 8 for 102F and 102FF report and employee injuries. SEE: OFF 1-8 for building safety.	
4-2	Dispatch and Scheduling		
4-3	Maintenance		
4-4	Use of Government-Owned Vehicles		
4-4.1	Assignment Receipts	GSA Forms 1152.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
4-4.2	GSA Car Receipts	GSA Forms 494.	
4-4.3	GSA Car Billings	SEE ALSO: BUD 4.	
5	<u>REPRODUCTION AND DISTRIBUTION</u>	Includes printing and binding. Includes copy machine readings.	C-FY, D-1 (1)
5-1	Distribution Lists	Includes mailing lists.	
6	<u>SPACE</u>	Includes floor plans and request for space.	C-when agency moves. R-RC-2, D-6 (2)
6.1	Safe Environment	Smoking policy, etc.	
7	<u>COOPERATIVE ADMINISTRATIVE SUPPORT UNIT (CASU)</u>		
8	<u>MARKET TIPS</u>		
9	<u>RECYCLING</u>		

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PERSONNEL (PER)

This category covers all phases of the Department's personnel activities, including position classification and standards; recruitment, appointment, placement, and separation of employees; employee-management relations and necessary personnel services; orientation and training of employees; and conditions of employment. Vacancy announcements are of temporary value only and should be discarded after the closing date.

EXCEPT: Awards and incentives
Employee services and activities

SEE: ADM 2
ADM 6

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>ATTENDANCE AND LEAVE</u>	Includes annual, home, military, sick, restoration of leave, sick leave for adoption, and court leave; and leave without pay.	C-FY, R-RC-2, D-5 (29)
1-1	Hours of Work	Includes holidays and dismissal for parades, receptions, hazardous weather, etc.	
1-1.1	Overtime, Compensatory Time	Includes DL 1-105s, overtime and compensatory time procedures.	
1-2	Leaves Records	Includes time and attendance recording for annual, court, military, and sick leave.	
1-3	Flexitime		
2	<u>COMPENSATION</u>	Pay administration. Pay reform, Thrift Savings Procedures, salary and wage scales, overtime and night and holiday pay regulations and procedures, periodic and	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
3	<u>CONDUCT AND DISCIPLINE</u>	longevity step increases, pay acts, and final salary clearance. Includes Worker's Compensation and Performance Management Recognition System (PMRS) SEE: PER 1-2 for time and attendance recording.	C-FY, R-RC-2, D-7 (28)
3-1	Disciplinary Action	Includes regulations and procedures governing conflict of interest, insubordination, drunkenness, ethics, complaints against OSHA employees, political activity, etc.	
3-2	Adverse Actions	Includes official reprimand and suspension. EXCLUDES: removal. SEE: PER 14.	
3-3	Outside Employment	Includes furloughs.	
3-4	Bribe Offers to OSHA Employees		
4	<u>EMPLOYEE-MANAGEMENT RELATIONS</u> (LMR)	Includes employee unions and similar organizations and their activities; and consultation with employees by management on personnel and other management matters.	
5	<u>EMPLOYMENT</u>	Includes Human Resource Planning Data; Construction CSHO's.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
5-1	Accessions	Refers to initial appointment, transfers, reinstatement, and reemployment after break in service.	
5-2	Applications	SF 171s, etc.	C-FY, D-1 (1)
5-3	Consultants and Experts	Includes listing of consultants and experts.	C-FY, RevA
5-4	Examinations	Civil Service, language, Direct Hire Authority, Delegated Examining Authority and other qualifying tests. EXCLUDES: medical examinations. SEE: PER 8-2.	
5-5	Fair Employment Practices (Discrimination)	EEO as concerns discrimination in employment on basis of race, sex, creed, national origin, etc. Includes sexual harassment and religion.	C-FY, R-RC-2, D-5 (29)
5-5.1	EEO Plans and Reports	EEO plans; quarterly and interim reports.	
5-5.2	Federal Women's Program		
5-5.3	School Partnership Program		
5-6	Merit Staffing Plan	Includes promotion program.	C-FY, D-1 (1)
5-6.1	Merit Staffing Selection Report		

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
5-6.2	State Merit System		
5-6.3	Upward Mobility Program		
5-7	Placement	Includes procedures and activities covering details of employees within Department. Includes duty officer procedures.	
5-8	Recruitment	Includes management interns, job fairs, college students, summer employees, and Peace Corps "graduates," Womens Executive Leadership Program, Part-time, VA Vocational Rehabilitation Offices, Worker Trainee Program.	
5-8.1	Summer Employment		
5-8.2	Co-op Program		
5-8.3	Older Americans	Includes Senior Community Service Employment Program (SCSEP).	
5-8.4	Applicants		
5-9	Reduction in Force	Includes procedures for establishment, maintenance, and application of retention registers. EXCLUDES: separation actions.	C-FY, R-RC-2, D-5 (29)

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
5-10	Hiring Freezes		
6	<u>EVALUATION</u>	Probationary ratings, PIPS, performance measurement and rating, completion of assignment reporting and related appeal procedures. Includes performance standards. SEE: PER 11 for Position Descriptions.	C-FY employee leaves, D-1 (Standards: D-S/O (3))
6-1	Performance Appraisals	Includes PSAs (DL 1-381s, 382s, and 384s), DL-006, DL-005. Includes completed performance appraisals.	
6-1.1	Performance Standards (Pending)		
6-2	On-the-Job Evaluations (OJEs)	Includes CSHO inspection OJEs done the by Area Office. Ones done by the Regional Office should be filled under PAE 2.	C-FY employee leaves, D-1
6-3	Evaluations by Other Agencies	Includes OPM, OASAM, etc. Includes master job standards (all GS levels).	
7	<u>EXCEPTED POSITIONS</u>	Includes Supergrades and Senior Executive Service and political appointments. SEE: PER 11-1 for Position Descriptions.	C-FY, R-RC-2, D-5 (29)
8	<u>HEALTH AND SAFETY</u>	Includes office inspections by Safety Officer or Regional Office and OASAM inspections and annual 102F and 102FF report for OSHA offices only. Health Facility Questionnaires. SEE: FAP 7 for reports on other Federal agencies. SEE: OFF 1-8 for building safety.	C-FY, R-RC-2, D-5 (29)

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
8-1	Work-Related Injuries and Illnesses	Accident/Injury/Illness reports to DL 1-440s, CA-1s. and employee claims under the Federal Employees Compensation Act.	
8-2	Medical Examinations and Care	Includes CSHO physicals. Includes pre-employment and other medical examinations, first aid, and other health room services.	
8-3	Drug Testing		
8-4	Annual Inspections and Abatement Actions	Includes annual inspection of OSHA offices.	
9	<u>INSURANCE</u>		RevA, D-O/S (27)
9-1	Federal Employees Health Benefit Plans		
9-2	Government Life Insurance		
10	<u>TRAINING AND ORIENTATION</u>		
10-1	Employee Training and Development	Includes DL 1-101s. SEE: TED 1-5 for training schedules. Includes classroom work, conferences workshops, supervised practice, employee training records, computer printouts on training, etc.	C-FY, R-RC-2, D-5 (29) C-FY, R-RC-2, D-5 (29) (working copy, D-O (8,9)) Destroy individual records upon separation or retirement.

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
10-1.1	Individual Development Plans (IDPs) by office	Includes employee's future goals and desire annual training.	
10-2	Intern Program	Includes long-term training agreements with schools	C-FY, R-RC-2, D-5 (29)
10-3	Orientation		C-FY, R-RC-2, D-5 (29)
11	<u>POSITION CLASSIFICATION</u>		
11-1	Position Descriptions	Includes procedures for appeals to Department and Office of Personnel Management.	C-FY, R-RC-2, D-5 (29)
11-2	Job Series and Standards	Includes qualification standards and position descriptions covering categories of positions and those prepared for specific jobs. Where volume warrants, arrange numerically by job series number.	D-S or when position is abolished (3)
12	<u>RETIREMENT</u>		
12-1	Thrift Plan	Established by Office of Personnel Management. SEE: PER 7 for Performance Standards	D-S/O (3)
13	<u>SECURITY</u>		
		Includes procedures covering optional, mandatory, and disability retirement, and discontinue service annuity.	C-FY, D-1 (1)
		Investigation and clearance covering loyalty, security, and suitability of Department employees and applicants for employment. Includes "Q" clearances. Credentials.	C-FY, R-RC-2, D-5 (29)

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
14	<u>SEPARATION</u>	Includes resignation, separation for cause (removal), separation clearance forms, death, and special legislative other authorities. EXCLUDES: retirement; SEE: PER 12. EXCLUDES: Reduction in Force (RIF) procedures not involving separation; SEE: PER 5-9.	C-FY, R-RC-2, D-5 (29)
15	<u>VETERANS</u>	Includes deferment, preference, and selective service.	C-FY, R-RC-2, (29)
16	<u>INTERGOVERNMENTAL PERSONNEL ACT (IPA) PROGRAM</u>		RevA, D-O (22)
17	<u>CIVIL SERVICE REFORM ACT OF 1978</u>		RevA, D-O (22)
18	<u>EMERGENCY INFORMATION/PERSONNEL</u>	Includes emergency phone numbers for employees, Employee Address Forms (D 1-23), and Emergency Information Forms (DL 1-65s)	C-FY employee leaves, D-1; D-S/O
19	<u>QUALITY OF WORK</u>	Includes Employee Involvement Quality Improvement (EIQI), Total Quality Management (TQM), and Serving Our Customer (SOC).	
20	<u>FLEXIPLACE</u>		
21	<u>EMPLOYEE ASSISTANCE PROGRAMS</u>		

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PROCUREMENT (PRO)

Use this category for all matters pertaining to the purchasing, servicing, and accountability and equipment.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>BIDS AND CONTRACTS</u>		C-FY, D-3 (30)
1-1	Expert Witness Contracts	SEE: PER 5-3 listing of consultants and experts includes catalogs, price lists, and schedules for safety shoes/glasses, equipment, etc.	RevA, D-O/S (40)
2	<u>CATALOGS</u>		
3	<u>EQUIPMENT AND SUPPLIES</u>		
3-1	Procurement - Safety Shoes and Glasses, etc.	Includes requisitions and purchase orders for equipment, supplies, and services as appropriate. Case file by type. Copies of DL 1-1s.	
3-2	Office Machines/Equipment	Copies of SF 1164s and related material.	
3-3	Government Credit Cards	Signed receipts, bills, etc.	
3-4	Inspection Related Procurement	Request for and Usage of Government Credit Cards.	
3-5	Procurement Files Moved Forward	Includes purchase of technical equipment.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
4	<u>PROPERTY ACCOUNTABILITY</u>		
4-1	Equipment Inventory	Includes equipment depreciation and purchase control; equipment inventory documents; internal assignment receipts; inventory listings; maintenance and calibration forms; and accountability of reportable property.	C-FY, D-5 (30)
4-2	Acquisition		
4-3	Surplus Property	Includes audiovisual equipment inventory. SEE: TED 1-2 for audiovisual film programs and file listing.	C-FY, D-3 (30)
4-5	Disposal	Includes salvage.	

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PROGRAM BUDGET MANAGEMENT (PBM)

Documents and correspondence relating to the development of the Assistant Secretary's goals and objectives for OSHA, which the performance standards are based on. Includes the management of OSHA as it relates to setting priorities and achieving goals, and Management Review Committee (MRC) matters.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>PLANS AND POLICY</u>	Includes Goals and Objectives and Regional Performance Plans.	C-FY, R-RC-2, D-7 (28)
2	<u>EXECUTION SCHEDULES</u>		
3	<u>PROGRAM OBJECTIVES</u>		
4	<u>REVIEW AND ANALYSIS</u>		

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PROGRAM OPERATING, ANALYSIS, AND EVALUATION (PAE)

Use this category for materials on field performance analysis systems, the regional planning system, and the review and analysis of field activities, including on-site reviews of Area and Regional Offices.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>FIELD OPERATIONS PLANS</u>		
1.1	Compliance Indicators	Includes program development. SEE: CPL 2.14 for Regional inspection targeting experiments. SEE: CPL 2.25 for scheduling systems programmed inspections.	C-FY, R-RC-2, D-7 (28)
2	<u>EVALUATION PROGRAMS</u>		
2.1	Field Audit Program	Includes Field Audit Program and the Region VII Field Review Program.	On-site evaluation of field programs. Includes Regional Office CSHO inspection OJEs. C-FY, R-RC-2, D-7 (28)
2-1	National Audit Programs	National Office evaluation of Regional/Area Offices.	
2-2	Regional Audit Programs	Includes recurring evaluations. SEE: ADM 11 for any special studies.	
2-2.1	Kansas City Area Office Audit	Includes recurring evaluations by the Regional Office.	
2-2.2	Omaha Area Office Audit	Includes recurring evaluations by the Regional Office.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
2-2.3	St. Louis Area Office Audit	Includes recurring evaluations by the Regional Office.	
2-2.4	Wichita Area Office Audit	Includes recurring evaluations by the Regional Office.	
2-2.5	Des Moines Area Office Audit	Includes recurring evaluations by the Regional Office.	
2-2.6	Overland Park District Office Audit	Includes recurring evaluations by the Regional Office.	
2-3	Area Office Self-Audit Programs		
3	<u>HEALTH INSPECTION PLANNING</u>		
4	<u>SPECIAL REVIEWS AND ANALYSES</u>		

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PUBLIC INFORMATION (PUB)

Use this category for matters pertaining to relations with the public, the press, and promotional activities.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>ANONYMOUS AND CRANK LETTERS</u>	Includes incoherent communications.	D-after reply (19)
2	<u>BIOGRAPHERS</u>	Includes photographs.	RevA, D-O (40)
3	<u>COMMENDATIONS</u>	Includes congratulations and greetings. SEE: ADM 2 for OSHA employee commendations.	RevA, D-O (40)
4	<u>CRITICISMS</u>	General only; criticisms and complaints about OSHA petitions, and resolutions. Do not use when material can be classified under a more specific subject. SEE: ADM 3 for procedures on how to handle complaints about OSHA. SEE: CPL 2.11 for safety and health complaints. Includes consumer affairs program.	D-after reply (19)
5	<u>EXHIBITS</u>	Includes OSHA fairs and OSHA expositions.	D-S/O (15)
6	<u>MOTION PICTURES</u>		D-S/O (15)
7	<u>PRESS, RADIO, AND TELEVISION</u>	Includes releases and clippings. Maintain a record copy of each release.	D-S/O (15)

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
7-1	Briefing Papers		
7-2	Region VII News Clippings		
7-3	OSHA News Clippings		
7-4	News of OSHA Activities	National Office memos to OSHA employees.	
7-4.1	Labor Exchange	Submission to OIPA re: OSHA News.	
7.5	Rapid Response Team	Includes events of national interest or potential problems for OSHA.	
8	<u>PUBLICATIONS</u>	Most publications will be on shelf files. This file is for correspondence concerning publications.	RevA, D-S/O (23)
8-1	Technical Information		
8-1.1	Federal Registers	File by 29 CFR part number in chronological order. Can be put in library if of substantial volume with cross reference in file.	
9	<u>REQUESTS</u>	Requests for publications, photographs, routine information, etc., either within the Department or from and to the public.	D-O (19)
10	<u>SPEECHES</u>	Includes requests for speeches, copies of speeches, etc. Reports on speaking engagements may be filed under REP 1.	D-O (15)
11	<u>VISITORS</u>		

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
12	<u>MISREPRESENTATION OF OSHA</u>	Includes misrepresentation of OSHA policy.	
13	<u>WORKERS MEMORIAL DAY</u>		
14	<u>NEWSLETTERS</u>		
15	<u>TAKE YOUR CHILD TO WORK</u>		

*Regional Library retains permanent historical file.
Area Offices can destroy when superseded or obsolete.

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REPORTS AND STATISTICS (REP)

Use this category for reports and statistical data. Cross reference reports to more specific program subjects. Also use this category for reports management. A list of recurring reports is provided in alphabetical order.

<u>CLASS.</u>	<u>OFFICE</u>	<u>SUBJECT</u>	<u>CROSS-REF.</u>	<u>DUE DATE</u>	<u>INSTRUCTIONS</u>	<u>DISPOSITION</u>
1		<u>RECURRING REPORTS</u>				
1-1		<u>Annual</u>				
1-1.1	PPS	Administrative Mail Surveys	ADM 3-4	As requested OASAM		
1-1.3	TS	DPMS Inventory	PRO 4	As requested OASAM		
1-1.4	TECF	Individual Development Plans (DL 1-80)	PER 10-1.1	07/01 or 30 days after EOD	PER 10-1.1	

Refer to subject classification the report is x-refer d to.

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1-1.5	TECF	Safety and Health Survey of the Office Workplace	PER 8	12/31	PER 8.1A	
1-2		<u>Quarterly</u>				Refer to subject classification the report is x-ref'd to.
1-2.1	PPS	Administrative Mail Surveys	ADM 3	As requested		
1-2.2	PPS	OSHA 148, Financial Status Report	BUD 4-1	20th of Month	BUD 4-1.1 SUPP	
1-2.3	PPS	Equal Employment Opportunity	PER 5-5	3rd day after end of quarter	PER 5-5.1	
1-2.4	FSO	Migrant Report	CPL 2.1	5th day after end of quarter		
1-2.5	FSO	Regional IMIS Plan	ADM 1-1.1	01/15, 04/15 07/15, 10/15		
1-3		<u>Monthly</u>				Refer to subject classification the report is x-ref'd to.
1-3.1	TECF	Accident Summaries (Fatal Facts)		last day	CPL 2.64	

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1-3.2	PPS	Travel Vouchers	TRA 1	BLANKET TRAVEL VOUCHERS Are due the 5th working day after end of month.	DLMS 7	
1-3.3	FSO	Hazardous Waste Site Activity		SPECIFIC TRAVEL VOUCHERS Are due the 5th working after the end of the trip.		
1-3.4	11(c)	11(c)/405 Case Reports				
1-4		<u>Bi-Weekly</u>				Refer to subject classification the report is x-ref'd to.
1-4.1	MO	Overtime Sheets	PER 1-1.1	Wed. after end of Pay Period	Timekeepers Manual	
1-4.2	RA/S	Representational Activity	PER 4	Wed. after end of Pay Period	PER 4.2A	
1-5		<u>Weekly Labor Contact</u>				Refer to subject classification the report is x-ref'd to.
1-5.1	RA/S	Executive Calendar	PUB 7	Wednesday	MEMO	

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CLASS. OFFICE SUBJECT CROSS-REF. DUE DATE INSTRUCTIONS DISPOSITION

1-5.2 FSO Significant Activity - RO Wednesday MEMO

1-5.3 RA/S News Clippings PUB 7 Friday

CLASS. SUBJECT CONTENTS DISPOSITION

3 STATISTICS AND STATISTICAL REPORTING Includes IMIS printouts and inspection statistics not filed under REP 1. C-FY, D-2 (34)

3-1 Charts, Graphs, and Tables Includes FOSS.

3-1.1 Altos Reports Includes E-mail and OCIS information.

3-2 Inspections Activity Report

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RESEARCH AND RELATED ACTIVITIES (RSH)

This category covers NIOSH research and related activities.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>ADMINISTRATION</u>	Administrative functions, practices, and procedures.	*C-FY, D-O (40)
2	<u>CERTIFICATION</u>	Certification of gas detector tube units.	
3	<u>EVALUATIONS</u>	NIOSH health hazard evaluations, determination of potentially toxic effects of any substance normally used or found in a place of employment. Also includes walk-through surveys.	
4	<u>GRANTS</u>	The award of training grants and direct trainee ships; grants for the support of research, experiments, demonstrations, and studies.	

*The Regional Office retains permanent files.

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REVIEW COMMISSION (RVC)

The functions and activities of the Occupational Safety and Health Review commission established.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>SEMINARS, MEETINGS</u>		RevA, D-O (19)
2	<u>DECISIONS</u>		RevA, D-O/S (24)
3	<u>REGULATIONS</u>		

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RULEMAKING (RUL)

This classification is for correspondence pertaining to proposing, revoking, or changing OSHA standards. Includes requests for comments, comments received, suggestions for new standards, and standards development. See STD for standards which are implemented under the Act.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>PROPOSED</u>		*C-FY, D-O (22)
2	<u>REVOKED</u>		
3	<u>CHANGES</u>		
4	<u>STANDARDS DEVELOPMENT</u>	Includes calendar for standards development.	

*The Regional Office retains permanent historical data.

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STANDARDS (STD)

OSHA standards developed, interpreted, and implemented under the OSHA Act of 1970. STD deals with specific standards and their interpretations. See CPL for procedures. See RUL for proposing, revoking, or modifying standards.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>GENERAL INDUSTRY</u>	29 CFR 1910.	C-FY that issuance is canceled or superseded; place in inactive file (library); R-RC-5, R-AR-10 (26)
1-1	Access to Medical Records	Subpart C, 1910.20.	
1-1	Walking-Working Surfaces	Subpart D, 1910.21-32.	
1-2	Means of Egress	Subpart E, 1910.35-40.	
1-3	Powered Platforms, Manlifts, and Vehicle-mounted Work Platforms	Subpart F, 1910.66-70	<u>Regional Office TS</u> RevA, Refer items of potential value to libraries for retention. D-O (18 & 26)

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1-4	Occupational Health and Environmental Controls	Subpart G, 1910.94-100.	
1-5	Hazardous Materials	Subpart H, 1910.101-120.	<u>Regional Office, FSO, TECF, and Area Offices</u> Rev/A, D-O (26)
1-5.1	Hazardous Waste Operations and Emergency Response		
1-6	Personal Protective Equipment	Subpart I, 1910.132-140.	
1-7	General Environmental Controls	Subpart J, 1910.141.150.	
1-8	Medical and First Aid Stairways and Ladders	Subpart K, 1910.151-153.	
1-9	Fire Protection	Subpart L, 1910.155-165.	
1-10	Compressed Gas and Compressed Air Equipment	Subpart M, 1910.166-171.	
1-11	Materials Handling and Storage	Subpart N, 1910.176.190.	
1-12	Machinery and Machine Guarding	Subpart O, 1910.211-222.	
1-13	Hand and Portable Powered Tools and Other Hand-Held Equipment	Subpart P, 1910.241-247.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1-14	Welding, Cutting, and Brazing	Subpart Q, 1910.251-257.	RevA, D-O (26)
1-15	Special Industries	Subpart R, 1910.261-275.	
1-16	Electrical Testing Equipment	Subpart S, 1910.301-308. 1910.309-330 (Reserved) 1910.331-335. 1910.336-360. (Reserved) 1910.361-380. (Reserved) 1910.381-398. (Reserved) 1910.399.	
1-17	Commercial Diving Operations	Subpart T, 1910.401-441.	
1-18 thru 1-22	Reserved.		
1-23	Toxic and Hazardous Substances	Subpart Z, 1910.1000-1500.	
2	<u>MARITIME</u>		
2-1	Longshoring	29 CFR 1918.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
2-2	Shipbreaking	29 CFR 1917.	
2-3	Shipbuilding	29 CFR 1916.	
2-4	Ship Repairing	29 CFR 1915.	
2-5	Gear Certification	29 CFR 1919.	
3	<u>CONSTRUCTION</u>	29 CFR 1926.	
3-1	General Safety and Health Provisions	Subpart C, 1926.20-32	
3-2	Occupational Health and Environmental Controls	Subpart D, 1926.50-58	
3-2.1	Construction Hazard Communication and Asbestos		
3-3	Personal Protective and Life-Saving Equipment	Subpart E, 1926.100-107.	RevA, D-O (26)
3-4	Fire Protection and Prevention	Subpart F, 1926.150-155.	
3-5	Signs, Signals, and Barricades	Subpart G, 1926.200-203.	
3-6	Materials Handling, Storage, Use, and Disposal	Subpart H, 1926.250-252.	
3-7	Tools - Hand and Power	Subpart I, 1926.300-305.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
3-8	Welding and Cutting	Subpart J, 1926.350-354.	
3-9	Electrical	Subpart K, 1926.400-449.	
3-10	Ladders and Scaffolding	Subpart L, 1926.450-452.	
3-11	Floor and Wall Openings and Stairways	Subpart M, 1926.500-502.	
3-12	Cranes, Derricks, Hoists, Elevators, and Conveyors	Subpart N, 1926.550-556.	
3-13	Motor Vehicles, Mechanized Equipment, and Marine Operations	Subpart O, 1926.600-606.	
3-14	Excavations, Trenching and Shoring	Subpart P, 1926.650-653.	
3-15	Concrete, Concrete Forms, and Shoring	Subpart Q, 1926.700-702.	
3-16	Steel Erection	Subpart R, 1926.750-752.	
3-17	Tunnels and Shafts, Caissons, Cofferdams, and Compressed Air	Subpart S, 1926.800-804.	RevA, D-O (26)
3-18	Demolition	Subpart T, 1926.850-860.	
3-19	Blasting and Use of Explosives	Subpart U, 1926.900-914.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
3-20	Power Transmission and Distribution	Subpart V, 1926.950-960.	
3-21	Rollover Protective Structures; Overhead Protection	Subpart W, 1926.1000-1003.	
4	<u>AGRICULTURE</u>	29 CFR 1928.	
5	<u>OTHER FACILITIES</u>	Workshops and rehabilitation facilities; facilities used by service contract employees, etc. SEE: STD 7 for coverage of such facilities.	
6	<u>VARIANCES AND OTHER RELIEF</u>	Relief from standards, including variances, limitations, determinations, tolerances, and exemptions. 29 CFR 1905 and 1920. Includes general correspondence.	
6-1	Variance Policy and Procedures	Includes Federal Register instructions on how to file for variances and procedures for compliance staff.	
6-2	Variance Status Reports		
6-3	Inspections and Enforcement of Variances		
6-4	State Variance Programs		
6-5	Applications for Variance		
6-5.1	Pending Variance Applications		

RevA, D-O (26)

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
6-5.2	Closed Variance Applications		
6-6	Granted Variances		
6-6.1	Interim Orders - Region VII		
6-6.2	Interim Orders - Other Regions		
6-6.3	Permanent Variances - Region VII		
6-6.4	Permanent Variances - Other Regional		
7	<u>COVERAGE</u>	Extent of coverage, such as State and municipal employees, schools, and rehabilitation centers, etc. 29 CFR 1975. SEE: STD 5 for standards for such facilities.	
8	<u>GENERAL SAFETY AND HEALTH</u>	Includes most frequently cited standards and OSHA-9s.	
8-1	Standard Interpretations - Safety	Includes general interpretations and information not pertaining to a specific standard.	
8-2	Standard Interpretations - Health		
9	<u>OTHER AGENCY REGULATIONS</u>	Includes NIOSH, FDA, EPA, GSA, etc. SEE: CPL 2.5 for agreements and memorandums of understanding with other agencies.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
10	<u>SOURCE STANDARDS</u>	Standards incorporated by reference. Includes NEC, ANSI, NFPA, AMSE, API, etc.	
11	<u>CERTIFICATION</u>	Certification agencies.	
12	<u>STATUS OF STANDARDS</u>	Reports on status of all OSHA standards promulgated, revised, amended, finalized, etc. Includes moratoriums and safety standards updates. SEE: TNR for standard impact statement.	

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STATE PROGRAMS (STP)

State involvement in occupational safety and health under sections 18 and 23 of the OSHA Act of 1970. Files are set up individually by State: IA for Iowa, MO for Missouri, NE for Nebraska, KS for Kansas, or general if the information applies to more than one State. SEE: TED 3 for State 7(c)(1) consultation.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
	<u>GENERAL</u>		
1	<u>AGREEMENTS</u>		C-FY, R-RC-2, D-7 (28)
1.1	18(e) Operational Agreement	Agreements between the State and the Secretary of Labor to enforce specified standards pending final action on the State Plan.	
1.2	Agreements - Federal Enforcement	Includes Iowa Labor Laws and Federal enforcement in Iowa.	
2	<u>PLANS</u>	State Plans for the development and enforcement of State occupational safety and health standards.	
2.a	Developmental Schedule		
2.1	Public Comments Prior to Plan Approval		
2.2	Consultation	Includes CAM reports and related information and general information.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
2-1	Procedures	Criteria and procedures for the submission and review of proposed State Plans, including changes to approved State Plans and withdrawal of approval.	
2-2	Plan Changes		
2-2.1	Notification to State	Includes transmittal to State of all Federal Program Changes requiring State action or response.	
2-2.2	Plan Supplements - FPC	Iowa's formal plan change submittal filed by each submittal date of Area Office processing.	
2-2.3	Plan Supplements - Standards	Development of and changes to Iowa standards. Includes plan supplements reflecting promulgation of Federal standards filed by date of Area Office preparation of Federal Register Notice.	
2-2.4	Plan Supplements - SIC	Includes State initiated change material initiated by the State and processed by the Area Office.	
2-3	Grants	Includes benchmarks/appropriations material, yearly renewals of 23(g) grants, and amendments to grants.	
2-4	Quarterly Logs - Monitoring	Includes monitoring and follow-up information.	C-FY, R-RC-5, D-10 (32)

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
2-4.1	Quarterly Logs - Transmittals	Includes cover memos for Area Office transmittal of quarterly logs and copies of National Office logs.	
2-4.2	Standards Adoption Log	Appendix D.	
2-4.3	Variance Log	Appendix E.	
2-4.4	Federal Program Change Log	Appendix F.	
2-4.5	State Initiated Plan Change Log	Appendix G.	
2-4.6	Decisions and Employee Discrimination Log	Appendix H.	
2-4.7	CASPA Log	Appendix I.	
2-4.8	Completed Plan Changes Log	Contains list of plan changes forwarded by the Area Office to the Regional Office.	
2-5	Special Studies		
2-6	Complaints About State Program Administration (CASPA)	Contains individual cases filed by fiscal year.	
2-7	Activities - SPAM	Includes SPAM reports; analytical plans; analytical reports; BLS data files by fiscal year.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
3	<u>ADMINISTRATION AND MANAGEMENT</u>		
3-1	Integrated Management Information System (IMIS)	For reviews of the State's administration and management of grant approved resources, includes requests sent to State and comments received regarding comments to OSHA directives, etc.	C-FY, D-2 (34)
3-1.1	IMIS SAVES	Includes information relating to the Integrated Management Information System (IMIS) as it pertains to the State.	
3-2	Personnel Staffing	Includes Iowa standards cited differently than Federal standards.	C-FY, D-O/S (31)
3-3	Personnel Training		
3-4	Public Information		
3-5	Fiscal Review	Includes correspondence and reviews relating to the quarterly and close-out financial documents and annual on-site monitoring visits covering the administration and management of the grants resources.	
4	<u>OIG/GAO REPORTS</u>	Includes reports conducted by OIG and/or GAO regarding OSHA monitoring of the State Plan.	
5	<u>COMPLIANCE ACTIVITY</u>	Includes compliance indicators.	
5-2	Safety and Health Complaints	Includes complaints and related information forwarded to the State for action.	
5-3	Fatality/Catastrophe Log	Includes logs of State fatalities and catastrophes sent to the Area Office by the State.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
5-4	Special Emphasis Programs	Includes information relating to State special emphasis programs; list of companies with permits to remove/encapsulate asbestos, etc.	
5-5	Field Operations Program Plan	Includes annual FOPP and modifications; targeting alternative programs; etc.	
5-6	Discrimination	Includes 11 (c) issues and related materials.	
5-7	Variances - General	Includes general correspondence and guidance; index of variances; rules and procedures.	
5-7.1	Variances - Actions Taken	Includes granted and revoked; denied; withdrawn; resolved by interpretation; spot-check inspections; hearings.	
5-7.2	Variances - Cases		
6	<u>LIAISON</u>		
6-1	Liaison - Meetings	Includes letters of transmittals for information; requests information; etc.	
		Includes materials relating to meetings/discussions held between the Area Office and the State Office; and general information.	
7	<u>STANDARDS INTERPRETATION</u>		Forwarded to and by IOSH.

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
8	<u>STATE OSHRC</u>	Includes general information and rules of procedure.	
8-1	State OSHRC - Calendars	Includes calendar of meetings and OSHA hearing of the Iowa Employment Appeal Board.	
8-2	State OSHRC - Dockets		
8-3	State OSHRC - Employment Appeal Board	Includes information regarding policy and procedures of the Iowa Employment Appeal Board.	
9	<u>PUBLICATIONS</u>		
10	<u>CONGRESSIONAL</u>		
12	<u>STATUS OF STANDARDS</u>		
12.1	Semi-Annual 18(b) Evaluation (1st) 02/01/74		C-FY, R-RC-5, D-10 (32)
12.2	Semi-Annual 18(b) Evaluation (2nd) 08/08/74	"	"
12.3	Semi-Annual 18(b) Evaluation (3rd) 12/31/74	"	"
12.4	Semi-Annual 18(b) Evaluation (4th) 01/01/75 - 06/30/75	"	"

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
12.5	Semi-Annual 18(b) Evaluation (5th) 07/01/75 - 12/31/75	Contains all monitoring reports, statistics, backup material, drafts, final reports, and correspondence.	C-FY, R-RC-5, D-10 (32)
12.6	Semi-Annual 18(b) Evaluation (6th) 01/01/76 - 07/31/76	"	"
12.7	First Quarter 18(e) Evaluation 09/15/76 - 12/15/76	"	"
12.8	Second Quarter 18(e) Evaluation 12/16/76 - 03/15/77	"	"
12.9	Third Quarter 18(e) Evaluation 03/16/77 - 06/15/77	"	"
12.10	Fourth Quarter 18(e) Evaluation 06/16/77 - 09/15/77	"	"
12.11	Fifth Quarter 18(e) Evaluation 09/16/77 - 03/15/78	"	"
12.12	Sixth Semi-Annual 18 (e) Evaluation 04/11/78 - 09/30/78	"	"
12.13	Seventh Annual 18 (e) Evaluation 10/01/78 - 09/30/79	"	"
12.14	Eight Annual 18(e) Evaluation 10/01/79 - 09/30/80	"	"

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
12.15	Ninth Annual 18(e) Evaluation 10/01/80 - 09/30/81	Contains all monitoring reports, statistics, backup material, drafts, final reports, and correspondence.	C-FY, R-RC-5, D-10 (32)
12.16	Tenth Annual 18(e) Evaluation 10/01/81 - 09/30/82	"	"
12.17	Eleventh Annual 18(e) Evaluation 10/01/82 - 09/30/83	"	"
12.18	Twelfth Annual 18(e) Evaluation 04/01/84 - 09/30/85	"	"
12.19	Thirteenth Annual 18(e) Evaluation 10/01/85 - 09/30/86	"	"
12.20	Fourteenth Annual 18(e) Evaluation 10/01/86 - 09/30/87	"	"
12.21	Fifteenth Annual 18(e) Evaluation 10/01/87 - 09/30/88	"	"
12.22	Sixteenth Annual 18(e) Evaluation 10/01/88 - 09/30/89	"	"
12.23	Seventeenth Annual 18(e) Evaluation 10/01/89 - 09/30/90	"	"
12.24	Semi-Annual 18(b) Evaluation - 1991	"	"
12.24A	Special Evaluation - 1992	"	"
12.25	Semi-Annual 18(b) Evaluation - 1992	"	"

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TRAINING AND EDUCATION (TED)

This category is for training programs that OSHA has, rather than receives. Consists of schedules, scripts, and written material. See PER for individual personnel training records.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>OSHA PERSONNEL</u>		
1-1	Ergo Training	Miscellaneous reviews of OTI and other programs, Train-the-Trainer.	C-FY, D-2 (7) D-O (42) (12)
1-2	Audiovisual Programs	Listing of programs for potential purchase.	
1-2.1	Audiovisual Supplies/Equipment	Listing of supplies and equipment for purchase.	
1-2.2	Audiovisual Library Inventory	List (current) and cover sheet.	
1-3	Course Announcements (OSHA)	Annual OTI schedule and off-site training.	
1-3.1	Seminar Training (a) OPM (b) FEB (c) EPA (d) OASAM	Training catalogs, i.e., GSA , OPM.	
1-3.2	Course Announcements (Non Government)	Specific course listings by consultant groups and professional societies, N.S.C.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1-4	Training Needs Survey - OTI	Annual OTI request with backup information.	
1-4.1	EEO Supervisor Training	Annual DOL needs projections for Region with backup input.	
1-4.2	PSM Level I Training		
1-4.3	OTI Training Enrollment and Cancellation Forms		
1-5	Training OTI	Printout from OTI showing enrollment status of all personnel. Monthly Area Office printouts of training plan.	
1-5.1	Training Cancellations	Printout showing course cancellations. Area Office memos canceling courses.	
1-5.2	OSHA Monthly Student Report	OTI printout received monthly.	
1-6	List of Potential Trainers	Trainers to use for courses conducted in Region VII.	
1-7	Susan Harwood Grants	General information on grant announcements and funding of training grant programs, including grant applications.	
1-7.1	Susan Harwood Grant Administration and Management	Includes quarterly financial reports, on-site reviews, and other correspondence relating to the administration and management of the training grant's resources.	
1-8	Report of Outreach Activity	Information on requests for training speeches received and handled by TECFAP.	
1-8.1	Grassroots/Partnerships/Roundtable Outreach		

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1-8.2	OSHA Training Courses		
1-9	Supervisory Training	Listing (Personnel Office's) status of supervisors need-required DOL courses.	
1-10	New Employee Orientation	Back-up file on new-hires and Regional Office orientations.	
1-10.1	Trainee Program Reports		
1-11	<u>OSHA EDUCATION AND TRAINING CENTERS</u>	Off-site locations conducting OSHA training courses.	
1-11.1	Susan Harwood Grantee	Off-site locations conducting Susan Harwood Training Grant Program OSHA Training courses.	
1-12	OTI Mass Registration		
1-13	Training Histories		
1.2	DOL Resource Exchange		
3	<u>CONSULTATION</u>		
3-1	Agreements/Amendments	Agreements, amendments, and correspondence relating to the current agreement for the current fiscal year. Filed by Project.	C-FY, D-2 (7)

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
3-2	Financial Reports	Federal Cash Transaction Report and Financial Status Report. Filed by Project.	
3-3	Activities/Personnel	Correspondence concerning miscellaneous activities. Memos to file on assistance visits. Includes the annual evaluation. Filed by Project.	
3-4	Training	Correspondence and memos concerning training and meetings. Filed by Project.	
3-4.1	100% Travel	Approvals filed by project.	
3-4.2	Annual Consultant Conference		
3-4.3	Region VII All Consultant Meeting		
3-4.4	Training (Offsite)		
3-5	Equipment Purchase and Inventory	Correspondence and memos concerning equipment and inventory. Filed by Project.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
3-6	Activities (Miscellaneous)	Filed by Project.	
3-7	NCR System (General)	Miscellaneous correspondence concerning NCR. Filed by Project.	
3-7.1	NCR Local Steps - NCR System	Correspondence with projects and transmittal to National Office of submitted STEPS. Miscellaneous, filed by Project.	
3-7.3	Software Updates	NCR system software updates. Includes executive summary.	
3-7.4	Consultation Data System Users Group	Correspondence, meeting information and minutes of this task force group.	
4	<u>ADMINISTRATION AND MANAGEMENT</u>		
4.1	Draft AER Report and Comments and Comments	Includes annual on-site review covering the administration and management of the project's resources.	
4.2	AER Back-up Material	Self-explanatory. Filed by Project.	
		Filed by Project.	

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<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
5	<u>GENERAL ISSUES</u>	Miscellaneous correspondence not concerned with issues labeled above. <u>Includes confidentiality correspondence.</u>	
5.1	Consultation Programs Newsletter	Contains copies of quarter transmittal.	
5.2	Consultation Program - Task Force on Monitoring And Program Revisions	Miscellaneous minutes and results	
6	<u>CAM AND OUTLIER ANALYSIS REPORTS</u> 1st Quarter 2nd Quarter 3rd Quarter 4th Quarter	Contains quarterly CAM, Final Outlier analysis reports, and copies of transmittal to State and National Office. Filed by Project by quarter.	
7	<u>SIC CODE (HH) LISTINGS</u>	One file for all by fiscal year.	
8-1	<u>SHARP PROGRAM</u>		
8-1.1	Sharp Program Log		
8-8.2	Sharp Participants	Filed by Project and establishment.	
8-1.3	Draft Chapter		

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TRAVEL AND TRANSPORTATION (TRA)

Use this category for the travel of Department personnel and the transportation of their personal and household effects; and the shipment and routing of equipment, materials, and supplies. Deals with policy, procedures, operations, and related regulations.

<u>CLASS.</u>	<u>SUBJECT</u>	<u>CONTENTS</u>	<u>DISPOSITION</u>
1	<u>ALLOWANCES</u>	Refers to monetary allowances for travel expenses, including per diem and mileage rates. EXCLUDES: baggage, household, and personal effects; SEE: TRA 5. (Travel Gifts).	C-FY, D-2 (6)
1-1	Advances	Includes blanket, special, and PCS travel advances.	C-FY, D-2 (6)
1-2	Travel Vouchers		C-FY, D-2 (6)
2	<u>AUTHORIZATION</u>	General materials only. Includes requests for GTRs and TEC's. SEE: REP 1-2 for quarterly report on accountability.	C-FY, D-2 (6)
3	<u>CARRIERS</u>	Includes air, local, surface, tokens, tickets, and passes. EXCLUDES: Motor pool services. SEE: OFF 4.	RevA, D-O (22)
5	<u>TRANSPORTATION</u>	For personal and household effects and shipping of equipment, materials, and supplies. SEE: ALSO: TRA 1-2.	C-FY, D-2 (6)
6	<u>MOTEL INFORMATION</u>		RevA, D-O (19)

