



RECORDS RETENTION AND DISPOSITION SCHEDULE

Labor, Department of. Occupational Safety Standards Commission.

Agency: Occupational Safety Standards Commission		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2010-18	PERMANENT VARIANCE APPLICATIONS AND REQUESTS A typical file would contain applicant correspondence, a justification for the variance request, any other supporting or opposing correspondence, exhibits and/or photographs and the Commission order.	IMAGE according to IARA imaging standards and MICROFILM according to 60 IAC 2 five (5) years after the end of the calendar year of approval. TRANSFER original negative roll to the INDIANA ARCHIVES for permanent archival retention. TRANSFER electronic records and original hard copies to the agency. DESTROY agency copies in all formats after the approved requestor is no longer in business as a private employer or is no longer a public agency.
2	85-957	TEMPORARY VARIANCE APPLICATIONS FOR APPROVAL These requests may come from private employers or public agencies. A temporary request and approval is for a stated time period and has an expiration date. The requestor must then determine if an extension will be requested, another temporary variance from an established safety standard requested or allow the expiration and follow the safety standard.	DESTROY five (5) years after the end of the calendar year of the variance request approval.