

Hall of Records Commission

Submitted to the Records Management Division Hall of Records Commission

PAGE NO.

1.

1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

BUREAU OF ENVIRONMENTAL HYGIENE DIVISION OF INDUSTRIAL HEALTH AND AIR POLLUTION

3. Authorization Requested (Check only one of the squares below).

A [ ] Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B [X] Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C [ ] Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. PERMANENT FILE

Quantity: 1 drawer Dates: 1941 - - File Arrangement: Subject and alphabetical therein Annual Accumulation: 2 linear inches

This file consists of correspondence, reports, statistical data, and other data considered to have lasting research usefulness.

RECOMMENDATION: RETAIN PERMANENTLY

2. COMPANY FILE - INDUSTRIAL HEALTH

Quantity: 7 drawers (11 cubic feet) Dates: 1941 - - File Arrangement: By county and alphabetical by name of company therein Annual Accumulation: 1 cubic foot

The Division investigates manufacturing establishments for industrial health and occupational disease purposes. Investigations may be initiated upon request of the factory management, labor, citizens, the local health department, or by the Division itself. A file folder containing the following records is established for each factory visited:

APPROVED HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Clemens W. Gannick Signature

Chief Bulmyst Title

3/1/56 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

3/9/56 Date

Morris S. Stadoff Archivist

APR - 9 1956 Date

Secretary

4.

5. Description of Records  
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Industrial Plant Record - shows name and location of plant; number of employees by sex; hours worked; description of plant; medical, safety, environmental, and sanitation data; any remarks; and a record of inspections made.

Trip Sheet - Record of Investigation or Service

Analytical Study (Chemical) of samples taken

Service Request Sheet

Narrative Reports of specific problems or investigations

Correspondence

Plant Drawings including various installations in the plant

The file remains active until the business is no longer operative, at which time the folder is removed to an inactive file. Should the physical plant be reopened for some other type of business, a new file is established.

RECOMMENDATION: RETAIN WHILE ACTIVE AND FOR TEN YEARS THEREAFTER, AND THEN DESTROY.

3.

AIR POLLUTION FILE

Quantity: 1 drawer (1½ cubic feet)

Dates: 1948 - -

File Arrangement: County and geographical area therein

Annual Accumulation: 4 linear inches

Gases, fumes, dusts, etc. considered a nuisance or hazardous to the health of industrial workers or the community are investigated by the Division, which also makes corrective recommendations. A file folder containing the following material is established for each investigation:

AP-1 Air Pollution Trip Sheet

Service Request

Work Sheets, statistical data and laboratory reports

Correspondence - including any complaints

RECOMMENDATION: RETAIN WHILE ACTIVE AND FOR TEN YEARS THEREAFTER, AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date APR - 9 1956

*[Signature]*  
Secretary

ST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4. CORRESPONDENCE - GENERAL

Quantity: 4 drawers (6 cubic feet)

Dates: 1950 - -

File Arrangement: Alphabetical by subject or correspondent

Annual Accumulation: 1 drawer (1 1/2 cubic feet)

Disposable Amount: 1 cubic foot

Correspondence concerned with the functions of the Division. It is with Federal, State, local and other state agencies, civic and professional organizations, doctors, lawyers, manufacturers, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED BY  
BOARD OF PUBLIC WORKS

Date Feb 9 1956

*J. McQuinn*  
Secretary