



Item No.	Description	Retention
5.	<u>FILES OF THE TASK FORCE ON THE INTERRELATIONSHIP OF MARYLAND AND FEDERAL EMPLOYMENT STANDARDS</u>	Retain for 12 years, then destroy.
	These files consist of copies of the transcripts of public hearings held by this Task Force and copies of the notices published in the Maryland Register. Also included are research materials, copies of federal and state regulations, and copies of correspondence pertaining to the Task Force.	
6.	<u>ADMINISTRATION FILES</u>	Retain for 5 years, then destroy
	This series contains files pertaining to the general administration of the Division. It includes correspondence with the Department of Licensing and Regulation, correspondence with legislators, and general correspondence. Also included are correspondence with federal agencies; monthly and yearly reports for each program under the Division; personnel transactions; grievance files; and various materials of a reference nature.	
7.	<u>FARM LABOR CONTRACTOR REGISTRATION</u>	
	a. Registration files for farm labor contractors working in Maryland	a. Retain 5 years after file is inactive, then destroy
	b. Correspondence on migrant labor activities in Maryland	b. Retain 3 years, then destroy
8.	<u>CHEMICAL INFORMATION LISTS</u>	Retain 10 years in office, then Retain 30 years in state record center, then destroy
	Material safety data sheets for the Division of Labor and Industry in compliance with Access to Information About Hazardous and Toxic Substances Law.	
9.	<u>EMPLOYEE PHYSICAL RECORDS</u>	
	a. Correspondence and scheduling files of physical records of Division employees	a. Retain 3 years, then destroy
	b. Summary of physical records for Division	b. Retain 10 years in office, then Retain 30 years in state record center, then destroy
10.	<u>GOVERNOR'S PRODUCTIVITY TASK FORCE</u>	
	Working files of Governor's committee to study and develop recommendations for improving productivity in state government, including report issued March 26, 1985.	Retain 25 years, then destroy.
11.	<u>MOSH GRANT REPORTS</u>	
	This group of records represents all the vital records pertaining to the MOSH program from its inception. Included are copies of initial grant request and follow-up requests; the plan and all memos updating Maryland's plan; and evaluations performed by the federal government and the Division's response.	Retain permanently in office.