

This schedule supersedes Schedule No. 612-137

DGS-350-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-160

PAGE
NO. 1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland Occupational Safety and Health MOSH
Department of Licensing and Regulation, Division of Labor and Industry

AGENCY

DIVISION

Item
No.

Description

Retention

1.

Administration Files

a. Federal Directives and Correspondence

These files represent the formal directions received by the MOSH Program from OSHA. They include standards notices, policy and procedure memorandums and MOSH's responses.

Retain for ten (10) years then destroy

b. State Plan Activity Measures Reports (SPAM)

These federally generated computer printouts reflect Maryland's performance against the same federal performance measures. These reports are used to evaluate Maryland's MOSH program.

Retain for ten (10) years then destroy

c. Micro Computer Standard Reports

These computer reports were developed by Federal OSHA and can be generated for the time specified.

Retain for three months then destroy

d. Micro Computer Local Reports

These computer reports were developed by the unit and can be generated for the time specified

Retain for three months then destroy

e. General Correspondence

General correspondence to include special studies Maryland Public Information Act requests, Daily Logs and Monthly Reports contained in these files.

Retention date is from date of response.

Retain for three (3) years after closing/cutoff date or if applicable until all audit requirements have been fulfilled then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

6-15-95

Robert L. Laska
Director

8 AUG 1995

Edward C. Papenfuss

Date

Signature

Title

Date

State Archivist

Item	Description	Retention
6.	<p><u>Research and Statistics</u></p> <p>a. Worker's Compensation First Report of Injury Involving Loss of Work Time</p> <p>These reports include documentation of employee injuries that were filed by employers. These injuries resulted in one or more days lost from work.</p> <p>b. <u>Workmen's Compensation First Reports of Injury Not Resulting In a Loss of Work Time.</u></p> <p>These reports include documentation of employee injuries that were filed by employers. These injuries did not result in a loss of work time.</p> <p>c. <u>Results of First Report of Injury</u></p> <p>These computer printouts contain the basic facts summarizing the occurrences of work injuries and illnesses.</p> <p>d. <u>Annual Survey Reports</u></p> <p>These reports consist of summaries of all injuries and illness that occurred in an establishment. The employer furnishes basic information concerning the nature of the business, the number of employees, total cases, deaths, lost work day cases, and non lost work day cases.</p> <p>e. <u>Results of Annual Survey</u></p> <p>These results summarized the industry experiences in occupational injuries and illnesses.</p> <p>f. <u>General Correspondence</u></p> <p>General correspondence and material relating to special studies, new releases, and bulletins are contained in these files.</p>	<p>Retain for four (4) years, then destroy</p> <p>Retain for three (3) years, then destroy</p> <p>Retain for three (3) years, then destroy</p> <p>Retain for five (5) years, then destroy</p> <p>Retain for five (5) years, then destroy</p> <p>Retain for three (3) years, then destroy</p>