Series No.	Record Series Title and Description	Retention
DLT1.2.1	**Code Commission for Occupational Safety and Health Records** Documents the actions of the commission and its advisory committees whose role is to establish codes for the elimination of safety and health hazards in the work place. Includes codes certified as filed under the Secretary of States office, code background support documentation, rules and regulations materials, code variance requests and grants, board and committee minutes and agendas, appeals to the review board, and related correspondence.	
	(a) Documentation relating to the introduction, proposal, and/or establishment of new codes or code changes.	Permanent
	(b) Documentation relating to routine administrative matters such as code variance requests.	Retain 7 years after final resolution of the request or activity.
DLT1.2.2	**OSHA Review Board Records** Documents the actions of the board whose role is to review cases involving contests of safety compliance orders or decisions. Board also assesses penalties for noncompliance. Includes employer statements and materials, investigation background materials, hearing minutes, board determinations and decisions, and related correspondence. May also include court orders and injunctions for cases under judicial appeal.	
	(a) Board minutes.	Permanent.
	(b) All other records.	Retain 7 years after final disposition of the case.
DLT1.2.3	**Safety Compliance Education and Training** Documents OSHA sponsored education and training classes for public employees. Includes schedules and arrangement documents, training materials and notes, and related correspondence.	

	(a) Final Publications (one fair copy of each).	Permanent.
	(b) All other records.	Retain until updated or superseded.
DLT1.2.4	**Safety Compliance Inspection Records** Documents OSHA inspections and investigations of state and municipality agencies, and public and private schools to determine if they are complying with RIGL 28-20 requirements to establish and maintain effective and comprehensive occupational safety and health programs. Includes complaints, compliance inspector notes, general inspection certifications, reports of noncompliance (violations), compliance orders, emergency temporary codes, re-inspection documentation, review board determinations, hearing materials, court orders, and related correspondence. RIGL 28-20	Retain 7 years after final action relating to an inspection or violation.
DLT1.2.5	**Boiler and Pressure Vessel Inspection** Documents the inspection of all state boilers and pressure vessels except those that are specifically exempted under RIGL 28-25-18. Includes certificate inspection reports, insurance inspection reports, certificates authorizing operation, repair/alteration notices, installation applications and permits, orders to cease operation or repair, and related correspondence. RIGL 28-25	Retain for the life of the installation plus 10 years.
DLT1.2.6	**Elevators, Escalators, and Dumbwaiters Inspection Records** Documents the inspection and certification of state elevators, escalators, and dumbwaiters in compliance with RIGL 23-33. Includes inspection reports, orders to cease operations or make repairs, notices of new installation, secondary copies of certificates, reports of refusal or cancellation of insurance, compliance orders, letters of violation, out of service notifications, accident reports, and related correspondence. RIGL 28-25	Retain for the life of the installation plus 10 years.

DLT1.2.7	**Designated Substances List** Central list of all substances designated as hazardous in the state. RIGL 28-21-6, 28-21-13	Retain 30 years.
DLT1.2.8	**Chemical Inventory Forms** Central file of Chemical Inventory Reports submitted by employers in compliance with SARA Title III sections 311 and 312 which includes information on chemical types, amounts, and locations. Includes chemical lists, site plans, material safety data sheets, emergency response plans, and related correspondence. RIGL 28-21	Retain 30 years.
DLT1.2.9	**Hazardous Substance Registration Forms** Forms record the identity of employers who may be subject to the Hazardous Substances act. Forms information includes company name, location, phone, contact person, years registered, and proof of training. RIGL 28-21	Retain 30 years.
DLT1.2.10	**Material Safety Data Sheets** Hazardous substances data sheets submitted by employers when the levels of hazardous substances housed at their facility surpasses certain thresholds established by federal rules and regulations. RIGL 28-21	Retain 30 years.
DLT1.2.11	**SARA Inventory Records** Documents hazardous substances in a community for emergency planning purposes, disaster response, pollution containment, and the communities' right-to-know. Includes Tier II inventory forms listing substances, amounts and locations, cover letters, site plans, material safety data sheets, emergency response plans, and related correspondence. Emergency Planning and Community Right-to-Know Act (Superfund Amendments and Reauthorization Act of 1986, SARA Title III) 40 CFR 300-330; Pub. L. 99-499, RIGL 28-21	Permanent.

DLT1.2.12	**Hazardous Substances Inspection Records** Documents record the results of inspections or investigations conducted to verify employers compliance with the Hazardous Substances Act. Includes inspection reports, noncompliance notifications (violations), requests for exemptions and variances, denial letters, and related correspondence. 29 CFR 1910, RIGL 28-21 and 12-12-17 (e)	Retain 30 years.
	Administration	
	General Office Administrative Records, Fiscal Records, Reference Records	See Records Retention Schedule #1
	Personnel Records **Payroll Records**	See Records Retention Schedule #2
DLT1.2.13	**Certificates of Records Destruction** Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records Listed in this and other applicable schedules. (RIGL 38-1-10, 38-3-6, and 42-8.1-10)	Permanent