

COMMONWEALTH OF VIRGINIA

VIRGINIA STATE LIBRARY

DIVISION OF RECORDS MANAGEMENT

REQUEST FOR AND AUTHORIZATION OF RECORDS RETIREMENT

THIS AUTHORIZATION IS EFFECTIVE UNTIL CANCELLED

2. AGENCY:

House of Delegates

3. AUTHORIZATION NO.

101-016

4. DIVISION:

Office of the Clerk

5. SUB-UNIT:

Fiscal Department

6. REQUESTED BY:

Margaret H. Leynes

DATE REQUESTED:

7. AGENCY APPROVAL:

Joseph K. Holloman, Jr.

DATE APPROVED:

8. RATE OF ACCUMULATION PER ANNUM:

.10 cubic foot

9. KIND OF COPY:

duplicate

1. NAME OF FILE OR RECORD:

Annual Occupational Injuries and

Illnesses Survey Report (OSHA No.

200-S)

10. SIZE OF FORM/RECORD:

8 1/2" x 11"

11. COLOR OF FORM:

white

12. MACHINE POST

type/h&

13. RECOMMENDED RETENTION AND DISPOSAL SCHEDULE:

A. CURRENT FILE:

1 year

B. INACTIVE FILE:

5 years

C. STORAGE:

N/A

D. MICROFILM FILE OR RECORD AND

DESTROY DATA

RETURN DATA

E. STORE FILM

RETURN FILM

14. ARRANGEMENT OF RECORDS:

CHRONOLOGICAL

ALPHABETICAL

SERIES CUT OFF:

CALENDAR

CONTINUOUS

ALPHABETICAL BY:

NUMERICAL

SUBJECT NUMERICAL

FISCAL

15. APPRAISAL OF FILE OR RECORD

The series documents the annual reporting of employee injuries and illnesses to the Occupational Safety and Health Administration by the Office of the Clerk. The survey report is made in conformity with Title 29, Part 1904.20-22, Code of Federal Regulations. The series is used to verify the report's submission to O.S.H.A.

The form shows the name and address of the sender, annual average employment numbers and total hours worked, nature of the business, the month of the last O.S.H.A inspection, and the number and type of recordable injuries and illnesses.

The date range is 1979 to the present and the total accumulation is .50 cubic foot to date.

DISPOSITION: Retain for 5 years after the close of the year to which the report relates, and then destroy.

Please note -
Code cite change
to 29 CFR 1904.30
Record Keeping
Requirements

APPROVAL

1. Assistant State Archivist for Records: <i>Corbin</i>	Date: 3-17-83	3. Auditor of Public Accounts or Deputy:	Date:
2. State Comptroller or Deputy: <i>C. Mary Burke</i>	Date: 3/23/83	4. State Librarian or Deputy: <i>Louis H. Mariani</i>	Date: 3/28/83