

Record Retention Protocol Summary

California Department of Occupational Safety & Health

Subject Area	Duration
Employee Safety Training 8 CCR 3203(b)(2) (< 10 employees - see exceptions)	1 year
Periodic Safety Inspections 8 CCR 3203(b)(1) (< 10 employees - see exceptions)	1 year
Safety Committee Meeting Minutes 8 CCR 3203(c)(2)	1 year
Environmental (worksite) Monitoring: 8 CCR 3204(d)	
Worksheets / Field Notes	1 year
Sampling Plan	30 years
Data (results)	30 years
<u>MSDS or Chemical Name / Area /</u> <u>and Timeframe of use data</u>	30 years
Employee Medical Records 8 CCR 3204(d)(1)(A) (see exceptions)	duration of employment plus 30 years
Employee Exposure Records: 8 CCR 3204(d)(1)(B)(1)	
Worksheets / Field Notes	1 year
Sampling Plan	30 years
Data (results)	30 years

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Biological Monitoring Results

8 CCR 3204(d)(1)(B)(4)

Maintain according to regulation specific to the agent in use.

Hearing Conservation Program:

Noise exposure measurements
8 CCR 5100(d)(1)

Two (2) years

Audiometric Tests
8 CCR 5100(d)(2)

Duration of employment

Respiratory Protection Program:

Fit Testing – annual requirement
8 CCR 5144(m)

One (1) year or until next fit test is performed, whichever occurs first.

Carcinogens / Toxic Chemicals

Must see specific regulation for material in use.

Questions? Please call x 18538 or x77087 for more information.

Summary prepared by the Office of Environmental Health & Safety, CUC.
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