

RECORDS / INFORMATION RETENTION AND DISPOSITION SCHEDULE

ENVIRONMENTAL HEALTH & SAFETY								
Record Title	Custodian of Records	Record Value:					Retention Source Authority	Retention Period
		O - Operational	F - Fiscal	L - Legal	H - Historical	V		
		O	F	L	H	V		
Hazardous Materials Shipping Papers - Shipper requirements				●			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	2 years after the material is accepted by the initial carrier.
Hazardous Materials Shipping Papers - Receiver requirements				●			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	1 year
Hazardous Waste Shipping papers				●			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	3 years per 22 CCR 66262.40(9), 66264.71(b)(6) (CSUF)
Hazardous Waste Facility Inspections				●			22 CCR 66364.15 (d) (CSUF)	3 years
Hazardous Waste Manifests				●			CCR Title 22 §66262.40(a) and 66264.71(b)(6)	3 Years
Medical Waste Generator Records - Small Quantity Generators				●			CA HSC 117975	2 years
Medical Waste Generator Records - Large Quantity Generators				●			CA HSC 117975	3 years
Environmental Remediation Records		●					40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	10 Years
IH Equipment Records: purchase, repair, and calibration		●					CSU Best Practice	Purchase and Repair Records - Duration of Equipment. Calibration Records - Permanent
Exposure Monitoring Data				●			CCR Title 8 §3204 (b)(2) & (d)(1)(b)	Permanent
Medical Monitoring, such as those required for the hearing conservation program, respiratory protection, and asbestos and lead specific requirements. Typically comes as a confirmation/permission from a doctor.				●			CCR Title 8 §3204 (d)(1)(a)	30 years after the separation of the employee.
Personal Exposure Monitoring (Associated with employee exposure to toxic substances or harmful physical agents).				●			CCR Title 8 §3204 (d)(1)(b)	30 years after the separation of the employee.
Radiation & Dosimetry Exposure Reports. Typically comes as a confirmation/permission from a doctor.		●		●			10 CFR 20.2106	30 years after the separation of the employee.

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Radioactive Material historical inventories; storage and use locations		●		●			17 CCR 30293	Originals 3 Years after the transfer or disposal of the radioactive source.
Radioactive Material License and Amendments		●		●			17 CCR 30194	Originals 30 Days after expiration.
Radioactive Material, Laser, and Controlled Substance Use Authorizations		●		●			CSUF APM 527, 526; ANSI Z 136.1	Permanent
Agency Inspection Records		●					40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	3-5 years - dependent upon the agency.
Confined Space Entry Permits				●			CCR Title 8 §5157(e)(6)	1 year
Pesticide Monthly Use Reports				●			CCR Title 3 §6624 (f)	2 years
CPR Training Records		●					CSU Best Practice	1 year
Defensive Driver Training				●			SAM MM07-05 CSU Use of University and Private Vehicles Policy Guidelines pp 4-5	4 years
First Aid training records				●			29 CFR 1910.1030	3 years
Hazardous waste training records				●			CCR Title 22 §66264.16 (e)	As long as employee remains at the facility or for three years following departure.
Employee training records, excluding hazardous waste training records		●					CCR Title 8	3 years
Student training records		●					CSU Best Practice	3 years
Injury Reports (OSHA 300, 301, 300A)		●		●			CCR Title 8 §14300.33(a)	5 years following the end of the calendar year the records cover.
Injury Reports reported to Police				●			CSU Best Practice	7 years
Air Pollution Control District requirements				●			Local APCD rules - citation numbers are dependent on the district	5 years
Respirator Fit Test Records				●			CCR Title 8 §5144(m)(2)(B)	Until next fit test is administered. Fit tests are required annually.
Employee Tenant Asbestos Notifications (annual notification)				●			CCR Title 8 §1529(n)(6)	As Long as the Asbestos Containing Material (ACM) is in the building.

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Water quality data under Sanitary Sewer Permit				●			Non-industrial wastewater discharge permit issued by city	3 years
Water quality data under Regional Water Quality Control Board Orders				●			Waste Discharge Order No. R3-2003-035	Not Specified
Hazardous Waste Exception Report				●			Title 22, CCR § 66262.40(b)	3 years
Biennial Report				●			Title 22, CCR § 66262.40(b)	3 years
Laboratory analysis results for hazardous waste determinations				●			Title 22, CCR § 66262.40(c)	3 years
Employee "pull" notices (DMV Reports)		●					CVC 1808.1 (CSUF)	4 years
Regulatory Agency required plans				●			40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	3 years
Regulatory Agency permits				●			Title 25: 40510 & 44344; Title 22, 23, 27 (CSUF)	3 years
IIPP periodic inspection records		●		●			CCR, Title 8, 3202 (b)(1)	1 year
Asbestos survey records		●		●			40 CFR, Part 763	Life of the building.
Lead inspection/risk assessment records		●		●			CCR, Title 17, 36000 (b)	Required: 3 years Recommended: Life of the building.
Log and Summary of Occupational Injuries and Illnesses (Form 200)		●		●				5 Years
Environmental Documents (EIR, CEQA, etc.)		●		●				2 Years after Approval
Employers Report of Occupational Injury and Illness		●		●				5 Years
Diving		●		●				5 Years
Exposure to Toxic Substances/ Physical Agents		●		●				30 years