

EH&S records are maintained as per CSU Executive Order 1031 and University Policy. The following table shows the records retention schedule items that pertain to the Injury and Illness Prevention Program.

Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period ¹
			O	F	L	H	V		
3.0									
3.1	Hazardous Materials Shipping Papers - Shipper requirements	Assistant Director of Environmental Health, Safety and Emergency Management			X			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	2 years after the material is accepted by the initial carrier
3.2	Hazardous Materials Shipping Papers - Receiver requirements	AD of EHS/EM			X			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	1 year
3.3	Hazardous Waste Shipping papers	AD of EHS/EM			X			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)
3.4	Hazardous Waste Facility Inspections	AD of EHS/EM			X			22 CCR 66364.15 (d) (CSUF)	3 years
3.5	Hazardous Waste Manifests	AD of EHS/EM			X			CCR Title 22 §66262.40(a) and 66264.71(b)(6)	3 Years
3.6	Medical Waste Generator Records - Small Quantity Generators	AD of EHS/EM			X			CA HSC 117975	2 years
3.7	Medical Waste Generator Records - Large Quantity Generators	N/A			X			CA HSC 117975	3 years
3.8	Environmental Remediation Records	FACILITIES SERVICES	X					40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	10 Years
3.9	IH Equipment Records: purchase, repair, and calibration	AD of EHS/EM, FACILITIES SERVICES	X					CSU Best Practice	Purchase and Repair Records - Duration of Equipment. Calibration Records - Permanent
3.10	Exposure Monitoring Data	AD OF EHS/EM			X			CCR Title 8 §3204 (b)(2) & (d)(1)(b)	Permanent
3.11	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.	AD OF EHS/EM			X			CCR Title 8 §3204 (d)(1)(a)	30 years after the separation of the employee
3.12	Personal Exposure Monitoring (Associated with employee exposure to toxic substances or harmful physical agents).	AD OF EHS/EM			X			CCR Title 8 §3204 (d)(1)(b)	30 years after the separation of the employee
3.13	Radiation & Dosimetry Exposure Reports. Typically comes as a confirmation/permission from a doctor.	N/A	X		X			10 CFR 20.2106	30 years after the separation of the employee
3.14	Radioactive Material historical inventories; storage and use locations	N/A	X		X			17 CCR 30293	Originals 3 Years after the transfer or disposal of the radioactive source
3.15	Radioactive Material License and Amendments	N/A	X		X			17 CCR 30194	Originals 30 Days after expiration
3.16	Radioactive Material, Laser, and Controlled Substance Use Authorizations	DEPT. OF PHYSICS	X		X			CSUF APM 527, 526; ANSI Z 136.1	Permanent
3.17	Agency Inspection Records	AD OF EHS/EM	X					40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	3-5 years - dependent upon the agency
3.18	Confined Space Entry Permits	FACILITIES SERVICES			X			CCR Title 8 §5157(e)(6)	1 year
3.19	Pesticide Monthly Use Reports	FACILITIES SERVICES			X			CCR Title 3 §6624 (f)	2 years
3.20	CPR Training Records	AD OF EHS/EM	X					CSU Best Practice	1 year
3.21	Defensive Driver Training	AD OF EHS/EM			X			SAM MM07-05 CSU Use of University and Private Vehicles Policy Guidelines pp4-5	4 years
3.22	First Aid training records	AD OF EHS/EM			X			29 CFR 1910.1030	3 years

3.23	Hazardous waste training records	AD OF EHS/EM			X		CCR Title 22 §66264.16 (e)	As long as employee remains at the facility or for three years following departure.
3.24	Employee training records, excluding hazardous waste training records	AD OF EHS/EM, DEPARTMENT SUPERVISORS, HUMAN RESOURCES	X				CCR Title 8	3 years
3.25	Student training records	ACADEMIC DEPARTMENTS	X				CSU Best Practice	3 years
3.26	Injury Reports (OSHA 300, 301, 300A)	HUMAN RESOURCES, EHS/EM	X		X		CCR Title 8 §14300.33(a)	5 years following the end of the calendar year the records cover
3.27	Injury Reports reported to Police	UPD, AD OF EHS/EM			X		CSU Best Practice	7 years
3.28	Air Pollution Control District requirements	AD of EHS/EM, FACILITIES SERVICES			X		Local APCD rules - citation numbers are dependent on the district	5 years
3.29	Respirator Fit Test Records	FACILITIES SERVICES			X		CCR Title 8 §5144(m)(2)(B)	Until next fit test is administered. Fit tests are required annually.
3.30	Employee Tenant Asbestos Notifications (annual notification)	AD OF EHS/EM			X		CCR Title 8 §1529(n)(6)	As Long as the Asbestos Containing Material (ACM) is in the building
3.31	Water quality data under Sanitary Sewer Permit	FACILITIES SERVICES			X		Non-industrial wastewater discharge permit issued by city	3 years
3.32	Water quality data under Regional Water Quality Control Board Orders	FACILITIES SERVICES			X		Waste Discharge Order No. R3-2003-035	Not Specified
3.33	Hazardous Waste Exception Report	AD OF EHS/EM			X		Title 22, CCR § 66262.40(b)	3 years
3.34	Biennial Report	AD OF EHS/EM			X		Title 22, CCR § 66262.40(b)	3 years
3.35	Laboratory analysis results for hazardous waste determinations	AD OF EHS/EM			X		Title 22, CCR § 66262.40(c)	3 years
3.36	Employee "pull" notices (DMV Reports)	AD OF EHS/EM	X				CVC 1808.1 (CSUF)	4 years
3.37	Regulatory Agency required plans	AD OF EHS/EM			X		40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	3 years
3.38	Regulatory Agency permits	AD of EHS/EM, FACILITIES SERVICES			X		Title 25: 40510 & 44344; Title 22, 23, 27 (CSUF)	3 years
3.39	IIPP periodic inspection records	AD OF SRM, DEPARTMENT SUPERVISORS	X		X		CCR, Title 8, 3202 (b)(1)	1 year
3.40	Asbestos survey records	FACILITIES SERVICES, EHS/EM	X		X		40 CFR, Part 763	Life of the building
3.41	Lead inspection/risk assessment records	FACILITIES SERVICES	X		X		CCR, Title 17, 36000 (b)	Required: 3 years Recommended: Life of the building.