

**California State University
RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE**

Record Series Identifier	Record Series Name								
3.0	ENVIRONMENTAL HEALTH & SAFETY RECORDS RETENTION SCHEDULE (Jan. 2023)								
Record Identifier	Record Title	Custodian of Records	Record Value: O - Operational F - Fiscal L - Legal H - Historical V - Vital					Retention Source Authority	Retention Period
			O	F	L	H	V		
3.1	Hazardous Materials Shipping Papers - Shipper requirements		X		X			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	3 years
3.2	Hazardous Materials Shipping Papers - Receiver requirements		X		X			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	3 years
3.3	Hazardous Waste Shipping papers		X		X			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	3 years
3.4	Hazardous Waste Facility Inspections		X		X			22 CCR 66364.15 (d) (CSUF)	3 years

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3.5	Hazardous Waste Manifests		X		X			CCR Title 22 §66262.40(a) and 66264.71(b)(6)	Indefinitely
3.6	Medical Waste Generator Records - Small Quantity Generators				X			CA_HSC 117943	3 years
3.7	Medical Waste Generator Records - Large Quantity Generators				X			CA HSC 117975	3 years
3.8	Environmental Remediation Records		X					40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	Indefinitely

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3.9	IH Equipment Records: purchase, repair, and calibration		X					CSU Best Practice	1 year from the end of the fiscal year in which the repair or calibration occurred	
3.10	Exposure Monitoring Data				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.				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).				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.		X		X			10 CFR 20.2106	30 years after the separation of the employee	
3.14	Radioactive Material historical inventories; storage and use locations		X		X			17 CCR 30293	Originals 3 Years after the transfer or disposal of the radioactive source	

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3.15	Radioactive Material License and Amendments		X		X			17 CCR 30194	Originals 30 Days after expiration
3.16	Radioactive Material, Laser, and Controlled Substance Use Authorizations		X		X			CSUF APM 527, 526; ANSI Z 136.1	Permanent
3.17	Agency Inspection Records		X					40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	5 years
3.18	Confined Space Entry Permits				X			CCR Title 8 §5157(e)(6)	1 year
3.19	Pesticide Monthly Use Reports				X			CCR Title 3 §6624 (f)	2 years
3.20	CPR Training Records		X					CSU Best Practice	1 year after superseded
3.21	Defensive Driver Training				X			SAM MM07-05 CSU Use of University and Private Vehicles Policy Guidelines pp4-5	4 years
3.22	First Aid training records				X			29 CFR 1910.1030	3 years after superseded
3.23	Hazardous waste training records				X			CCR Title 22 §66264.16 (e)	Duration of employment plus 3 years
3.24	Employee training records, excluding hazardous waste training records		X					CCR Title 8	Duration of employment plus 3 years

Final 1-24-2023

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3.25	Student training records		X					CSU Best Practice	3 years
3.26	Injury Reports (OSHA 300, 301, 300A)		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				X			CSU Best Practice	7 years
3.28	Air Pollution Control District requirements				X			Local APCD rules - citation numbers are dependent on the district	5 years
3.29	Respirator Fit Test Records				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)				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				X			Non-industrial wastewater discharge permit issued by city	3 years
3.32	Water quality data under Regional Water Quality Control Board Orders		X						3 Years for monitoring purpose only

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3.33	Hazardous Waste Exception Report				X			Title 22, CCR § 66262.40(b)	3 years
3.34	Biennial Report				X			Title 22, CCR § 66262.40(b)	3 years
3.35	Laboratory analysis results for hazardous waste determinations				X			Title 22, CCR § 66262.40(c)	3 years
3.36	Employee "pull" notices (DMV Reports)		X					CVC 1808.1 (CSUF)	4 years
3.37	Regulatory Agency required plans				X			40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	3 years
3.38	Regulatory Agency permits				X			Title 25: 40510 & 44344; Title 22, 23, 27 (CSUF)	3 years
3.39	IIPP periodic inspection records		X		X			CCR, Title 8, 3202 (b)(1)	1 year
3.40	Asbestos survey records		X		X			40 CFR, Part 763	3 years after the life of the building
3.41	Lead inspection/risk assessment records		X		X			CCR, Title 17, 36000 (b)	Required: 3 years Recommended: Life of the building.

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Additional Citation(s)
While no new citation exist, EPA Publication Number: 305-K-17-001 provides additional information for maintaining reports concerning inspections.

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Additional Citation(s)
The regulation requires three years but multiple instances of historical records clearing the CSU name of liability related to cleanups have shown the importance of these records.
CA_HSC 117943
Though the regulations requires 10 years, remediation demonstrates to future land developers (internal or external) that we have cleaned up sites to at least the minimum environmental regulations and often to ND. These records will also prove we have not exposed someone if accused.

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Additional Citation(s)

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Additional Citation(s)
US_40 CFR 61.246

