# Administrative Records Relating to Research: Retention and Disposition Requirements

Last Updated: June 2010

**Record** **Retention Period** **Primary Source /** Secondary Source

**INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) RECORDS**

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| IACUC Records:<br>Minutes | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **Animal Welfare Act 9 CFR 2.35**<br>NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465 |
| IACUC Records:<br>Records of attendance | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **Animal Welfare Act 9 CFR 2.35**<br>NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465 |
| IACUC Records:<br>Activities of the committee | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **Animal Welfare Act 9 CFR 2.35**<br>NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465 |
| IACUC Records:<br>Committee deliberations | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **Animal Welfare Act 9 CFR 2.35**<br>NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465 |
| IACUC Records:<br>Applications | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **NIH Institutional Animal Care and Use Committee Guidebook – p. 174**<br>UC Contracts and Grants Manual Chapter 18-465 |
| IACUC Records:<br>Proposed activities involving animals (including documentation of IACUC approval / denial, minutes, semi-annual inspections, and research records associated with the protocol.) | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **Animal Welfare Act 9 CFR 2.35**<br>-UC Contracts and Grants Manual Chapter 18-465<br>-NIH Institutional Animal Care and Use Committee Guidebook – p. 174<br>-PHS Policy IV.E.2.<br>-USDA-approved CBRA Guidelines for Record Retention For Protocols Operating Under NIH Grants and CBRA Guidelines for Record Retention Requirements Under the AWA |
| Animal Health Records:<br>Health records associated with an animal needed to convey necessary information to all those involved in the animal's care, in contemplating utilizing these animals in research, and to share with regulatory agencies responsible for verifying the appropriate provision of veterinary care. | At least 3 years.<br>(For NIH-funded research: At least 3 years after completion of the activity. For protocols operating on an NIH grant, all *relevant animal records* should be maintained as a unit with the associated IACUC protocol and records, and share the same destroy date.)<br><br>(Regardless of funding source: For USDA-covered species, throughout an animal's life and at least one year after the animal's death.) | **NIH Institutional Animal Care and Use Committee Guidebook** – p. 174<br>-USDA-approved CBRA Guidelines for Record Retention For Protocols Operating Under NIH Grants; CBRA Guidelines for Record Retention Requirements Under the AWA<br>-UC Contracts and Grants Manual Chapter 18-465 |

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| IACUC Records:<br>Proposed activities involving animals (including documentation of IACUC approval / denial) | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **Animal Welfare Act 9 CFR 2.35**<br>NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465 |
| IACUC Records:<br>Proposed significant changes in activities involving animals (including documentation of IACUC approval / denial) | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **Animal Welfare Act 9 CFR 2.35**<br>NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465 |
| IACUC Records:<br>Information as specified on any live dog or cat acquired, purchased or otherwise held | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **Animal Welfare Act 9 CFR 2.35**<br>NIH Institutional Animal Care and Use Committee Guidebook – p. 174 |
| IACUC Records:<br>Information as specified on any dog or cat sold, euthanized or otherwise disposed of | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years) | **Animal Welfare Act 9 CFR 2.35**<br>NIH Institutional Animal Care and Use Committee Guidebook – p. 174 |
| IACUC Records: Semi-Annual IACUC reports and recommendations | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **Animal Welfare Act 9 CFR 2.35**<br>**NIH Institutional Animal Care and Use Committee Guidebook – p. 174** |
| IACUC Records: Any reports and recommendations as forwarded to the institutional official | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **UC Contracts and Grants Manual Chapter 18-465** |
| IACUC Records: Records of accrediting body determinations | At least 3 years<br>(Records that relate to ongoing activities shall be maintained for the duration of the activity* and for an additional three years) | **UC Contracts and Grants Manual Chapter 18-465**<br>**NIH Institutional Animal Care and Use Committee Guidebook – p. 174** |

**In accordance with the June 2010 Guidance issued by the California Biomedical Research Association, UC will interpret "activity" as protocol. Thus, the retention period is at least 3 years from the protocol's end date or termination, whichever later occurs. (If the initial protocol approval is followed by a de novo review and approval, this **does not** change the paperwork retention time frame associated with the **initial** protocol. Specifically, the initial protocol needs to be retained for only 3 years following the end-date of the initial protocol, as indicated in the approval, regardless of subsequent de novo review and approval. )*

**Record** **Retention Period** **Primary Source /** Secondary Source

**CONFLICT OF INTEREST (COI) RECORDS**

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| COI Records:<br>For NSF-funded research:<br>Records of all financial disclosures and of all actions taken to resolve conflicts of interest | At least 3 years<br>(Beyond the termination or completion of the grant to which they relate, or until the resolution of any NSF action involving those records) | **NSF Grant Policy Manual Chapter V Section 510*** |
| COI Records:<br>For PHS-funded research (includes all NIH awards):<br>Records of all financial disclosures and all actions taken | At least 3 years<br>(From the date of submission of the final expenditures report or, where applicable, from other dates specified in 45 CFR 74.53(b) for different situations) | **42 CFR 50.604*** |

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| by the Institution with respect to each conflicting interest. | | |
| COI Records:<br>For research funded by non-governmental sponsors (as covered by the California Political Reform Act §18755): original reports or statements (including 700-U forms) | Not less than 7 years<br>(Record may be retained on microfilm or other space-saving material after a period of 2 years – Government Code 81009(g)) | **California Political Reform Act**<br>**California Government Code 81009(e)** |
| COI Records:<br>For research funded by non-governmental organizations (as covered by the California Political Reform Act §18755): copies of reports or statements (including 700-U forms) | Not less than 4 years<br>Provided that retention of more than one copy is not required (Record may be retained on microfilm or other space-saving material after a period of 2 years – Government Code 81009(g)) | **California Political Reform Act**<br>**California Government Code 81009(f)** |

**Requirements related to funding from other agencies may vary. In all instances, individual award agreements should be consulted to determine applicability of specific requirements.*

| **Record** | **Retention Period** | **Primary Source /** Secondary Source |
|---|---|---|
| **RECORDS RELATING TO AGREEMENTS, AWARDS AND CONTRACTS** | | |
| Financial records pertinent to an award (Federal, State and Private) | Records Copy: Longer of 6 years after expiration/termination; resolution of any litigation, claim or audit; or period stated in award document. All subject to archival review. Other copy: 0-5 years. | **Contracts and Grants Manual 17-300*** |
| Statistical records pertinent to an award (Federal, State and Private) | Records Copy: Longer of 6 years after expiration/termination; resolution of any litigation, claim or audit; or period stated in award document. All subject to archival review. Other copy: 0-5 years. | **Contracts and Grants Manual 17-300*** |
| Supporting documents pertinent to an award (Federal, State and Private) | Records Copy: Longer of 6 years after expiration/termination; resolution of any litigation, claim or audit; or period stated in award document. All subject to archival review. Other copy: 0-5 years. | **Contracts and Grants Manual 17-300*** |
| Fiscal Reports, Federal Research | Record Copy: 10 years | **UC Disposition Schedule** |
| Contracts, grants, and cooperative agreements (including funded proposals) | Record Copy: Longer of 6 years after expiration/termination; resolution of any litigation, claim or audit; or period stated in award document. All subject to archival review. Other Copy: 0-5 years | **UC Disposition Schedule** |
| Contract & Grant Proposals (sorted by campus-sponsor-department; quarterly) | Record Copy: 5 years Other Copy: 0-5 years | **UC Disposition Schedule** |

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| Advice of Contract/Grant Proposal (Electronic Data Processing in-put documents) | Record Copy: 0-3 years Other Copy: 0-1 years | **UC Disposition Schedule** |
| Proposals for Extramural Support (Rejected or Withdrawn) | Record copy: 0-2 years Other Copy: 0-1 year | **UC Disposition Schedule** |
| Proposals for Extramural Support (Pending) | Record Copy: Hold until proposal is awarded, rejected, or withdrawn Other copy: Same | **UC Disposition Schedule** |

**Contracts and Grants Manual 17-300: "Federal and State of California funding agencies usually require records retention for three years (occasionally four years) measured from "final payment" for contracts and measured from "submission of final expenditures report" for grants. However, it is administratively unreasonably burdensome for Accounting Offices to notify the appropriate Office of Record when final payment or submission of the final expenditures report occurs for every extramural award. Therefore, the retention period for extramural award records is to be measured from expiration/termination of the extramural award (a much easier point in time to assess) forward six years. It is presumed that six years from expiration/termination will more than accommodate the three or four years from final payment or submission of the final expenditures report retention period imposed by extramural sponsors." [For Federal Guidelines: OMB Circular A110 / For State Guidelines: See individual contract terms]*

| **Record** | **Retention Period** | **Primary Source /** Secondary Source |
|---|---|---|
| **INSTITUTIONAL REVIEW BOARD (IRB) RECORDS** | | |
| IRB and academic research records pertaining to children as subjects | 7 years after the child reaches the age of maturity (18 in California) | **UC Contracts and Grants Manual Chapter 18-272** |
| IRB and academic research records pertaining to in vitro studies or pregnant women | 25 years | **UC Contracts and Grants Manual Chapter 18-272** |
| IRB records: Reviewed research proposals | At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 years after completion of the research) | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |
| IRB Records: Scientific evaluations | At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 years after completion of the research) | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |
| IRB Records: Approved sample consent documents | At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 years after completion of the research) | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |
| IRB Records: Progress reports | At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 years after completion of the research) | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |
| IRB Records: Reports of unanticipated problems involving risks to subjects or others | At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 years after completion of the research) | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |
| IRB Records: Minutes of IRB meetings (as specified in 45 CFR 46.115(a)(2) and 21 CFR 56.115(2)) | At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |

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| | years after completion of the research) | |
| IRB Records:<br>Records of continuing review activities | At least 3 years<br>(all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 years after completion of the research) | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |
| IRB Records:<br>Copies of all correspondence between IRB and investigators | At least 3 years<br>(all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 years after completion of the research) | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |
| IRB Records:<br>List of IRB members (as specified in 45 CFR 46.115 and 21 CFR 56.115) | At least 3 years<br>(all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 years after completion of the research) | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |
| IRB Records:<br>Written IRB procedures | At least 3 years<br>(all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 years after completion of the research) | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |
| IRB Records: Statements of significant new findings provided to subjects | At least 3 years<br>(all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least 3 years after completion of the research) | **45 CFR 46.115 Protection of Human Subjects* 21 CFR 56.115 IRB Records** |

**Per UC Policy on the Protection of Human Subjects in Research, "regulations of the Department of Health and Human Services (HHS), set forth in 45 CFR Part 46, are applicable to all research involving human subjects, as defined by these regulations, for which the University is responsible, regardless of the source of funding, or whether the research is funded."*

**Record** **Retention Period** **Primary Source /** Secondary Source

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) RECORDS**

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| HIPAA-related documents, as specified (policies and procedures, communications etc.) | 6 years<br>(from the date of creation or the date when it last was in effect, whichever is later) | **45 CFR 164.530(j)(1)** |

**Record** **Retention Period** **Primary Source /** Secondary Source

**RESEARCH MISCONDUCT RECORDS**

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| Research misconduct proceedings records, as specified | 7 years<br>(after completion of the proceeding or the completion of any PHS proceeding involving the research misconduct allegation – whichever is later) | **42 CFR 93.317** |

**Record** **Retention Period** **Primary Source /** Secondary Source

**FOOD AND DRUG ADMINISTRATION (FDA) RECORDS**

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| Investigational New Drug Applications Records of drug disposition<br>(to be retained by investigator) | 2 years<br>(following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or the application is not approved for such indication, until 2 | **21 CFR 312.62** |

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| | years after the investigation is discontinued and FDA is notified) | |
| Case histories<br>(to be retained by investigator) | 2 years<br>(following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified) | **21 CFR 312.62** |
| Records of receipt, shipment or disposition of an investigational new drug<br>(to be retained by sponsor) | 2 years<br>(following the date a marketing application is approved for the drug; or, if an application is not approved for the drug, until two years after shipment and delivery of the drug for investigational use is discontinued and FDA has been so notified) | **21 CFR 312.57** |
| Records showing any financial interest<br>(to be retained by sponsor) | 2 years<br>(following the date a marketing application is approved for the drug; or, if an application is not approved for the drug, until two years after shipment and delivery of the drug for investigational use is discontinued and FDA has been so notified) | **21 CFR 312.57** |

| **Record** | **Retention Period** | **Primary Source /** Secondary Source |
|---|---|---|
| **BIOHAZARD USERS RECORDS** | | |
| User Authorization | 30 years | **+EH&S Directors Consensus** |
| Biosafety Cabinet Testing Records | 5 years | **8 CCR 5154.2** |
| *Incident Reports | 30 years | **+EH&S Directors Consensus** |
| Inspections – Routine | 5 years | **8 CCR 3203** |
| Investigation & Evaluation | 5 years | **+EH&S Directors Consensus** |
| Records related to possession, use, and transfer of select agents and toxins, as specified | 3 years | **42 CFR 73.17 7 CFR 331.17 9 CFR 121.17** |
| *Emergency Response | | **+EH&S Directors Consensus** |

*+ Agreement by EH&S Directors June 19, 1996.*

** We recommend creation of an "exposure records" subcategory within each of the subject headings asterisked. OSHA, 8 CCR 3204, requires that all exposure records (actual measurements) be kept 30 years after termination of employment. Non-exposure records may be kept five years.*

| **Record** | **Retention Period** | **Primary Source /** Secondary Source |
|---|---|---|
| **BUILDING RECORDS** | | |
| General Correspondence | 3 years | |
| *Investigation & Evaluation | 30 years | **8 CCR 3204** |
| Exposure Monitoring | 30 years | **8 CCR 3204** |

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** We recommend creation of an "exposure records" subcategory within each of the subject headings asterisked. OSHA, 8 CCR 3204, requires that all exposure records (actual measurements) be kept 30 years after termination of employment. Non-exposure records may be kept five years.*

| **Record** | **Retention Period** | **Primary Source /** Secondary Source |
|---|---|---|
| **CARCINOGEN USERS RECORDS** | | |
| User Authorization | 30 years | **+EH&S Directors Consensus** |
| *Incident Reports | 30 years | **+EH&S Directors Consensus** |
| Inspections – Routine | 5 years | **+EH&S Directors Consensus** |
| Investigation & Evaluation | 5 years | **+EH&S Directors Consensus** |
| *Emergency Response | 30 years | **+EH&S Directors Consensus** |

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| **Record** | **Retention Period** | **Primary Source /** Secondary Source |
|---|---|---|
| **DIVING SAFETY RECORDS** | | |
| *Incident Reports | Permanently | **American Academy of Underwater Sciences, Standards for Scientific Diving & UC Davis Diving Safety Manual** |
| Diving Logs | 10 years | * |
| Certifications | 10 years | * |
| Inspections – Routine | 10 years | * |

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| **Record** | **Retention Period** | **Primary Source /** Secondary Source |
|---|---|---|
| **HAZARDOUS WASTE MANAGEMENT RECORDS** | | |
| Correspondence | 3 years | **+EH&S Directors Consensus** |
| Federal & State Reports | Permanently | **+EH&S Directors Consensus** |
| Professional Organization Affiliation | 3 years | **+EH&S Directors Consensus** |
| *Incident Reports | Permanently | **8 CCR 3204** |
| Inspections – Routine | 3 years | **22 CCR 66265.15** |
| *Emergency Response | 30 years | **8 CCR 3204** |
| Permits and Licenses | Permanently | **+EH&S Directors Consensus** |
| Pickup and Log Reports | 3 years | **+EH&S Directors Consensus** |
| Disposal Manifests | 30 years | **22 CCR 66262.40** |
| Annual Reports | 3 years | **22 CCR 66262.57** |
| Biennial Reports | 3 years | **40 CFR 262.40** |
| Waste Determination | 3 years | **+EH&S Directors Consensus** |
| Waste Minimization | 4 years (current plan only) | **22 CCR 67100.3** |

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| Hazardous Waste Worker Training | | **22 CCR 66265.16** |
| - Current Employees | -Until closing of facility | |
| - Former Employees | -3 years from termination | |

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** We recommend creation of an "exposure records" subcategory within each of the subject headings asterisked. OSHA, 8 CCR 3204, requires that all exposure records (actual measurements) be kept 30 years after termination of employment. Non-exposure records may be kept five years.*

**Record** **Retention Period** **Primary Source /** Secondary Source

**INDUSTRIAL HYGIENE RECORDS**

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|---|---|---|
| *Incident Reports | 3 years | **+EH&S Directors Consensus** |
| Inspections – Routine | 1 year | **8 CCR 3203** |
| *Investigation & Evaluation | 3 years | **+EH&S Directors Consensus** |
| **Exposure/Medical Records** | | |
| Exposure records | 30 years | **8 CCR 3204(d)(i)(B)(1)** |
| Medical records | Employment + 30 years | **8 CCR 3204(d)(i)(A)** |
| Analyses using exposure & medical records | 30 years | **8 CCR 3204(d)(i)(B)(3)** |
| **Noise** | | |
| Employee noise exposure | 2 years | **8 CCR 5100(d)(1)** |
| Audiometric testing data | Duration of employment | **8 CCR 5100(d)(2)** |
| **Respirators** | | |
| *Respirator Fitting Records (spirometry) | 30 years | **29 CFR 1910.20 8 CCR 3204** |
| Written standard operating procedures | Most recent version | **8 CCR 5144(f)(1)** |
| Inspection of emergency respirators documented | Most recent (on respirator) | **8 CCR 5144(d)(2)** |

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**Record** **Retention Period** **Primary Source /** Secondary Source

**JOINT COMMISSION ON ACCREDITATION OF HEALTH CARE ORGANIZATIONS RECORDS (JCAHO)**

| | | |
|---|---|---|
| Safety Committee Agendas & Minutes | 3 years | **Comprehensive Accreditation Manual for Hospitals** |
| Management Plans with Monitors (Safety, Equipment, Lifting, Hazardous Materials, Security, Life Safety & Emergency Preparedness) | 1 year | **Comprehensive Accreditation Manual for Hospitals** |
| Fire Drills/Disaster Preparedness Drills | 1 year | **Comprehensive Accreditation Manual for Hospitals** |

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| Record | Retention Period | Primary Source / Secondary Source |
|---|---|---|
| **LABORATORY SAFETY RECORDS** | | |
| *Incident Reports | 3 years | **+EH&S Directors Consensus** |
| *Investigation & Evaluation | 3 years | **+EH&S Directors Consensus** |
| Inspections – Routine | 5 years | **8 CCR 3203** |
| * Complaints | 3 years | **+EH&S Directors Consensus** |
| Written chemical hygiene plan | Most recent version | **8 CCR 5191(e)** |

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| Record | Retention Period | Primary Source / Secondary Source |
|---|---|---|
| **MSDS/CHEMICAL INVENTORY RECORDS** | | |
| Material Safety Data Sheets or Chemical Inventory by location & date | 30 years | **8 CCR 3204** |
| Written hazard communication program | Most recent version | **8 CCR 5194(e)(1)** |

| Record | Retention Period | Primary Source / Secondary Source |
|---|---|---|
| **MEDICAL WASTE RECORDS** | | |
| Medical Waste Plan | Most recent version | **California Health and Safety Code Sections 117600-118360** |
| Financial Records | 3 years | **+EH&S Directors Consensus** |
| Disposal Reports | 30 years | **California Health and Safety Code Sections 117600-118360** |
| Treatment Records, SOPs, Indicator Tests | 3 years | **California Health and Safety Code Sections 117600-118360** |

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| Record | Retention Period | Primary Source / Secondary Source |
|---|---|---|
| **RADIATION RECORDS** | | |
| Committees Minutes | 30 years | **+EH&S Directors Consensus** |
| Radiation Reports | 3 years | **10 CFR 20.2102** |
| Incident Reports | 3 years | **10 CFR 20.2102** |
| Correspondence | 3 years | **10 CFR 20.2102** |
| License Violations | 3 years | **10 CFR 20.2102** |
| Surveys | 3 years | **10 CFR 20.2106** |
| Routine Inspections | 3 years | **10 CFR 20.2106** |
| Audits | 3 years | **10 CFR 20.2106** |
| Instruments Calibration | 3 years | **10 CFR 20.2106** |
| X-ray Machine Surveys | 30 years | **+EH&S Directors Consensus 17 CCR 30305-30314 (3 years for Fluoro** |

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| | | **and Therapy)** |
| Waste Disposal | 30 years | **10 CFR 20.2108** |
| RUA (Radiation) Users | 30 years | **10 CFR 20.2106 & 20.2107** |
| Dosimetry Results | 30 years | **10 CFR 20.2106 & 20.2107** |
| Bioassay Results | 30 years | **10 CFR 20.2106 & 20.2107** |
| Dose Determining Surveys | 30 years | **10 CFR 20.2106 & 20.2107** |
| Isotope Purchases Inventories | 3 years | **10 CFR 20.2102** |

| **Record** | **Retention Period** | **Primary Source /** Secondary Source |
|---|---|---|
| **SAFETY RECORDS** | | |
| **Confined Spaces** | | |
| Written program | Most recent version | **8 CCR 5157(c)(4)** |
| Cancelled permits | 1 year | **8 CCR 5157(e)(6)** |
| Certification of training | Most recent version | **8 CCR 5157(g)(4)** |
| **Cranes** | | |
| Proof load test documented | Most recent version | **8 CCR 5025** |
| Crane inspection documented | Most recent | **8 CCR 5031(c)** |
| Rope inspection documented | Most recent | **8 CCR 5031(e)** |
| **Electrical** | | |
| Assured grounding program written | Most recent version | **8 CCR 2405.4(d)(1)** |
| Inspection records for tools & cord sets | Most recent version | **8 CCR 2405.4 (d)(7)** |
| **Elevators** | | |
| Elevator permits | In unit or on file | **8 CCR 3100(c)(1)** |
| **Emergencies** | | |
| Written emergency action plan | Most recent version | **8 CCR 3220** |
| Fire prevention plan | Most recent version | **8 CCR 3221** |
| **Ergonomics** | 1 year | **8 CCR, Ch. 7, 3203** |
| **Injury/Illness Records** | | |
| OSHA 200 logs | 5 years | **8 CCR 14301** |
| Employers First Report Forms | 5 years | **8 CCR 14301** |
| **Lockout** | | |
| Written emergency control program | Most recent version | **8 CCR 3314(g)** |
| Annual inspections documented | 5 years | **8 CCR 3314(h)(3)** |
| **Manlifts** | | |
| Inspections | Until permanently removed from service | **8 CCR 3099(k)(3)** |
| **Powered Platforms** | | |
| Written emergency plan | Most recent version | **8 CCR 3292(d) & 3294(i)** |
| Written records of inspections & tests | Most recent version | **8 CCR 3296(b)(2), (c)(2), (e)(5)** |
| Written work procedures | Most recent version | **8 CCR 3298(a)(4)** |

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| Written training records | Most recent version | **8 CCR 3298(a)(5)** |
| **Pressure Vessels** | | |
| Pressure Vessel Permits | Most recent version (on unit) | **8 CCR 461(c) & 780(c)** |
| **Welding** | | |
| Fire prevention & suppression procedures | Most recent version | **8 CCR 4848** |

| **Record** | **Retention Period** | **Primary Source /** Secondary Source |
|---|---|---|
| **TOXIC EXPOSURE RECORDS** | | |
| Employee Medical Records | 30 years after termination | **8 CCR 3204** |

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|---|---|---|
| **OTHER RECORDS** | | |
| Registered Research Facility Permit | Until revoked or returned to USDA | **UC Disposition Schedule** |