



OFFICE OF THE PROVOST AND EXECUTIVE VICE PRESIDENT –
ACADEMIC AND HEALTH AFFAIRS

OFFICE OF THE PRESIDENT
1111 Franklin Street, 12th Floor
Oakland, California 94607-5200

September 22, 2006

VICE CHANCELLORS FOR RESEARCH

Re: Administrative Records Relating to Research – Retention and Disposition Requirements

Dear Colleagues:

As you may be aware, the University currently maintains a Records Disposition Schedule (<http://www.ucop.edu/recordsretention/>) that provides information on retention and disposition requirements for over 1,300 different documents. The schedule includes many, but not all, administrative research records. In response to campus requests for a more accessible source of information related to research records, my office has compiled a matrix of retention and disposition requirements for such records. A copy is enclosed for your information and use, and may be accessed online at <http://www.ucop.edu/research/>.

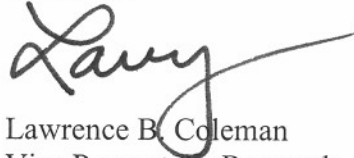
The enclosed matrix is intended to provide a “quick reference” for individuals who require information on University, state and federal requirements for the retention and disposition of records that relate to the University’s administration of research. The matrix is not exhaustive, and should be considered a “living” document; I encourage you to contact my office regarding any record that may not be included in this first version. The enclosed matrix does not in anyway supersede the existing University Records Disposition Schedule. Where we have included records in the matrix that are not included in the University schedule, information about requirements for their retention and disposition comes directly from state or federal law or from existing University guidance related to Environmental Health & Safety records. In all instances, contracts associated with extramural funding should be consulted for specific retention and disposition requirements applicable to an individual award.

Finally, I’d like to take this opportunity to remind you that no record may be destroyed while audit, misconduct or legal action is pending. However, retaining records beyond their retention period may lead to unwarranted storage and maintenance costs. I encourage you to consult the UC Business and Finance Bulletin RMP-2: *Records retention and disposition: principles, processes and guidelines* (<http://www.ucop.edu/ucophome/policies/bfb/rmp2.pdf>) for more extensive guidance regarding when and how to dispose of administrative records upon expiration of a retention period.

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I hope that you find the enclosed matrix useful and encourage you to distribute it broadly as appropriate. Please do not hesitate to contact Ellen Auriti (ellen.auriti@ucop.edu) or Elizabeth Langdon-Gray (elizabeth.langdon-gray@ucop.edu) in my office with any questions you may have.

Sincerely,



Lawrence B. Coleman
Vice Provost for Research

Enclosure

cc. Campus Institutional Review Board Directors
Campus Compliance Officers
Campus Conflict of Interest Officers
Campus Environmental Health & Safety Directors
Executive Director Auriti
Director Mears
Director Schlesinger
Counsel Stein
Manager Williams
Coordinator Evans
Coordinator Yoder
Principal Analyst Langdon-Gray

Administrative Records Relating to Research: Retention and Disposition Requirements

Last Updated: August, 2006

Record	Retention Period	Primary Source / Secondary Source
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INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) RECORDS

IACUC Records: Minutes	At least 3 years (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 NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465
IACUC Records: Records of attendance	At least 3 years (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 NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465
IACUC Records: Activities of the committee	At least 3 years (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 NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465
IACUC Records: Committee deliberations	At least 3 years (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 NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465
IACUC Records: Applications	At least 3 years (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 UC Contracts and Grants Manual Chapter 18-465
IACUC Records: Proposed activities involving animals (including documentation of IACUC approval / denial)	At least 3 years (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 NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465
IACUC Records: Proposed significant changes in activities involving animals (including documentation of IACUC approval / denial)	At least 3 years (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 NIH Institutional Animal Care and Use Committee Guidebook – p. 174 UC Contracts and Grants Manual Chapter 18-465
IACUC Records: Information as specified on any live dog or cat acquired, purchased or otherwise held	At least 3 years (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 NIH Institutional Animal Care and Use Committee Guidebook – p. 174

IACUC Records: Information as specified on any dog or cat sold, euthanized or otherwise disposed of	At least 3 years (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 NIH Institutional Animal Care and Use Committee Guidebook – p. 174
IACUC Records: Semi-Annual IACUC reports and recommendations	At least 3 years (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 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 (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 (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 NIH Institutional Animal Care and Use Committee Guidebook – p. 174

CONFLICT OF INTEREST (COI) RECORDS

COI Records: For NSF-funded research: Records of all financial disclosures and of all actions taken to resolve conflicts of interest.	At least 3 years (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: For PHS-funded research (includes all NIH awards): Records of all financial disclosures and all actions taken by the Institution with respect to each conflicting interest.	At least 3 years (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*
COI Records: 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 (Record may be retained on microfilm or other space-saving material after a period of 2 years – Government Code 81009(f))	California Political Reform Act California Government Code 81009(d)
COI Records: 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 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(f))	California Political Reform Act 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.

RECORDS RELATING TO AGREEMENTS, AWARDS AND CONTRACTS

Financial records pertinent to an award (Federal, State and Private)	Records Copy ¹ : Longer of 6 years after expiration/termination; resolution of any litigation, claim or audit; or period stated in award document. All subject to archival	Contracts and Grants Manual 17-300*
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¹ In the UC Disposition Schedule and the UC Contracts and Grants Manual, “Record Copy” refers to the authoritative copy of a record that would, for example, be produced in the case of an audit. “Other Copy” refers to a copy of a record that may be kept for informational or convenience reasons.

	review. Other copy: 0-5 years.	
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
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]

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 three years (all records shall be retained at least three	45 CFR 46.115 Protection of Human Subjects*

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

*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.”

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT(HIPAA) RECORDS

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

Research misconduct proceedings records, as specified	7 years (after completion of the proceeding or the completion of any PHS proceeding involving the research misconduct allegation – whichever is later)	42 CFR 93.317
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FOOD AND DRUG ADMINISTRATION (FDA) RECORDS

Investigational New Drug Applications		
Records of drug disposition (to be retained by investigator)	2 years (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
Case histories (to be retained by investigator)	2 years (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 (to be retained by sponsor)	2 years (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 (to be retained by sponsor)	2 years (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

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.

BUILDING RECORDS

General Correspondence	3 years	
*Investigation & Evaluation	30 years	8 CCR 3204
Exposure Monitoring	30 years	8 CCR 3204

* 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.

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

+ 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.

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	*

* 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.

HAZARDOUS WASTER 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
Hazardous Waste Worker Training		
Current Employees	Until closing of facility	22 CCR 66265.16
Former Employees	3 years from termination	22 CCR 66265.16

+ 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.

INDUSTRIAL HYGIENE RECORDS

*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)

+ 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.

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

* 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.

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)

+ 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.

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)

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

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

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 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

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)
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

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
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