

California State University, Fresno

RECORDS/INFORMATION RETENTION AND DISPOSITION SCHEDULE

Record Series Identifier	Record Series Name								
3.0	ENVIRONMENTAL HEALTH & SAFETY								
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	EHS Manager			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	EHS Manager			X			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	1 year
3.3	Hazardous Waste Shipping papers	EHS Manager			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	EHS Manager			X			22 CCR 66364.15 (d) (CSUF)	3 years
3.5	Hazardous Waste Manifests	EHS Manager			X			CCR Title 22 §66262.40(a) and 66264.71(b)(6)	3 Years
3.6	Medical Waste Generator Records - Small Quantity Generators	EHS Manager			X			CA HSC 117975	2 years
3.7	Medical Waste Generator Records - Large Quantity Generators	EHS Manager			X			CA HSC 117975	3 years

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3.8	Environmental Remediation Records	EHS Manager	X					40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	10 Years
3.9	IH Equipment Records: purchase, repair, and calibration	EHS Manager	X					CSU Best Practice	Purchase and Repair Records - Duration of Equipment. Calibration Records - Permanent
3.10	Exposure Monitoring Data	EHS Manager			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.	University Health and Psychological Services Assistant VP			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).	EHS Manager			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.	EHS Manager	X		X			10 CFR 20.2106	30 years after the separation of the employee
3.14	Radioactive Material historical inventories; storage and use locations	EHS Manager	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	EHS Manager	X		X			17 CCR 30194	Originals 30 Days after expiration
3.16	Radioactive Material, Laser, and Controlled Substance Use Authorizations	EHS Manager	X		X			CSUF APM 527, 526; ANSI Z 136.1	Permanent
3.17	Agency Inspection Records	RM Director	X					40 CFR, CCR Title 22, 23, 25, 27 (CSUF)	3-5 years - dependent upon the agency
3.18	Confined Space Entry Permits	Associate VP Facilities Management			X			CCR Title 8 §5157(e)(6)	1 year
3.19	Pesticide Monthly Use Reports	Associate VP Facilities Management			X			CCR Title 3 §6624 (f)	2 years
3.20	CPR Training Records	Police Chief	X					CSU Best Practice	1 year
3.21	Defensive Driver Training	RM Director			X			SAM MM07-05 CSU Use of University and Private Vehicles Policy Guidelines pp4-5	4 years
3.22	First Aid training records	Police Chief			X			29 CFR 1910.1030	3 years
3.23	Hazardous waste training records	EHS Manager			X			CCR Title 22 §66264.16 (e)	As long as employee remains at the facility or for three years following departure.

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3.24	Employee training records, excluding hazardous waste training records	Depart Heads	X					CCR Title 8	3 years
3.25	Student training records	Depart Heads	X					CSU Best Practice	3 years
3.26	Injury Reports (OSHA 300, 301, 300A)	WC Manager	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	RM Director			X			CSU Best Practice	7 years
3.28	Air Pollution Control District requirements	EHS Manager			X			Local APCD rules - citation numbers are dependent on the district	5 years
3.29	Respirator Fit Test Records	EHS Manager			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)	EHS Manager			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	Associate VP Facilities Management			X			Non-industrial wastewater discharge permit issued by city	3 years
3.32	Water quality data under Regional Water Quality Control Board Orders	EHS Manager			X			Waste Discharge Order No. R3-2003-035	Not Specified

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