



**CSUF Environmental Health and Instructional Safety
Records Retention Schedule**

Category	Topic	Years	Regulatory Authority
Administrative	Budgets	2	
	Chronology Logs	2	
	Contracts, from End of	5	
	Incident Reports	2	
	Investigation Requests	2	
	Payroll Records	2	
	Phone Charges	2	
	Purchase Orders	5	
	Requisitions	2	
	Shipping Papers	2	
	Time Sheets	2	
	Travel Documents	7	
	Work Orders Closed	2	
Environmental Compliance	AQMD Generator Permits	5	
	AQMD Spray Boot Permits	5	
	Asbestos	3	
	Asbestos Permits (AQMD)	3	
	Biennial Report	permanent	Title 22, CCR §66262.40 (b)
	Controlled Substances License	3	
	Controlled Substances Use Authorization	permanent	
	Controlled Substances Use Logs	3	
	Foundry Permits	permanent	
	Hazardous Waste Exception Report	3	Title 22, CCR §66262.40 (b)
	Hazardous Waste Facility Inspections	3	
	Hazardous Waste Generator Complaints	5	
	Hazardous Waste Generator Correspondence	5	
	Hazardous Waste Incidents	5	
	Hazardous Waste Inspections	5	
	Hazardous Waste Training	3 following employee departure	CCR Title 22 §66264.16 (e)
	Lab Reports for HazWaste Determination	3	Title 22, CCR §66262.40 (c)
	Lasers Use Authorization	permanent	
	Manifests	3	49 CFR §172.201 (e), 174.24, 176.24, 177.817 (f); 22 CCR §66262.40 (9), 66264.71 (b)(6)
	Medical Waste Generator Files	3	CA HSC 117975
	Medical Waste Management Plans	2	
	Medical Waste Registration Forms	2	
	Regulatory Agency Permits	3	Title 25, §40510 & 44344; Title 22, 23, 27
	Regulatory Agency Required Plans	3	40 CFR, CCR Title 22, 23, 25, 27
	Sanitary Sewer Management Plans	3	
	Sanitary Sewer Overflow	3	
	Soil Remediation	permanent	40 CFR, CCR Title 22, 23, 25, 27
	Storm Water Pollution Prevention Plans	3	
	Tiered Permitting Documents	5	
	Waste Delivery Reports	1	
Waste Logs	3		
Water Quality Data (RWQCB Orders)	30	Waste Discharge Order No. R3-2003-035	

Industrial Hygiene	Asbestos Notification	30	CCR Title 8 §1529 (n)(6)
	Asbestos notifications AQMD and related		AQMD Rule 1403 (g)(1)(d)
	Asbestos Survey Records	Life of the Building	40 CFR, Part 763
	Environmental Monitoring	30	
	Equipment Calibration	permanent	
	Equipment Purchase & repair	duration of equipment	
	Fit Tests	Until Next Test	CCR Title 8 §5144 (m)(2)(B)
	IAQ Reports	30	
	Lead Inspection/Risk Assessment	Life of the Building	CCR, Title 17, §36000 (b)
Medical Monitoring	30 from End of Employment	CCR Title 8 §3204 (d)(1)(a)	
Personal Exposure Monitoring	30 from End of Employment	CCR Title 8 §3204 (b)(2) & (d)(1)(b)	
Radiation	Health Department Radiation Inspections	3	
	Radiation Dosimetry Reports	30 from End of Employment	10 CFR 20.2106
	Radiation License & Amendments	permanent	17 CCR 30194
	Radiation Material Inventory	permanent	17 CCR 30293
	Radiation Receiving Logs	permanent	
	Radiation Use & Storage Locations	permanent	17 CCR 30293
Radiation Use Authorization	permanent		
Safety	Building Inspections	1	CCR, Title 8, §3202 (b)(1)
	Confined Space Entry Permits	1	CCR Title 8 §5157 (e)(6)
	Fire Extinguisher Inspections	2	
	Injury Reports & OSHA 300, 301, 300A logs	5	CCR Title 8 §14300.33 (a)
	Lab Inspections Reports	permanent	
	Lockout/tagout Procedures Inspections	5	
	Pesticide Monthly Use Reports	2	CCR Title 3 §6624
	State Fire Marshal Annual Initiating Devices Tests	2	
State Fire Marshal Fire Sprinkler Inspections	permanent		
Training Records Excluding Hazardous Waste	4	First Aid - CFR 1910.1030; Defensive Driver - SAM MM07-05; CCR Title 8	
Sanitation	Court Case Records	permanent	
	Deleted Facilities	2	
	Food Facility Plans	2	
	Open Facilities Records	1	
	Pool Inspections	1	
	Pool Plans	5 years after pool destroyed	
	Referrals to Other Agencies	2	
	Special Events	2	
	Water Sampling Reports (Bacteriological)	2	