

**UC SANTA CRUZ IIPP RECORDKEEPING**  
**Record Retention Requirements**

Record	Kept In Department Files
Accident Investigations/Report of Work Injury	3 years
Workplace Safety Inspection Form	3 years
Hazard Alert Forms	3 years
Employee Training	3 years
Hazard Identification/Correction	3 years
DW1 Employee Claim Form <sup>2</sup>	3 years
Medical Authorization Form <sup>2</sup>	3 years
Radiation Exposure Monitoring	30 years <sup>4</sup>
Asbestos or Lead Exposure	30 years
Employee Designation of Physician <sup>2,3</sup>	See notes <sup>2,3</sup>
Safety Data Sheets <sup>1</sup>	See notes <sup>1</sup>

1 As long as material is used by the department

2 Contact Risk Services for more information on Workers' Comp. form

3 As long as an individual is employed by the department

<sup>4</sup> EHS is the Office of Record only for EHS employee records and Radiation Exposure Monitoring records. Individual departments are the Office of Records for all other IIPP documentation listed above.