



# **SECTION 2–RECORD KEEPING**

## **2.1 Record Keeping**

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Date Accepted: April 2002  
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## 2.1 RECORD KEEPING

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### A. Objective

To provide guidelines for record keeping practices.

### B. Scope

All records mandated by Federal, State and Local Laws.

### C. References

Department of Labor, Occupational Health and Safety Administration 29 Code of Federal Regulations 1910 Subpart C, Illinois Department of Labor 820 ILCS 225 Health and Safety Act.

### D. Responsibilities

Administration will maintain the following records for the time duration required by state and federal statutes.

### E. Procedures

- **Department Training Records**

Managers/Supervisors shall document training for the employees that they oversee. The documentation shall include the type of training, date of training, topics covered and the name of the instructor.

Initial training shall be kept for the term of their employment. Refresher training shall be kept for the most current training, for a minimum of one year.

- **Medical Records**

The College's Health and Psychological Services Department shall keep required employee medical records for the term of employment, plus a minimum of 30 years.

- **Human Resources Records**

The OSHA 300 log for each year will be posted near Human Resources from February 1 to April 30 of the previous year.

- **Compliance and Environmental Records**

The Environmental Health & Safety Department shall maintain copies of the OSHA 300 log for 5 years.

The Environmental Health & Safety Department will keep environmental test results for 30 years.

Inspection and maintenance records shall be maintained for 3 years.