

## SECTION 29.0 | RECORDKEEPING

The program administrator will ensure the maintenance of all Safety Program records, for the listed periods, including:

Type of Record	Minimum Time Maintained
New Employee Safety Orientation Forms	Length of Employment
Code of Safe Practices Receipt	Length of Employment
Disciplinary Actions for Safety	1 Year
Safety Inspections	2 Years
Safety Meeting Reports	2 Years
Safety Contract Records	2 Years
Accident Investigations	5 Years
Federal or State OSHA Log of Injuries	5 Years
Inventory of Hazardous Materials (if any)	Forever
Employee Exposure or Medical Records	Forever