**How Long Do Records Need to Be Kept?**

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| **Record** | **Must be Kept for** | **Applicable Standard**  |
| Hepatitis B vaccination and declination records  | The length of employment plus 30 years | 1910.1020(d)(1)(i) |
| Exposure to potentially infectious material  | The length of employment plus 30 years | 1910.1030(h)(1)(iv) |
| Safety Data Sheets | Must keep record of chemical name of the substance, where it was used, and when it was used for 30 years (need to keep MSDS & SDSs) | 1910.1020(d)(1)(ii)(B) |
| Bloodborne pathogen training records  | 3 years from the training date | 1910.1030(h)(2)(ii) |
| Sharps injury log | 5 years from the end of the calendar year that the records cover | 12 NYCRR 801.33(a) |
| Training records | Recommended 3 years from the training date | Unless specified elsewhere  |
| SH900, SH900.1, SH900.2 injury and illness records | 5 years from the end of the calendar year that the records cover | 12 NYCRR 801.33(a) |
| Breathing Air Certificate of Analysis | 5 years from date of analysis | Recommended |
| Noise exposure measurements | Minimum of 2 years | 1910.95(m)(3)(i) |
| Audiometric test records | Duration of employment | 1910.95(m)(3)(ii) |
| Annual fit test  | Until the next fit test is administered. \*5 years of fit testing records is required for the Volunteer Firefighter Enhanced Cancer Disability Benefits Program\* | 1910.134(m)(2)(ii) |
| Respiratory protection training (done every 12 months) | Recommended 3 years from the training date | Recommended |
| Medical evaluations  | The length of employment plus 30 years | 1910.134(m)(1), 1910.120(f)(8)(i), 1910.1020(d)(1)(i) |
| SCBA monthly inspection records | Not required to be kept in writing. Highly recommended to be kept in writing for life of the equipment.  |  |
| Emergency escape ropes monthly inspection records | Not required to be kept in writing. Highly recommended to be kept in writing for life of the equipment. |  |
| Emergency escape rope training | Keep until the firefighter is no longer with the department or until they receive additional training on this topic. Include: employee’s name, trainer’s name, & date of training.  | 12 NYCRR 800.7 (g)(3) |
| Portable fire extinguisher annual maintenance check  | 1 year after the last entry  | 1910.157(e)(3) |
| Ladder testing records | Not required to be kept in writing. Highly recommended to be kept in writing for life of the equipment. |  |
| Hose testing records | Not required to be kept in writing. Highly recommended to be kept in writing for life of the equipment. |  |
| Vehicle maintenance records | Major vehicle maintenance reports and corrective action reports- life of vehicle. Routine maintenance- until next maintenance cycle. Work orders- keep until work is completed. | Recommended  |