

How Long Do Records Need to Be Kept?

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