

Recordkeeping Standard

Retention and Updating

Basic requirement: You must save the Cal/OSHA Form 300, the privacy case list (if one exists), the **OSHA Form 300A**, and the **OSHA Form 301 Incident Reports for five (5) years following the end of the calendar year that these records cover.**

Implementation

Do I have to update the OSHA 300 Form during the five-year storage period?

Yes. During the storage period, you must update your stored Cal/OSHA 300 forms to include newly discovered recordable injuries or illnesses and to show any changes that have occurred in the classification of previously recorded injuries and illnesses. If the description or outcome of a case changes, you must remove or line out the original entry and enter the new information.

Do I have to update the OSHA 300A Annual Summary of Work-related Injuries and Illnesses?

No. You are not required to update the annual summary, but you may do so if you wish.

Do I have to update the OSHA 301 Incident Reports?

No. You are not required to update the OSHA 301 Incident Reports, but you may do so if you wish.

Example

2007 **2008** 2009 2010 2011 2012 **2013**
2008 you must keep until the end of 2013

2003 2004 2005 2006 2007 **2008** 2009
You can toss 2003 at the end of 2008

If You Have Any Questions or Need Assistance Contact Your
CompWest Loss Control Consultant