

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
<i>Department of Human Resources</i>	Workmen's Compensation Records (Including Claims, Payments)	Risk Management	7 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Employee Accident Report File by Facility	Risk Management	7 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Correspondence File	Risk Management	3 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Reasonable Suspicion Records	Risk Management	5 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	IDM Records	Risk Management	10 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Absence Management	Risk Management	10 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Fitness for Duty Reports	Risk Management	10 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Student Accident Reports	Risk Management	20 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	OSHA Forms 301 and 300A	Risk Management	5 yrs. and until all audit requirements are met
<i>Department of Human Resources</i>	Workman's Comp Records	Risk Management	Maintain records of workplace injuries/illnesses for 5 years following end of calendar year covered by these records
<i>Department of Planning and Support Operations; Schools</i>	Employee Injury Log Sheet (MOSH Form 200)	Risk Management	7 yrs. and until all audit requirements are met

Revised: 02/18/09

Revised: 08/25/10

Revised: 01/26/12

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