

Health Protection Office

Contact Person: Merry Ibsen

* Suggested, but not required.

** Some of these records are not confidential

Description of Record	Custodian	Retention Requirements (yrs)	Official	Confidential	Vital	Current Format	Duplicated Elsewhere
Budgets	MI	CY+3	Yes	No	No	Paper	VP-Research
Departmental Expenditures	MI	CY+3*	Yes	No	No	Paper and Access database	Accounting Services
Inventory	Property Management	CY+3 *	No	No	No	Paper/with Electronic Access	Property Mangement
Personnel Files	MI	3 years after termination	Yes	Yes	No	Paper	
Statement of Accounts	Accounting Services	CY+2	No	No	No	Paper	Accounting Services
Travel Vouchers	Travek	CY+3	No	No	No	Paper	Travel
Vouchers & Invoices < \$ 10,000	MI	CY+3	Yes	No	No	Paper	Business Office
Vouchers & Invoices > \$ 10,000	A/P	CY+3	No	No	No	Paper	A/P
Equipment Calibration Records	EB	CY + 30	Yes	No	No	Paper	No
Area Monitoring and Air Quality Surveys	RL	CY + 30	Yes	No	No	Paper/with Electronic Tracking	No
Hearing Conservation (Assessment and Exposure)	DH	Termination + 30	Yes	No	No	Paper	Workers Health Clinic
Ergonomics Program (Assessments and Training)	DH	Termination + 3 *	Yes	No	No	Paper	No
Fire Safety Inspection Reports (State Fire Marshal)	FSG	CY + 3	No	No	No	Paper	FSG Administration
Fire Safety Inspection Reports (ICFD)	DH	CY + 3	Yes	No	No	Paper	
HPO/OHS HazCom Program (inventory list or MSDSs)	KK	CY + 30	No	No	No	Paper	No
Fume Hood Reports (and other ventilation confirmation reports)	KK	CY + 30 (treat as an exposure/control record) *	Yes	No	Yes	Paper and Electronic Database	Annual report to FSG

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Tier II Reports	KK	CY + 3 *	Yes	No	No	Paper/Disc (sent to state)	Disc sent to State of Iowa; Jim Walker (paper)
ER-RTK Report	KK	CY + 1 *	Yes	No	Yes	Paper/Electronic Database	OHS Office Local Fire Departments
Environmental Releases	JP?	Incident mitigated + 5 years *	Yes	No	Yes	Paper	No
Respirator Training	Department.	CY+30	Yes	No		Paper	Yes – in affected department
Confined Space Entry Space Evaluation	Department	Until not in use	Yes	No		Paper and Access database	Yes – in affected department
Confined Space Entry Written Program	Department	Until not in use	Yes	No		Paper and electronic format	Yes – in affected department
Confined Space Entry Training	Department	Termination + 20	Yes	No		Paper	Yes – in affected department
Asbestos Awareness Training	Department	Termination + 30	Yes	No		Paper	Yes – in affected department
Biocabinet/laminar flow reports	TW	CY+30	Yes	No	No	Paper	Yes – customer/PI
RDNA documents/Approvals	CS	CY+30	Yes	No	No	Paper	PI's
ACURFs/Haz Containment	ACU	CY+3	No	No	No	Paper	ACU – original
Biosafety – use Database	CS	CY+30	Yes	No	No	Electronic Database	No
Cleanroom reports	Department	CY+30	Yes	No	No	Electronic/paper	Yes - Customer's department
IBC Committee minutes	CS	CY+30	Yes	No	No	Paper	Committee Members
Biosafety Lab Audits	CS	CY+30	Yes	No	No	Paper	
BBP Document (template)	CS	CY+30	Yes	No	No	Paper/electronic	Each affected department has copy
UI rDNA Guidelines	CS	CY+30	Yes	No	No	Paper/electronic	
Biosafety Training	Department	CY+30	Yes	No	No	Paper/electronic	On Web
BBP Training	Department	CY+30	Yes	No	No	Paper/electronic	

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Biosafety cabinet training	TW	CY+30	Yes	No			
SOPs – Biocabinet	TW	CY+30	Yes	No	Yes	Paper/electronic	Carol Showalter and Jim Walker
BBP – NS Reports	Department	CY+30	Yes	No	Yes	Paper	Department involved
Radiation Safety Training Records	LT	Until termination of UI's radioactive materials license	Yes	No	Yes	Paper/electronic database	Yes – Administrative office area – 122 GAC
Radioactive Materials Package Receipts	BV	Indefinitely	Yes	No	No	Paper/electronic database	No
Non-Human Use Applications	BV	Indefinitely	Yes	Yes	Yes	Paper	No
Human Use Applications	BV	Indefinitely	Yes	Yes	Yes	Paper	Yes – Committee Chair
Committee Meeting Agendas and Minutes for MRPC, RCRC and HRSRG	JG	Indefinitely	Yes	No	No	Paper/electronic	Yes – Joe Graves
Bioassay Records (Urine and Thyroid)	MN	Indefinitely	Yes	Yes	Yes	Paper/electronic database	No
Room Survey Reports	LS	CY+3	Yes	No	Yes	Paper	No
Instrument Calibration Reports	JM	CY+3	Yes	No	Yes	Paper	Yes – User has copy
Dosimeter Reports	Landauer	Indefinitely	Yes	Yes	No	3 Paper Copies/Electronic Availability	Gordon Axt
Patient Monitoring Records	GA	Indefinitely	Yes	Yes	Yes	2 Paper Copies	No
Departmental Audits – UIHC, UI, and HPO	JG	CY+3	Yes	No	Yes	Paper/electronic	Copies sent to department audited
Declared Pregnant Female File	GA	Indefinitely	Yes	Yes	Yes	Paper	No
X-ray Unit Inventory	Joe Graves	CY+3	Yes	No	Yes	Electronic	Yes – Radiology Engineering
Laser Unit Inventory	GA	CY+3	Yes	No	No	Paper/Electronic	No
Sealed Source Inventory & Survey Records	LS	CY+5	Yes	No	Yes	Paper/Electronic	

