

October 24, 1974

Retention of Employee Medical
Records

E. M. Mills

Employee Relations

H. W. Smith

Safety

On July 10, 1974, I sent you a memo concerning the retention of
employee medical records. Please add the attached to that list.

dhd

AP00014174

MEDICAL RECORDS OF EMPLOYEES TO BE MAINTAINED BY THE COMPANY

Medical Records of Employees exposed to:	Authority	Years to be kept	Other Comments
Ammonia	National Institute for Occupational Safety and Health Recommended Standards	See comment	<u>Recommended Standard</u> Records of preplacement medical examinations and of required medical surveillance shall be maintained for the period of employment. The medical representatives of the Secretary of Health, Education and Welfare, of the Secretary of Labor, of the employer and of the employee shall have access to all medical records.
Benzene	National Institute for Occupational Safety and Health Recommended Standard	See comment	<u>Recommended Standard</u> Medical records with pertinent supporting documents shall be kept at least twenty (20) years after the employee is terminated. The records shall be available to medical representatives of the Department of Labor, HEW, a former employee and a present employee.
Vinyl Chloride (Up-Dated)	Occupation Safety and Health Act	See comment and page 35895 of the Federal Register; Section 13 titled Records and Reports	<u>Passed Standard</u> Copy of the Federal Register dated October 4, 1974, titled Exposure to Vinyl Chloride attached. Also see page 35898; 1910.930, section M titled records and section N titled reports. Important sections are outlined in red. This standard becomes effective January 1, 1975.