

January 27, 1992

To: D. Church / M. O'Hara / R. Brant G. M. Miller / M. Reilly
J. E. Kuzemchak G. C. Stoever / C. Burik
J. D. Luffe / D. L. Cook J. N. Strong / R. F. Erwin

Re: Records Management Committee Meeting Minutes

In Attendance:

D. B. Church, D. L. Cook, R. F. Erwin, J. E. Kuzemchak,
J. D. Luffe, R. J. Matt, G. M. Miller, M. O'Hara,
G. C. Stoever

The first item on the agenda was a discussion on the status of the proposed revisions to the R&D, Environmental and Accounting Functions of the Records Retention Manual.

M. Reilly has received input back on the Environmental Section. J. Kuzemchak requested that if any of the Committee members have input for this section, to advise Madelyn directly so she can incorporate these changes in the revised draft of this function. J. Kuzemchak thinks that some of the retention periods need to be better defined so that users of the manual will be able to more easily assign destruction dates to documents.

Personnel from the C&R Technical Labs at Oak Creek had a question regarding the proper function in the manual which they should be utilizing for assigning retention periods to formulas. The R&D Function states that formulas are to be retained five years after being superseded, but frequently the Managers need to review formulas older than this. They would suggest a retention of ten years be assigned to formulas. This issue is to be addressed as part of the task force recommendations.

Another question was brought up by personnel at the Mazer location. They would like to destroy samples in a year. J. Kuzemchak suggested giving them a deviation permitting the lower retention period. D. Church thinks this category should be eliminated entirely from the Manual as the retention for samples tends to be product specific. G. Miller is to determine if there are any legal requirements for retaining samples. This will be reviewed further at the February meeting.

There was much discussion regarding the R&D function revisions currently proposed. Chemicals Group would like to change the retention period for "notebooks" to Permanent. The Committee was not supportive of this recommendation. Glass Research suggested we put this function on hold until they have time to review the function and make recommendations. It was suggested that a task

force be established to review this function thoroughly.

John Luffe volunteered to act as a Facilitator for an R&D Task force. Group representatives are to provide the name of the appropriate R&D person from their Group for John to contact. It was suggested that a patent lawyer also be represented on the task force. G. Miller advised John to contact Carl Severini.

Input is still due from Tax and Legal on recommended changes for the Accounting Function. J. Kuzemchak will provide a copy of the input received from Payroll to J. Luffe since it specifically states what government regulations dictate the retention periods. Tax and Legal are to provide their input to JEK before the February meeting so he can incorporate their changes in the updated draft of this function.

The visit to Glass Research in Harmarville and to Creighton were informative. Both units appear to have good control of their documents. The Committee suggested the following units as possible plant visits for 1992: Natrium, Meadville or Cleveland. This will likely occur in May, after the weather improves.

Discussion then focused on activities for 1992. We need to finalize the R&D, Environmental and Accounting Functions and possible review an additional two or three functions. It was suggested that we utilize task forces to improve and facilitate our review of the various functions.

J. Kuzemchak will contact other companies to see if the person responsible for Records Management might be available to give a short presentation to this Committee.

Lastly, J. Kuzemchak encouraged everyone to have a "Pitch-Out" day in 1992.

The next meeting has been scheduled for Wednesday, February 19, 1992 at 1:30 PM in the 9 South Conference Room. If you have any items which you would like included on the agenda, please advise John Kuzemchak.

Rhonda J. Matt

Rhonda J. Matt

RMCI2292\H10612

cc: D. M. Bailey
R. D. Duncan
R. W. LeBoeuf

R. M. Rompala
G. A. Zoghby

Function 5 - Environment, Health and Safety

Section A - Environment

<u>Description of Record</u>	<u>Retention Period</u>	<u>Revised Retention Period</u>
Air Emission Test Reports and Inventories	10 Years	10 Years
Ambient Air Monitoring	20 Years	5 Years
Annual Environmental Vegetation Surveys at PPG Facilities	30 Years	5 Years
Consent Decrees	10 Years after expiration	10 Years after expiration
Discharge Monitoring Reports	10 Years	5 Years
Environmental Agency Inspection Reports	10 Years	5 Years
Environmental Audit Reports	10 Years or until repeat audit, whichever is sooner	10 Years or until repeat audit, whichever is sooner
Environmental Process Studies	5 Years	5 Years
Environmental Project Scopes	20 Years	5 Years after project complete
All Location Groundwater Monitoring Programs and Reports	30 Years	For Active Life, Closure & Post-Closure if applicable or 30 years/ whichever is longer
Hazardous Waste Determination Data	10 Years	50 Years
Hazardous Waste Manifests	20 Years	50 Years

Section A - Environment (Cont'd)

<u>Description of Record</u>	<u>Retention Period</u>	<u>Revised Retention Period</u>
Landfill Inspection Reports	10 Years after final use by PPG	5 Years
Notices of Violations	10 Years	5 Years after resolution
Odor Surveys	20 Years	5 Years
PCB Annual Inventories/Quarterly Inspection Reports	10 Years	5 Years
RCRA Annual, Biennial and Exception Reports		50 Years
Permit Application and Permits	10 Years after new permit issued	5 Years after new permit issued
PPG Superfund Involvement at Waste Sites	30 Years	50 Years
Reports of Spills and Releases	5 Years	5 Years
Underground Tank Inventory/Monitoring Reports	10 Years	Through PPG ownership and 10 Years beyond
Waste Cleanups on PPG Property	Permanent	50 Years

Function 5 - Environment, Health & Safety

Section B - Health, Medical and Toxicology

<u>Description of Record</u>	<u>Retention Period</u>	<u>Revised Retention Period</u>
Epidemiology Studies on PPG Workers or Community	Permanent	30 Years
Corporate Health and Medical Audit Reports	10 Years or until repeat audit, and audit is closed, whichever is sooner	5 Years or until repeat audit
Material Safety Data Sheets	30 Years or until Superseded	50 Years
NIOSH Evaluation Studies	20 Years or until obsolete or superseded	20 Years or until obsolete or superseded
PPG Toxicological Reports	Permanent	30 Years
Final Reports for FIFRA Registrations	Permanent	Duration of product registration plus 5 Years
- Raw Data	Permanent	Duration of product registration plus 5 Years
Final Reports for TSCA Studies	Permanent	Duration of product manufacture plus 5 Years
- Raw Data	Permanent	Duration of product manufacture plus 5 Years

Section B - Health, Medical and Toxicology (Cont'd)

<u>Description of Record</u>	<u>Retention Period</u>	<u>Revised Retention Period</u>
TSCA Inspection Reports		10 Years
TSCA Premanufacture Notice Reports	Permanent	Duration of product manufacture plus 5 Years
TSCA Section 8c Reports, 8d Health and Safety Studies Submissions, or 8e Reports submitted by PPG	30 Years	30 Years
Industrial Hygiene surveys, Program Reviews and Evaluation Reports		30 Years
Worker Exposure Records	30 Years	30 Years
Individual Medical Records		Duration of employment plus 30 years
- Analysis Using Exposure or Medical Records		30 Years
- If employed by PPG <1 year	5 Years	*5 Years
- X-Rays	Duration of employment plus 30 years	Duration of employment plus 30 years

* Need not be retained beyond termination if provided to employee upon termination

Function 5 - Environment, Health & Safety

Section C - Safety

<u>Description of Record</u>	<u>Retention Period</u>	<u>Revised Retention Period</u>
Insurance Company Inspection Reports (e.g., IRI Loss Prevention Survey (Blue Report), Elevator Inspections, Liability Insurance, etc.)	Between Inspection	Between Inspection
IRI Plan Fire Prevention Inspection (Plant's Weekly Fire Protection System Inspection, e.g., Sprinkles)	Between Inspection	Between Inspection
IRI Water Supplies Test Results	Permanent	Permanent
OSHA Inspection Reports	10 Years or until a repeat inspection is made whichever is sooner	10 Years or until a repeat inspection is made whichever is sooner
Safety Audit Reports	10 Years or until a repeat inspection is made, whichever is sooner	5 Years or until a repeat inspection is made, whichever is sooner
Supervisor's Report of Accident and Analysis	5 Years	5 Years
- If Compensation Case		3 Years after case is closed
Workmen's Compensation:		
At the Units	60 Years	60 Years
Self-Insurance Records:		
Application to the Various States		5 Years
Periodic Reports		5 Years

*Should be:
Between
Inspection*

*Between
Inspection*

Changes from printed set

SEPTEMBER 1992

Records not specifically listed in this manual should be retained for the shortest period to meet a department's business needs, but in no event longer than 3 years.

IMPORTANT: Please read introduction before using Manual.

Function 5 - Environment, Health and Safety

Section A - Environment

<u>Description of Record</u>	<u>Retention Period</u>
Air Emission Test Reports and Inventories	10 ⁵ Years
Ambient Air Monitoring	5 Years
Annual Environmental Vegetation Surveys at PPG Facilities	5 Years
Consent Decrees	10 Years after expiration
Discharge Monitoring Reports	5 Years
Environmental Agency Inspection Reports	5 Years
Environmental Audit Reports	10 ⁵ Years or until repeat audit, whichever is sooner
Environmental Process Studies	5 Years
Environmental Project Scopes	5 ⁶ Years after project complete
All Location Groundwater Monitoring Programs and Reports	For Active Life, Closure & Post-Closure if applicable or 30 years whichever is longer
Hazardous Waste Determination Data	50 Years

Records not specifically listed in this manual should be retained for the shortest period to meet a department's business needs, but in no event longer than 3 years.

Function 5 - Environment, Health and Safety

Section A - Environment - Continued

<u>Description of Record</u>	<u>Retention Period</u>
Hazardous Waste Manifests	50 Years
Landfill Inspection Reports	5 Years
Notice ^s of Violations	5 Years after resolution
<u>Odor Surveys</u>	5 Years
PCB Annual Inventories/Quarterly Inspection Reports	5 Years
RCRA Annual, Biennial and Exception Reports	50 Years
Permit Application and Permits	5 Years after new permit issued
PPG Superfund Involvement at Waste Sites	50 Years
Reports of Spills and Releases	5 Years
Underground Tank Inventory/Monitoring Reports	Through PPG ownership and 10 Years beyond
Waste Cleanups on PPG Property	<i>50 Years</i> Through PPG ownership and 10 Years beyond

END OF SECTION A

SEPTEMBER 1992

Records not specifically listed in this manual should be retained for the shortest period to meet a department's business needs, but in no event longer than 3 years.

Function 5 - Environment, Health and Safety

Section B - Health, Medical and Toxicology

<u>Description of Record</u>	<u>Retention Period</u>
Epidemiology Studies on PPG Workers or Community	30 Years
Corporate Health and Medical Audit Reports	5 Years or until repeat audit
Material Safety Data Sheets	50 Years
NIOSH Evaluation Studies	20 Years or until obsolete or superseded
PPG Toxicological Reports	30 Years
Final Reports for FIFRA Regulations	Duration of product registration plus 5 years
- Raw Data	Duration of product registration plus 5 years
Final Reports for TSCA Studies	Duration of product registration plus 5 years <i>manufacture</i>
- Raw Data	Duration of product registration plus 5 years <i>manufacture</i>

SEPTEMBER 1992

Records not specifically listed in this manual should be retained for the shortest period to meet a department's business needs, but in no event longer than 3 years.

Function 5 - Environment, Health and Safety

Section B - Health, Medical and Toxicology - Continued

<u>Description of Record</u>	<u>Retention Period</u>
TSCA Reports	10 Years
TSCA Premanufacture Notice Reports	Duration of product <i>manufacture</i> registration plus 5 years
TSCA Section 8c Reports, 8d Health and Safety Studies Submissions, or 8e Reports submitted by PPG	30 Years
Industrial Hygiene Surveys, Program Reviews and Evaluation Reports	30 Years
Worker Exposure Records	30 Years
Individual Medical Records	→ Duration of employment plus 30 years
- Separated or Retired, no medical monitoring programs	5 Years
- Separated or Retired, on required/ regulatory medical monitoring programs	30 Years from date of separation or retirement
- <i>Analysis Using Exposure or Medical Records</i>	<i>30 Years</i>
- If employed by PPG <1 year	*5 Years
- X-rays	<i>Duration of employment plus 30 years</i>
	*Need not be retained beyond termination if provided to employee upon termination

SEPTEMBER 1992

Records not specifically listed in this manual should be retained for the shortest period to meet a department's business needs, but in no event longer than 3 years.

Function 5 - Environment, Health and Safety

C Safety
Section B - Health, Medical and Toxicology - Continued

<u>Description of Record</u>	<u>Retention Period</u>
✓ Insurance Company Inspection Reports (e.g., IRI Loss Prevention Survey (Blue Report), Elevator Inspections, Liability Insurance, etc.)	Between IRI Inspections
✓ IRI Plan Fire Prevention Inspection (Plant's Weekly Fire Protection System Inspection, e.g., Sprinklers)	Between IRI Inspections
✓ IRI Water Supplies Test Results (Provides Historical Data)	<i>Between IRI</i> Permanent <i>Inspections</i>

WAC
END OF SECTION B

Added from next pg.

SEPTEMBER 1992

Records not specifically listed in this manual should be retained for the shortest period to meet a department's business needs, but in no event longer than 3 years.

Function 5 - Environment, Health and Safety

Section C - Safety

<u>Description of Record</u>	<u>Retention Period</u>
OSHA Inspection Reports	10 Years or until a repeat inspection is made, whichever is sooner
Safety Audit Reports	5 Years or until a repeat inspection is made, whichever is sooner
Supervisor's Report of Accident and Analysis	5 Years
- If Compensation Case	<i>3 Years after case closed</i> 60 Years
Workmen's Compensation:	
At the Units	60 Years
Self-Insurance Records:	
→ Application to the Various States	Permanent <i>5 Years</i>
→ Periodic Reports	<i>5</i> 10 Years

END OF SECTION C

Function 5 - Environment, Health and Safety

Section A - Environment

<u>Description of Record</u>	<u>Retention Period</u>	<u>Revised Retention Period</u>
Air Emission Test Reports and Inventories	10 Years	10 Years
Ambient Air Monitoring	20 Years	5 Years
Annual Environmental Vegetation Surveys at PPG Facilities	30 Years	5 Years
Consent Decrees	10 Years after expiration	10 Years after expiration
Discharge Monitoring Reports	10 Years	5 Years
Environmental Agency Inspection Reports	10 Years	5 Years
Environmental Audit Reports	10 Years or until repeat audit, whichever is sooner	10 Years or until repeat audit, whichever is sooner
Environmental Process Studies	5 Years	5 Years
Environmental Project Scopes	20 Years	5 Years after project complete
All Location Groundwater Monitoring Programs and Reports	30 Years	For Active Life, Closure & Post-Closure if applicable or 30 years/ whichever is longer
Hazardous Waste Determination Data	10 Years	50 Years
Hazardous Waste Manifests	20 Years	50 Years

Section A - Environment (Cont'd)

<u>Description of Record</u>	<u>Retention Period</u>	<u>Revised Retention Period</u>
Landfill Inspection Reports	10 Years after final use by PPG	5 Years
Notices of Violations	10 Years	5 Years after resolution
Odor Surveys	20 Years	5 Years
PCB Annual Inventories/Quarterly Inspection Reports	10 Years	5 Years
RCRA Annual, Biennial and Exception Reports		50 Years
Permit Application and Permits	10 Years after new permit issued	5 Years after new permit issued
PPG Superfund Involvement at Waste Sites	30 Years	50 Years
Reports of Spills and Releases	5 Years	5 Years
Underground Tank Inventory/Monitoring Reports	10 Years	Through PPG ownership and 10 Years beyond
Waste Cleanups on PPG Property	Permanent	50 Years

Function 5 - Environment, Health & Safety
 Section B - Health, Medical and Toxicology

<u>Description of Record</u>	<u>Retention Period</u>	<u>Revised Retention Period</u>
Epidemiology Studies on PPG Workers or Community	Permanent	30 Years
Corporate Health and Medical Audit Reports	10 Years or until repeat audit, and audit is closed, whichever is sooner	5 Years or until repeat audit
Material Safety Data Sheets	30 Years or until Superseded	50 Years
NIOSH Evaluation Studies	20 Years or until obsolete or superseded	20 Years or until obsolete or superseded
PPG Toxicological Reports	Permanent	30 Years
Final Reports for FIFRA Registrations	Permanent	Duration of product registration plus 5 Years
- Raw Data	Permanent	Duration of product registration plus 5 Years
Final Reports for TSCA Studies	Permanent	Duration of product manufacture plus 5 Years
- Raw Data	Permanent	Duration of product manufacture plus 5 Years

Section B - Health, Medical and Toxicology (Cont'd)

<u>Description of Record</u>	<u>Retention Period</u>	<u>Revised Retention Period</u>
TSCA Inspection Reports		10 Years
TSCA Premanufacture Notice Reports	Permanent	Duration of product manufacture plus 5 Years
TSCA Section 8c Reports, 8d Health and Safety Studies Submissions, or 8e Reports submitted by PPG	30 Years	30 Years
Industrial Hygiene surveys, Program Reviews and Evaluation Reports		30 Years
Worker Exposure Records	30 Years	30 Years
Individual Medical Records		Duration of employment plus 30 years
- Analysis Using Exposure or Medical Records		30 Years
- If employed by PPG <1 year	5 Years	*5 Years
- X-Rays	Duration of employment plus 30 years	Duration of employment plus 30 years

* Need not be retained beyond termination if provided to employee upon termination

Function 5 - Environment, Health & Safety

Section C - Safety

<u>Description of Record</u>	<u>Retention Period</u>	<u>Revised Retention Period</u>
Insurance Company Inspection Reports (e.g., IRI Loss Prevention Survey (Blue Report), Elevator Inspections, Liability Insurance, etc.)	Between IRI Inspections	Between IRI Inspections
IRI Plan Fire Prevention Inspection (Plant's Weekly Fire Protection System Inspection, e.g., Sprinkles)	Between IRI Inspections	Between IRI Inspections
IRI Water Supplies Test Results	Permanent	Permanent
OSHA Inspection Reports	10 Years or until a repeat inspection is made whichever is sooner	10 Years or until a repeat inspection is made whichever is sooner
Safety Audit Reports	10 Years or until a repeat inspection is made, whichever is sooner	5 Years or until a repeat inspection is made, whichever is sooner
Supervisor's Report of Accident and Analysis	5 Years	5 Years
- If Compensation Case		3 Years after case is closed
Workmen's Compensation:		
At the Units	60 Years	60 Years
Self-Insurance Records:		
Application to the Various States		5 Years
Periodic Reports		5 Years

Function 5 - Environment, Health and SafetySection A - Environment

<u>Description of Record</u>	<u>Retention Period</u>
Air Emission Test Reports and Inventories	5 Years
Ambient Air Monitoring	5 Years
Annual Environmental Vegetation Surveys at PPG Facilities	5 Years
Consent Decrees	10 Years after expiration
Discharge Monitoring Reports	5 Years
Environmental Agency Inspection Reports	5 Years
Environmental Audit Reports	5 Years or until repeat audit, whichever is sooner
Environmental Process Studies	5 Years
Environmental Project Scopes	6 Years after project complete
All Location Groundwater Monitoring Programs and Reports	For Active Life, Closure & Post-Closure if applicable
Hazardous Waste Determination Data	50 Years
Hazardous Waste Manifests	50 Years
Landfill Inspection Reports	5 Years

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Function 5 - Environment, Health and Safety

Section A - Environment - Continued

<u>Description of Record</u>	<u>Retention Period</u>
Notice of Violations	5 Years after resolution
Odor Surveys	5 Years
PCB Annual Inventories/Quarterly Inspection Reports	5 Years
RCRA Annual, Biennial and Exception Reports	50 Years
Permit Application and Permits	5 Years after new permit issued
PPG Superfund Involvement at Waste Sites	50 Years
Reports of Spills and Releases	5 Years
Underground Tank Inventory/Monitoring Reports	Through PPG ownership and 10 Years beyond
Waste Cleanups on PPG Property	Through PPG ownership and 10 Years beyond

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Function 5 - Environment, Health and Safety

Section B - Health, Medical and Toxicology

<u>Description of Record</u>	<u>Retention Period</u>
Epidemiology Studies on PPG Workers or Community	30 Years
Corporate Health and Medical Audit Reports	5 Years or until repeat audit
Material Safety Data Sheets	50 Years
NIOSH Evaluation Studies	20 Years or until obsolete or superseded
PPG Toxicological Reports	30 Years
Final Reports for FIFRA Regulations	Duration of product registration plus 5 years
- Raw Data	Duration of product registration plus 5 years
Final Reports for TSCA Studies	Duration of product registration plus 5 years
- Raw Data	Duration of product registration plus 5 years

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Function 5 - Environment, Health and Safety

Section B - Health, Medical and Toxicology - Continued

<u>Description of Record</u>	<u>Retention Period</u>
TSCA Reports	10 Years
TSCA Premanufacture Notice Reports	Duration of product registration plus 5 years
TSCA Section 8c Reports, 8d Health and Safety Studies Submissions, or 8e Reports submitted by PPG	30 Years
Industrial Hygiene Surveys, Program Reviews and Evaluation Reports	30 Years
Worker Exposure Records	30 Years
Individual Medical Records	
- Separated or Retired, <u>no</u> medical monitoring programs	5 Years
- Separated or Retired, <u>on</u> required/ regulatory medical monitoring programs	30 Years from date of separation or retirement
- If employed by PPG <1 year	5 Years
- X-rays	*Need not be retained beyond termination if provided to employee upon termination

JUNE 1992

Function 5 - Environment, Health and Safety

Section B - Health, Medical and Toxicology - Continued

<u>Description of Record</u>	<u>Retention Period</u>
Insurance Company Inspection Reports (e.g. IRI Loss Prevention Survey (Blue Report), Elevator Inspections, Liability Insurance, etc.)	Between IRI Inspections
IRI Plan Fire Prevention Inspection (Plant's Weekly Fire Protection System Inspection e.g., Sprinklers)	Between IRI Inspections
IRI Water Supplies Test Results (Provides Historical Data)	Permanent

JUNE 1992

Function 5 - Environment, Health and Safety

Section C - Safety

<u>Description of Record</u>	<u>Retention Period</u>
OSHA Inspection Reports	10 Years or until a repeat inspection is made, whichever is sooner
Safety Audit Reports	5 Years or until a repeat inspection is made, whichever is sooner
Supervisor's Report of Accident and Analysis	5 Years
- If Compensation Case	60 Years
Workmen's Compensation:	
At the Units	60 Years
Self-Insurance Records:	
Application to the Various States	Permanent
Periodic Reports	10 Years

JUNE 1992

Function 5 - Environment, Health and Safety

Section A - Environment

<u>Description of Record</u>	<u>Retention Period</u>
Air Emission Test Reports and Inventories	5 Years
Ambient Air Monitoring	5 Years
<i>X</i> Annual Environmental Vegetation Surveys at PPG Facilities	<i>X</i> 5 Years
Consent Decrees	10 Years after expiration
Discharge Monitoring Reports	5 Years
Environmental Agency Inspection Reports	5 Years
Environmental Audit Reports	5 Years or until repeat audit, whichever is sooner
Environmental Process Studies	5 Years
Environmental Project Scopes	6 Years after project complete
All Location Groundwater Monitoring Programs and Reports	For Active Life, Closure & Post-Closure if applicable
Hazardous Waste Determination Data	50 Years
Hazardous Waste Manifests	50 Years
Landfill Inspection Reports	5 Years

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Function 5 - Environment, Health and Safety

Section A - Environment - Continued

<u>Description of Record</u>	<u>Retention Period</u>
Notice of Violations	5 Years after resolution
Odor Surveys	5 Years
PCB Annual Inventories/Quarterly Inspection Reports	5 Years
RCRA Annual, Biennial and Exception Reports	50 Years
Permit Application and Permits	5 Years after new permit issued
PPG Superfund Involvement at Waste Sites	50 Years
Reports of Spills and Releases	5 Years
Underground Tank Inventory/Monitoring Reports	Through PPG ownership and 10 Years beyond
Waste Cleanups on PPG Property	Through PPG ownership and 10 Years beyond

Function 5 - Environment, Health and SafetySection B - Health, Medical and Toxicology

<u>Description of Record</u>	<u>Retention Period</u>
Epidemiology Studies on PPG Workers or Community	30 Years
Corporate Health and Medical Audit Reports	5 Years or until repeat audit
Material Safety Data Sheets	50 Years
NIOSH Evaluation Studies	20 Years or until obsolete or superseded
PPG Toxicological Reports	30 Years
Final Reports for FIFRA Regulations	Duration of product registration plus 5 years
- Raw Data	Duration of product registration plus 5 years
Final Reports for TSCA Studies	Duration of product registration plus 5 years
- Raw Data	Duration of product registration plus 5 years

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Function 5 - Environment, Health and Safety

Section B - Health, Medical and Toxicology - Continued

<u>Description of Record</u>	<u>Retention Period</u>
TSCA Reports	10 Years
TSCA Premanufacture Notice Reports	Duration of product registration plus 5 years
TSCA Section 8c Reports, 8d Health and Safety Studies Submissions, or 8e Reports submitted by PPG	30 Years
Industrial Hygiene Surveys, Program Reviews and Evaluation Reports	30 Years
X (Dr. Lovett - please review this section) Worker Exposure Records	30 Years
Individual Medical Records	
- Separated or Retired, <u>no</u> medical monitoring programs	5 Years
- Separated or Retired, <u>on</u> required/ regulatory medical monitoring programs	30 Years from date of separation or retirement
- If employed by PPG <1 year	5 Years
- X-rays	*Need not be retained beyond termination if provided to employee upon termination

See H. Kelly How long if not provided to employee?

JUNE 1992

Function 5 - Environment, Health and Safety

Section B - Health, Medical and Toxicology - Continued

<u>Description of Record</u>	<u>Retention Period</u>
(D. Gallagher - please review this section) Insurance Company Inspection Reports (e.g. IRI Loss Prevention Survey (Blue Report), Elevator Inspections, Liability Insurance, etc.)	Between IRI Inspections
IRI Plan Fire Prevention Inspection (Plant's Weekly Fire Protection System Inspection e.g., Sprinklers)	Between IRI Inspections
IRI Water Supplies Test Results (Provides Historical Data)	Permanent

JUNE 1992

Function 5 - Environment, Health and Safety

Section C - Safety

<u>Description of Record</u>	<u>Retention Period</u>
OSHA Inspection Reports	10 Years or until a repeat inspection is made, whichever is sooner
Safety Audit Reports	5 Years or until a repeat inspection is made, whichever is sooner
X (J. Vichich - please review this section)	
Supervisor's Report of Accident and Analysis	5 Years
- If Compensation Case	60 Years
Workmen's Compensation:	
At the Units	60 Years
Self-Insurance Records:	
Application to the Various States	Permanent
Periodic Reports	10 Years