FILE NAME: Industrial Hygiene Foundation (IHF)

DATE: 1979 May 30

DOC#: IHF024

DOCUMENT DESCRIPTION: Internal Document - IHF Records Retention Policy

INDUSTRIAL HEALTH FOUNDATION, INC.

President

Bob-Jennings, Henderson + Goldberg, in Pittsburgh handled Brauer at IHF

IHF RECORDS RETENTION POLICY

It shall be the policy of Industrial Health Foundation, Inc. to maintain records and retain files for the purpose of conducting its business and in a manner consistent with acceptable methods and in accordance with legal requirements.

This policy shall be implemented June 1, 1979 and remain effective until such time as changes are made in accordance with an annual review.

The types of records covered by this policy:

- IHF Corporate Operations Records
- Financial Records
- Personnel Records
- Employee Medical Records
- Records required by governmental regulations
- General Correspondence
- Correspondence relating to membership
- Technical Reports
- Research Raw Data
- Abstract Files
- Pamphlet Files
- Technical Journals

The retention period of these files is as follows:

IHF Corporate Operations Records	-- at the discretion of the President and Director of Office Services
Financial Records	
Payroll	-- Active employees -- for length of employment
	-- Inactive employees -- for 10 years
Checks	-- for 10 years
Ledgers and Journals	-- retain for the duration of the business
Supporting ledgers and data	-- for 10 years
Personnel Records	
Active employees	-- for duration of employment
Inactive employees	-- for 10 years after termination of employment

(Maintain card index thereafter of former personnel, with dates of employment)

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Employee Medical Records Active and Inactive Employees	-- for 20 years
Records Required By Governmental Regulations	-- for period of time stipulated by the Government
General Correspondence	-- for 5 years
Correspondence Relating to Membership Active Members Inactive Members	 -- for duration of membership -- for 5 years after termination of membership

(Maintain card index thereafter of names of companies with dates of membership)

Technical Reports	-- for 10 years

(Maintain card index thereafter of surveys and/or research studies conducted)

Research Raw Data	-- for 5 years
Abstract Files	-- retain for the duration of the business (duplicate files are stored at the National Underground Storage, Boyers, PA)
Pamphlet Files	-- at the discretion of the Director of Information Services
Technical Journals	-- at the discretion of the Director of Information Services

This policy has been reviewed by legal counsel and was approved by the IHF Board of Trustees at the meeting held May 22, 1979.

May 30, 1979