



INTER-ORGANIZATION MEMO

TO: DISTRIBUTION
ATTENTION: C/P/IP Plant Safety Engineers
FROM: J. Arvin - Akron
DATE: February 16, 1981
SUBJECT: RECORD RETENTION SCHEDULE

Attached is the Record Retention Schedule.

On January 22, 1981 I sent a list of Recordkeeping Requirements and requested that information be supplied by February 15, 1981. If you have not sent this information to Akron, please do so as soon as you can.

James Arvin
James Arvin

xd
Attachment

DISTRIBUTION: All Plant Safety Engineers

Ada - R. Gale
Ashtabula - D. Jenkins
Columbus - C. Hefner
Ionia - N. Ketner
Jeannette - C. Shaffer
Jonesboro - S. Strickland
Lawrence - R. Skinner
Marion - J. Monts
Mogadore Chemical - R. Novitsky
Mogadore Pilot - J. Rose
Newcomerstown - C. Shaffer
 C. McNutt
Odessa - M. Barker
Orange - H. Bossard
 K. Harlin
Phoenix - T. Hobbs
Reading - R. Skinner
Salem - P. Bender
Toledo - J. Mathews
Akron Tech Center - J. Gyenge
Dalton Latex Terminal - C. Ball
Dalton Tech. Center - J. Bogdany

Batesville - Safety Engineer
Evansville - M. Davis
 E. F. Staats
Ft. Smith - R. Springer
Logansport - M. Pamel
Wabash - S. Young
Peru - Safety Engineer

C/P Warehouses

East Rutherford, NJ
Orange, CA

cc: D. Joseph - Wabash

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RECORDS RETENTION SCHEDULE

COMPANY OR DIVISION		LOCATION OF RECORDS (PLANT, DISTRICT, STORE, ETC.)		FACILITY		EFFECTIVE DATE		PAGE	
All Operating Facilities		All Operating Facilities		Facility Manager		3-80 4-79		1 OF 5	
ITEM NO.	RECORD SERIES TITLE	FORM NO.	RETENTION PERIOD		OFFICE OF RECORD	TOT. YRS.	SPECIAL INSTRUCTIONS		
			OFFICE	CENTER	CO./DIV. AND DEPARTMENT				
1	OSHA Forms	100				5Y+C	Replaced by #200 1/78		
		101				5Y+C			
		102				5Y+C	Replaced by #200 1/78		
		103				5Y+C	Replaced by #200S 1/78		
		200				5Y+C			
		200S				5Y+C			
2	Mills and Calenders								
	a. Stopping Distance - Weekly					1Y+C			
	b. Mill/Calender Rescue Drills - Monthly					1Y+C			
3	Manlifts and Elevators								
	a. Inspection Log					2Y+C			
	b. Inspection Elevators					2Y+C			
4	Powered Industrial Trucks								
	a. Daily Service Use Inspection Check-Off Sheet					30 Days			
	b. Fork Lift Maintenance/Service Record					1Y+C			
5	Overhead and Gantry Cranes								
	a. Monthly Inspection					1Y+C			
	b. Rope Inspection					1Y+C			

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THE RECORDS MAINTAINED BY THIS DEPARTMENT WERE REVIEWED ON 1-1-80. ALL RECORDS DATED BEYOND THEIR RETENTION PERIODS HAVE BEEN DESTROYED. NEW RECORD SERIES NOW BEING FILED HAVE BEEN ADDED TO THIS SCHEDULE AND THOSE NO LONGER BEING FILED HAVE BEEN DELETED.

SIGNATURE _____ TITLE _____

AR = ANNUAL REVIEW FP = FINAL PAYMENT ST = SETTLEMENT X = NOT DEFINED
C = CURRENT YEAR P = PERMANENT T = TERMINATION 1, 2, ETC. = YEARS
CP = COMPLETION S = SUPERSEDED T/A = TAX AUDIT 1M, 2M, ETC. = MONTHS
E = EXPIRATION

EXAMPLES T-2 = TERMINATION PLUS 2 YEARS, C+3M = CURRENT YEAR PLUS 3 MONTHS.

DATE 2-24-80
DATE 3/16/80
DATE 3-1-80

1981

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RECORDS RETENTION SCHEDULE

COMPANY OR DIVISION		LOCATION OF FILE, PLANT, DISTRICT, STORE, ETC.		DEPARTMENT		EFF. DATE		PAGE	
All Operating Facilities		All Operating Facilities		Facility Manager		3-80 4-79		4 of 5	
ITEM NO.	RECORD SERIES TITLE	FORM NO.	RETENTION PERIOD		OFFICE OF RECORD	TOT. YRS.	SPECIAL INSTRUCTIONS		
			OFFICE	CENTER	CO./DIV. AND DEPARTMENT				
14	Employee Exposure Records								
	a. Records of Monitoring or Measuring which Contain								
	Qualitative or Quantitative Information Indicative								
	of Employee Exposure to Toxic Materials or Harmful								
	Physical Agents.					40Y or	T+20Y		
	b. All Raw Field Data to Include Personnel Protective								
	Equipment used by Employee and Analytical Data.					40Y or	T+20Y		
	c. Representative Area Monitoring					40Y or	T+20Y		
	d. Personnel Monitoring					40Y or	T+20Y		
	e. Emergency Exposure					40Y or	T+20Y		
	f. Employee Complaints to Chemical Exposure					40Y or	T+20Y		
15	Work History								
	a. A History of Job Assignment from Date of Hire to								
	Termination. This will include Job Titles and/or								
	Geographic Location.					40Y or	T+20Y		
16	OSHA Written Compliance Programs					2Y+C			
17	D.O.T. (Department of Transportation)								
	a. Manifest					3Y+C			

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CODE
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 1, 2, ETC. = YEARS
 PM, 2M, ETC. = MONTHS

2-29-80
 3-1-80
 3-12
 3-1-80

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

RECORDS RETENTION SCHEDULE

1. KAYNES EC - 141 - TERMINATING POWER 2 YEARS EC - 141 - CLOSING YEAR 01-01-2000

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RECORDS RETENTION SCHEDULE

COMPANY OR DIVISION		EDUCATION-LEVEL, PLANT, DISTRICT, STORE, ETC.		DEPARTMENT		EFF. DATE	PAGE
All Operating Facilities		All Operating Facilities		Facility Manager		SUPERSEDES	2 of 5
ITEM NO.	RECORD SERIES TITLE	FORM NO.	RETENTION PERIOD OFFICE CENTER		OFFICE OF RECORD CO./DIV. AND DEPARTMENT	TOT. YRS.	SPECIAL INSTRUCTIONS
6	Hoists						
	a. Periodic (at least monthly)					1Y+C	
7	Slings and Spreader Bars						
	a. Periodic (at least monthly)					1Y+C	
8	Ionizing Radiation						
	a. Environment Survey Records					5Y+C	
	b. Exposure Records					40Y or T+20Y	
	c. Initial Tests, Inspections and Checks					40Y or T+20Y	
	d. Periodic Tests, Inspections and Checks					40Y or T+20Y	
9	Training - All OSHA Related Programs						
	a. Initial Training					40Y or T+20Y	
	b. Periodic Training					40Y or T+20Y	
10	All Fire Extinguishers						
	a. Log of Monthly Inspection					1Y+C	
	b. Annual Tests					1Y+C	
	c. First Hydrostatic Plus Re-Test					25Y or Life of Extinguisher	
11	Mechanical Power Presses						
	a. Weekly					1Y+C	

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S = SUPERSEDED

ST = SETTLEMENT
T = TERMINATION
T/A = TAX AUDIT

X = NOT DEFINED
1, 2, ETC. = YEARS
1M, 2M, ETC. = MONTHS

APPROVED

[Signature]

2-29-80

3-1-80

3/12

3-1-80