By Standard Number / 1904.33 - Retention and updating.

- **Part Number:** 1904
- **Part Number Title:** Recording and Reporting Occupational Injuries and Illness
- **Subpart:** 1904 Subpart D
- **Subpart Title:** Other OSHA Injury and Illness Recordkeeping Requirements
- **Standard Number:** 1904.33
- **Title:** Retention and updating.
- **GPO Source:** e-CFR

1904.33(a)

Basic requirement. You must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover.

1904.33(b)

Implementation—

1904.33(b)(1)

Do I have to update the OSHA 300 Log during the five-year storage period? Yes, during the storage period, you must update your stored OSHA 300 Logs to include newly discovered recordable injuries or illnesses and to show any changes that have occurred in the classification of previously recorded injuries and illnesses. If the description or outcome of a case changes, you must remove or line out the original entry and enter the new information.

1904.33(b)(2)

Do I have to update the annual summary? No, you are not required to update the annual summary, but you may do so if you wish.

1904.33(b)(3)

Do I have to update the OSHA 301 Incident Reports? No, you are not required to update the OSHA 301 Incident Reports, but you may do so if you wish.

[66 FR 6131, Jan. 19, 2001; 81 FR 91810 Dec 19, 2016; 82 FR 20548-20549 May 3, 2017]

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OCCUPATIONAL SAFETY & HEALTH

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