

RETENTION AND DISPOSITION SCHEDULE  
FOR UNIVERSITY RECORDS

RECORD CATEGORIES

- A. **PERMANENT RECORDS** (Designated by the letter P): All records that are of continuing historical, legal, administrative and/or fiscal value to the administration of The University of Memphis will be retained by the office that originates the record(s) and will be periodically transferred to the Records Storage Center or the Special Collections Department of the Library for permanent preservation. CARE SHOULD BE TAKEN TO ENSURE THAT ONLY HIGH QUALITY INKS AND PAPER OF PERMANENT QUALITY ARE USED FOR RECORDS IN THIS CATEGORY. Paper copies of records which reflect "Permanent" retention may be destroyed after verification of an archival quality microform.
- B. **INDEFINITE RECORDS** (Designated by the letter I): Indefinite records are those records which do not need to be retained permanently. Their retention period is unfixed and generally is based on their usefulness and frequency of reference in conducting the administrative functions of the University. The disposition of indefinite records will be in accordance with the Retention and Disposition Schedule contained herein.
- C. **VITAL RECORDS** (Designated by the letter V): Any records containing information needed to establish or continue an office, department, or division of the University, to recreate the University's legal and fiscal position, or to preserve the rights of the University, its Faculty, Staff, and/or Students in the event of a disaster will be protected by the office of record. SEE ATTACHMENT 4 OF PROCEDURE 2D:03:01A FOR FURTHER INFORMATION.
- D. **LITIGATION FILES**: No record shall be destroyed so long as it pertains to any pending legal case, claim or action, or to any federal or state audit until such actions have been concluded.
- E. **NON-RECORD OR TRANSITORY MATERIAL** (not listed in this schedule): Records which do not document the activities of an agency as described in Procedure 2D:03:01A, section II:
- F. **RECORDS DISPOSITION AUTHORIZATIONS** (Designated by the letters RDA): Retention schedules which have been established by the Tennessee Board of Regents, Guideline G-070; a number accompanies each RDA for reference purposes.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
(A)				
Academic Advising Files (I)	All Academic Offices		Student Counseling Records maintained by academic advisors.	1 year after graduation or 3 years after end of advisor status, whichever occurs first.
Accident Report, Injury (I) VITAL - See Accident & Related Reports, Incident Reports	Safety Services		Complete description of any accident involving injury occurring on campus.	5 years except where legal action is pending.
Accounts Receivable (I) VITAL - See ARS Computer Files, Loan System Computer File	Bursar	RDA 1042	Invoices billing individuals and organizations for accounts receivable.	5 years and audit.
Accreditation Records (I)	Institutional Research			Until superseded.
Admission Applications - ENROLLED (P)	Registrar		SEE "Student Records Other Than Transcripts" [Confidential File].	

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Admission Applications - NON ENROLLED (I)	Registrar		Applications and copies of transcripts, test scores, letters of recommendation and related documents for applicants who didn't enroll.	1 year after application term.
Affirmative Action Records (I)	Affirmative Action Office		Composite information relating to applicant flow logs, applicant statistics, wage data, and information concerning adverse impact, affirmative action compliance program, etc.	5 years.
Alumni Association Minutes (P)	Alumni Association			SEE "Minutes of Boards and Official University Standing Committee Meetings."
Alumni Files (P) VITAL - See Alumni Records	Development	RDA 1190	Alumni biographical and address data and history of giving.	SEE "Gifts & Contributions."
Annual Financial Reports (P) VITAL - See Annual Financial Reports	Accounting; TBR	RDA 401.03		Transfer 1 set to Archives annually for permanent retention; retain 1 set in Accounting permanently.
Applications for Employment, HIRED (P) VITAL - See Active, Inactive Personnel Files	Human Resources	RDA 1170		SEE "Personnel Records."
Applications for Employment, NOT HIRED (I)	Human Resources	RDA 1015	Applications and resumes submitted in response to an advertised position.	2 years after date of last action on an application.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Applications for Employment, UNSOLICITED	Human Resources		Employment applications and resumes gratuitously submitted.	May be disposed of immediately.
Audit Reports, External (P)	VP of Business and Finance			Retain most recent report in office; transfer to Records Storage Center or Archives for permanent retention when superseded.
Audit Reports, Internal	Internal Audit			SEE Internal Audit Reports.
<b>(B)</b>				
Bank Account Reconciliations (I)	Accounting	RDA 1040	Statements showing checks, other debits, deposits, and credits to bank accounts.	5 years and audit.
Bank Deposit Slips (I)	Bursar	RDA 1174		5 years and audit.
Blueprints (P)	PP&P TBR			SEE Building Files.
Budget Books (P)	Financial Planning		Salary book, analysis tables, budget summary, revised budget.	Transfer 1 set to Archives annually for permanent retention. Retain 1 set in Financial Planning 5 years for reference.
Budget Records and Ledgers [WORKING PAPERS] (I)	Financial Planning	RDA 1142	Budget working papers prepared during the budget process.	3 years and audit.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Budget Reports, Monthly (I) VITAL - See FAS Computer Files, Monthly Computerized Financial Reports	Accounting	RDA 1136	Summary of departmental budget and expenditures by object code.	Accounting - 7 years and audit; all other offices - 2 years.
Building Files (P) VITAL - See Blueprints, Building Specifications	PP&P		Original contract specifications, related submittals, operation manuals and other files documenting the history of the building.	Retain permanently in Physical Plant & Planning.
(C)				
Cancelled checks (I)	Accounting	RDA 1176	Accounts payable cleared checks and payroll cleared checks.	5 years and audit.
Cash Receipts (I) VITAL - See CRS Computer Files	Bursar			5 years and audit.
Check Vouchers (I)	Accounting	RDA 1248	Accounts payable invoices and supporting documents such as vendor invoices, PO's and related correspondence, travel requests and authorizations.	5 years and audit.
Construction Project File (P)	PP&P		All documents pertaining to construction of a building or other project.	At termination, purge of routine correspondence and merge with building file.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Continuing Education Units (I)	Continuing Education		Standard unit of learning that proves effort to update and broaden knowledge and skill in a particular field (1 hour of instruction = .1 CEU)	5 years.
Contracts for Personal Services (I) VITAL- See Personal Services Contracts	Admin & Bus Services			6 years after either final payment or termination of contract term, and audit.
Contracts for Vendor Services (I) VITAL - See Business Services Contracts, Game Contracts	Admin & Bus Services; Athletic Business Office			6 years after either final payment or termination of contract, and audit.
Correspondence (I)	All departments		See Specific Category, e.g. personnel action, property acquisition, contract negotiation.	Retain with applicable documents and use same retention schedule. If filed separately, retain 1 year.
Copyrights & Patents (P) VITAL - See Copyrights and Patents	All departments			Retain original certificate in office of Chair of University Committee on Patents, Licensing and Copyrights, with copies in office of department and individual involved (where applicable).
Cost Production Report (I)	Mail Services		Cumulative summary of totals of mail sent, comparison to previous years.	5 years and audit.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
<b>(D)</b>				
Daily Cash Balance Sheet (I)	Bursar		Individual cashier daily balancing sheets.	5 years and audit.
Deed Files (P) VITAL - See Automobile Titles, Property Files (Deeds), Kennedy Property Acquisition Files	Accounting			Retain permanently in Accounting Office vault.
<b>(E)</b>				
Earnings & Deduction Records (P) VITAL - See Historical Earnings Records, TDA Calculations	Accounting			Retain microfiche permanently in Accounting Office.
Employee Insurance Files (I)	Human Resources; Payroll		Signed copies of forms indicating type coverage selected, signed application for health insurance and related forms.	SEE Personnel Records.  SEE Payroll Records.
Endowment and Living Trust Agreements (P)	Director of Finance			Retain permanently.
Equipment Leases (I)	See Purchase Orders			6 years after termination and audit.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
<b>(F)</b>				
Fire Reports (P) VITAL - See Accident and Related Reports	Safety Services		Detailed description of any fire occurring on campus, including date, time, location, cause, cost of damages.	Transfer one copy to Archives at 5-year intervals for permanent retention.
<b>(G)</b>				
Garnishment Orders (I) VITAL - See Active Garnishment Records	Accounting			Microfilm and destroy hard copy upon verification of film and audit. Retain film permanently in Accounting Office vault.
General Ledger (P) VITAL - See Monthly Computerized Financial Reports	Accounting	RDA 1299		Microfilm and destroy hard copy upon verification of film and audit. Retain film permanently.
Gifts and Contribution Records (P) VITAL - See Scholarship Agreements, Herff Trust for MSU	Development	RDA 1190	Master listing of gifts and contributions.	Retain cumulative record permanently on computer; paper records can be destroyed after 5 years, pending verification of information in magnetic format.
			Record of any stipulation placed on gifts and contributions.	Retain for life of gift or contribution.
			All other records.	3 years and audit.
Grade Runners (P) VITAL - See Grade Runners	Registrar		MSU Form 1014-3 computer-generated list of all students enrolled in each class, final grade, instructor's signature.	Registrar will microfilm at 2- to 3-year intervals and retain original negative permanently at an alternate site. Duplicate film will be used inhouse. Academic offices will destroy when no longer needed for reference.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Grade Sheets or Cards (I)	Academic departments	RDA 1148	Used for posting student grades to grade runners at end of term.	Destroy after posting.
Grant and Contract Awards (I)	Accounting		Ledger sheets on each account, work sheets, related correspondence.	3 years after termination and audit.
Grant and Contract Proposals (I)	Sponsored Programs		Proposals and related correspondence, forms, and reports.	If rejected, retain in office 1 year, then return to faculty member submitting proposal; if accepted, transfer 2 years after termination to Records Storage Center and retain 5 years.
<b>(H)</b>				
Health Center Case Records	Health Services			SEE Medical Case Records
Housing Contracts	Residence Life			6 years after final payment and audit.
<b>(I)</b>				
I-9 Employee eligibility Verification forms (I)	Human Resources			3 years after date of hire or 1 year after date of termination, whichever is later.
Insurance Records (I) VITAL - See Insurance Information	Accounting; Athletic Business Office		Records of insurance policies, premium invoices, claims.	Destroy when superseded. On athletes, retain 5 years after date of graduation or date of last attendance.
Interlibrary Loan Forms (I)	Library	RDA 1545		Maintain by calendar year and hold for 1 additional year.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Internal Audit Permanent File (P)	Internal Auditing		Most recent audit report or system write-up, relevant policies and procedures, related correspondence.	Retain permanently but purge of obsolete or superseded material each time an audit is performed.
Internal Audit Report (I)	Internal Auditing			5 years or 2 audits.
Internal Audit Working papers (I)				5 years or 2 audits.
Inventory Records (I) VITAL - See Equipment Computer File	Accounting		Cards, printouts from accounting, and other information accumulated in the inventory process.	Verify and retain 3 years and audit; then destroy if superseded. Individual offices keep supporting documentation 3 years.
Investment Records (P)	Director of Finance	RDA 1185	Includes records concerning LGIP accounts, certificates of deposit, records of interest and dividends earned.	5 years after maturity/liquidation of investment.
<b>(J, K)</b>				
Job Announcements (I)	Human Resources			3 years.
Job Tickets (I)	Printing Services			3 years and audit.
Judicial Board Cases (I) VITAL - See Classroom Academic Discipline Records, Social Discipline Records	Judicial Affairs	RDA 1147		For matters resulting in expulsion or suspension - permanent. For matters resulting in a finding of no violation(s) - at conclusion of disciplinary process. All other matters - 1 year after graduation or 4 years after date of action.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
<b>(L)]</b>				
Leases, Rental Properties (I)	PP&P Admin & Bus Services		Lease and all pertinent information, e.g. rental increases, correspondence, adjustments.	6 years after termination and audit.
Litigation Files - Central Office (I)	Legal Counsel		Pleadings and other supporting documents.	5 years after conclusion of litigation/final appeal.
Litigation Files - Institutional (I)	All offices		Supporting records utilized in litigation.	3 years after conclusion of litigation/final appeal.
<b>(M)</b>				
Mail Services forms (I)	Mail Services		Permits, charges, and bills incurred in daily operation.	2 years and audit.
Maintenance Reports, Equipment (I)	PP&P		Information on maintenance of equipment.	Retain current 2 years in active computer file and previous year on magnetic tape.
Medical Case Records (I) VITAL - See Medical Records, Clinic Client Folders	Health Center	RDA 1237	Confidential records relative to treatment at health services facility.	10 years after student leaves institution; for staff, 10 years after treatment.
Medical X-Rays (I)	Health Center	RDA 1169		4 years, provided the written and signed findings of a radiologist who has read such x-ray film shall be retained for 10 years after treatment of patient.

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Minutes of Boards and Official University Standing Committee Meetings (P)	Office of Chair		May be administrative, faculty, departmental.	Retain permanently; may be transferred to Archives upon rotation of chair.
Monthly Budget (I)	SEE BUDGET REPORTS, MONTHLY			
Motor Vehicle Operations File (I)	Accounting	RDA 1062	Applications for title, registration, invoices, etc.	Invoices - 3 years after disposition of vehicle and audit. Other information - until superseded.
Motor Vehicle Registration - Campus (I)	Parking Office		Registration forms for campus parking permits.	Retain during current academic year; or, destroy once invalid.
(N, O)				
News Releases & News Clippings (P)	Media Relations			Retain in office 3 years; then transfer to Archives for permanent retention.
(P)				
Payroll Records (I) VITAL - See W-2 Records, W-4 Records, 1099 Employer Copies, Payroll Check Register, Payroll Alpha, Computer File Programs	Accounting	RDA 1186	Payroll journals, transmittal sheets, etc.	5 years and audit.
Permanent Academic Record (P) VITAL - See Student Academic Records	Registrar	RDA 1251	Student's academic record. [Transcript]	Microfilm and retain original negative permanently at an alternate site. Use duplicate film inhouse.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Personnel Records (P) VITAL - See Active Personnel File	Human Resources	RDA 1170	Official personnel folders for each employee of TBR or its institutions or schools.	Maintain in active files for current employees; upon separation from state government, hold in inactive files for 3 years, then microfilm. Destroy paper records after verification of microfilm. Retain microfilm for 75 years, then destroy.
Personnel Records of Terminated Employees (P) VITAL - See Inactive Personnel File	Human Resources	RDA 1170		SEE Personnel Records.
Petty Cash Receipts (I)	Accounting	RDA 1187		SEE Check Vouchers.
Placement Records (I)	Placement Office	RDA 1435	Records of job placement subsequent to attendance, graduation, receipt of certificate, etc.	5 years after graduation or date of last attendance.
Policy and Procedures Manual (P) VITAL - See University Policies and Procedures	Institutional Research			Office of Institutional Research will retain 1 copy and transfer 1 copy to Library; all other offices will destroy when superseded.
Printed Materials and Publications (P)	Publications, Printing Services	RDA 1133	Items which have permanent administrative, historical, or legal value, i.e. class schedules, school catalogs, brochures, etc.	Retain 2 copies permanently in archive.
Promotions, Transfers, Tenure (P)	Human Resources			SEE Personnel Records.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Purchase Orders (I) VITAL - See Accounts Payable Purchasing Files	Purchasing	RDA 1177	Copy of purchase order, requisition, quotes, other pertinent information.	Purchasing will retain 3 years and audit; all other officers will retain 1 year.
<b>(Q, R)</b>				
Read File	All departments		Extra copies of outgoing communications arranged chronologically and maintained as a cross reference file or for periodic review by staff members.	1 year.
Reference & Informational Materials (I)	All departments		Materials not covered under other record series on schedule.	Destroy when obsolete or when determined to have no further administrative use.
Registration Materials (P)	Registrar		Appointment Cards, drop/add/withdrawals, credit/no-credit slips, and other support documentation of permanent academic record.	Microfilm at 2-year intervals and retain film permanently; destroy hard copy upon verification of film.
Requisitions for Bids [Bid File] (I)	All departments	RDA 1135		SEE Purchase Orders.
Requisition for Local Purchase [Requisition File] (I)	All departments	RDA 1134		SEE Purchase Orders.
Research Projects, Studies (P)	All departments			Retain 1 copy in originating office; transfer 1 additional copy to Archives.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
(S)				
Scholarship & Fellowship Files (I) VITAL - See Individual Student Files, Master Award Lists	Athletic Business Office; Student Aid Office; Graduate School		File of reach student attending University on scholarship or fellowship.	5 years after graduation or date of last attendance.
Stores Transfer Vouchers (I)	All offices			Stores Inventory will retain for 3 years and audit; all other offices will retain 1 year or until reference copy is no longer needed.
Student Registration System Receipts (I)	Bursar	RDA 1183	Registration receipts.	5 years after account is paid.
Student Housing Contracts (I)	Residence Life			3 years after expiration and audit.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Student Loan Files (I) [Financial Aid Records]	Financial Aid Office;		Records pertaining to the application for and receipt and expenditure of federal funds, including all accounting records and original and supporting documents necessary to document how the funds are spent.	Records for an award year shall be retained 5 years after program and fiscal report are submitted.
			Records pertaining to specific award of financial aid.	5 years after last date of the period for which the loan was intended.
	Bursar		Repayment records.	5 years from date on which the loan is repaid, cancelled, or assigned to the Department. The original promissory note and repayment schedule must be maintained in a locked, fireproof container until the loan is paid in full or until the originals are needed in order to enforce collection of the loan. Other such records may be substituted with microform copies or kept in computer format. If maintained in computer format, source documents supporting the computer input must be maintained wither in hard copy or in microform.
Student Ledger Cards (I)	Bursar	RDA 1137	Computer supported detail of accounts receivable transactions between student and university.	5 years after date of charge and audit.
Student Organization Annual Summaries (I)	VP, Student Affairs			5 years.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Student Records other Than Transcripts [Confidential File] (I)	Registrar	RDA 1157	"Confidential file;" admissions application, entrance exam scores, transcripts from other schools, etc.	5 years after graduation or date of last attendance.
Supply Requisitions (I)	PP&P		Requisitions for supplies from PP&P material inventory.	1 year after project closure and audit.
(T)				
Telephone Charge Sheets (I)	Telecommunications			Destroy hard copy after internal audit; retain microfiche permanently.
Telephone Bills (I)	Telecommunications; Accounting		Monthly charges from South Central Bell and AT&T for telephone usage.	Telecommunications will retain paper copy as needed for reference, not to exceed 2 years; Accounting will retain fiche copy in Accounting vault.
Ticket Reconciliations	Athletic Business Office		Daily detail batch report of ticket sales deposit (order form series)	2 years and audit.
Time and Leave Records (I) VITAL - See Payroll Computer File	Human Resources	RDA 1184	Attendance and Leave Records and Reports, Employee Leave Requests	Maintain by fiscal year (current leave balances should be constantly maintained); hold for 3 years after current year and completed audit when required.
Transcripts (P) VITAL - See Student Academic Record	Registrar		SEE Permanent Academic Record	

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Travel Authorization Files (I)	Accounting		Copies of request and authorization for in-state and out-of-state travel and related correspondence.	Accounting Office - SEE Check Vouchers; all other offices - 1 year.
Travel Claims (I)	Accounting	RDA 1041 RDA 1188	Claims for travel expenses filed for reimbursement.	SEE Check Vouchers.
Tuition and Fee Charges, Assessed And Paid	Bursar		SEE Student Registration Systems Receipts.	
<b>(U)</b>				
University Job Descriptions (I) VITAL - See Official Pay Plans, University Job Descriptions	Human Resources		Salary structures and position controls.	Retain current information on disk with duplicate diskette stored off-site; retain paper copies as needed for reference, not to exceed 5 years.
University Operating Funds Receipt Books and Other Pre-numbered Receipts (I)	Bursar	RDA 1175		5 years and audit.
Unsold Athletic Tickets (I)	Athletic Business Office			Retain until written approval for destruction is received from the Comptroller of the Treasury; destroy under supervision of MSU Internal Auditing.
<b>(V)</b>				
Vendor Files(I) VITAL - see Accounts Payable	Accounting	RDA 1044	Statements and confirmation of deliveries relative to specific purchases from vendors.	5 years and audit.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Veterans Administration Certifications/Individual Folders (I)	Veterans Affairs	RDA 1140	File includes recruitment material (for those who do not enter whether accepted or rejected); previous education (transcripts from other colleges); evidence of formal admission (acceptance letters); grade reports and/or statements of progress (academic records); change of course forms; transfer credit evaluations; degree audit reports; tuition and fees collected.	3 years after graduation or date of last term attended.
Vocational Rehabilitation Authorization (I)	Bursar; Student Disability Services	RDA 1254	Authorizations and invoices from the State Division of Vocational Rehabilitation for services to clients.	3 years and audit.
<b>(W, X, Y, Z)</b>				
Withdrawal Information Data Sheet (I)	Center for Student Development		Counseling form used when student withdraws from the University.	2 years after last date of attendance or graduation.
Work Orders (I)	all offices.			PP&P - 3 years and audit; all other offices - 1 year after work is completed.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
<b>HAZARDOUS MATERIALS</b>				
Hazardous Material Inventories	Environmental Health & Safety, departments having hazardous materials		Should include chemical name, product name where applicable, CAS No., quantity, location (building and room no.)	30 years; for radiological materials, until termination of license.
Material Data Safety Sheets (MSDS)	Environmental Health & Safety, departments having hazardous materials		Information sheet provided by supplier/ manufacturer	Termination of product use plus 1 year (30 years where there is no inventory).
Records of receipt of hazardous material	Departments having hazardous materials		Shipping documents, invoices, logs and/or inventories which include product name, quantity received, date	1 year; for radiological materials, until termination of license.
Disposal records	Environmental Health & Safety, departments having hazardous materials		Manifests, land ban forms, annual reports, analytical lab analysis data, disposal certificates, inspection logs, etc.	Recommend 30 years (inspection logs - 5 years).
Exposure records	Environmental Health & Safety, departments having hazardous materials		Air sampling and other workplace monitoring data related to employee exposure	30 years; for radiological records - until termination of license or registration.

<u>Name of Record</u>	<u>Office of Record</u>	<u>RDA No.</u>	<u>Description</u>	<u>Retention Period</u>
Training records	Environmental Health & Safety, departments having hazardous materials		Historical summary with dates of training, attendance rosters, outline/description of material covered	Recommend 30 years (bloodborne pathogens - 3 years).
Medical records (related to exposure to hazardous materials)	Employee Safety & Health		Results of medical exams and related tests provided to the employer by a licensed physician on the occasion of exposure	Duration of employment plus 30 years.