



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

SAFETY / RISK MANAGEMENT

14014 EMPLOYEE TRAINING RECORDS

Description:

Record of training offered to county employees to satisfy OSHA, insurance and safety requirements. Types of training may include first aid certification, fire, hazardous waste and vehicle safety. Information includes employee name, date of training, type of training, and test results.

Retention:

5 years after termination of employment, then destroy.

REVISED (2ND Revision)

16371 BLOODBORNE PATHOGEN EXPOSURE RECORDS

Description:

Records documenting exposure incidents involving county employees. Information includes name of employee, department, date of incident and type of exposure.

Retention:

30 years after termination of employment, then destroy.

REVISED (2nd Revision)



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SAFETY / RISK MANAGEMENT

16372

CLOSED COUNTY CLAIM FILES

Description:

Record of accidents involving county vehicles, glass claims, third party claims, and other property claims. Information includes employee name, date of accident /incident, police reports, witness statements and disposition of cases.

Retention:

5 years, then destroy.

REVISED



16373

CONTRACTS

Description:

Contracts made between the county and another party. Information includes date, type of contract, explanation of agreement, signature of parties and notarization.

Retention:

3 years after expiration of contract, then destroy.

REVISED

16374

VEHICLE SAFETY REVIEW

Description:

Accident history reports of county vehicles involved in accidents. Information includes make and model of vehicle, accident dates and claim file.

Retention:

3 years, then destroy.

REVISED



16376 ALCOHOL AND DRUG TEST RECORDS

Description:

Record of employees tested for alcohol and drug use. Testing may occur randomly, after an accident, or if there is reasonable suspicion of abuse. Information includes notification or selection to be randomly tested, test results, breath alcohol testing form and non-DOT custody and control form.

Retention:

5 years, then destroy.

REVISED

16377 WORKER'S COMPENSATION FILES

Description:

Consists of case files containing records and reports generated as the result of employment-related accidents involving county employees. Information includes Reports of Accidents Involving Only Medical Attention, Physician's Reports and Itemized Statement, Employer's First Report of Injury and Illness, Agreement as to Compensation, Conditional Waiver of Hearing, 60-Day Report, Status Report and Compensation Receipt, Supplemental Memorandum of Agreement As to Payment of Compensation, correspondence with South Carolina Workers Compensation Commission, physicians, attorneys, and employees, statements from physicians, copies of internal invoices, copies of receipts and statements for the purchase of medications, copies of purchase requisitions, copies of health insurance claim forms, copies of patient return reports and disposition forms from physicians and handwritten notes.

Retention:

Employer's First Report of Injury: 3 years after settlement, then transfer to employee personnel files.

Other Records: 10 years after case settlement, then destroy.

REVISED



16973 WORKERS COMPENSATION AUDIT REPORTS

Description:

Reports used to calculate workers compensation annual premiums. Information includes total salaries, number of employees in each classification code and total salaries of each class code.

Retention:

5 years, then destroy.