

0780 Employee Medical Records

Description: Documents individual employee medical histories.

Examples: Records may include medical examination records, first aid records, records of occupational illnesses or injuries, disability documentation (including accommodation requests), health insurance claims records, medical leave records, and doctor's reports.

Retention Period: **Retain until separation or termination plus 30 years, and then securely destroy.**

Authority: 29 C.F.R. §§ 1602, 1627, 1630.14, 1910.20; 45 C.F.R. §§ 164.528, 164.530