

WAC 296-27-02107 Retention and updating. (1) The employer must save the OSHA 300 Log, the privacy case list (if one exists), the OSHA 300-A Annual Summary, and the OSHA 301 Incident Report forms for five years following the end of the calendar year that each of these records cover.

(2) The employer must update stored OSHA 300 Logs during the five-year retention period 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, the employer must remove or line-out the original entry and enter the new information.

Note: During the five-year retention period, the employer is not required to update the OSHA 300-A Annual Summary of Work-Related Injuries or Illnesses, or the OSHA 301 Incident Reports, but may do so.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, 49.17.060, and chapter 49.17 RCW. WSR 25-18-088, s 296-27-02107, filed 9/2/25, effective 10/3/25. Statutory Authority: RCW 49.17.010, 49.17.040, and 49.17.050. WSR 19-17-068, § 296-27-02107, filed 8/20/19, effective 1/1/20; WSR 15-11-066, § 296-27-02107, filed 5/19/15, effective 7/1/15; WSR 02-01-064, § 296-27-02107, filed 12/14/01, effective 1/1/02.]