**Section 350.380 Retention and Updating**

a) Basic Requirement

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

b) Implementation

1) During the storage period, update the 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, remove or line out the original entry and enter the new information.

2) The employer is not required to update the annual summary, but may do so if he or she wishes.

3) The employer is not required to update the OSHA 301 Incident Reports, but may do so if he or she wishes.