

**OSHA General Industry Recordkeeping Requirements
(29 CFR Parts 1903, 1904, and 1910)**

***Indicates annual requirements**

Category: Inspections, citations, and proposed penalties (1903.2)

Who: All employers

When: Time frame is not specified

Elements: Post OSHA form 3165 notifying employees of their rights and responsibilities under the OSH Act

Category: Citations (1903.16)

Who: Employers who receive citations for violations of OSHA regulations

When: On receiving a citation

Elements: Immediately post the citation at or near the place where the violation occurred

Post the citation until the violation has been abated or for three working days, whichever is later

Category: Abatement verification procedures (1903.19)

Who: Employers who receive citations for violations of OSHA regulations

When: Within 10 calendar days after the abatement date

Elements: Submit documentation showing that abatement is complete for the following violations:

- willful
- repeat
- serious

Abatement plans may be required when abatement time is more than 90 calendar days

Periodic progress reports may also be required

Category: Injury and illness recordkeeping (1904)*

Who: Employers with 11 or more employees (except listed low-hazard industries)

When: Annually, post 300A summary from February 1 through April 30

Retain recordkeeping forms for five years following the covered year

Elements: OSHA forms 300, 301, 300A, and privacy list (if one exists)
