Miscellaneous

How long do I need to keep copies of SDS for products no longer in use?

One of the most common misconceptions about Safety Data Sheets (SDSs) is that they must be retained for 30 years. While retaining these documents is certainly a recommended best practice, it is not a regulatory requirement per se. In fact, the regulatory requirement outlined in 29 CFR 1910.1020(d)(1)(ii) states that employee exposure records must be maintained for 30 years.

For SDSs, 29 CFR 1910.1020(d)(1)(ii)(B) says that they need not be kept for any specified period, as long as some record of the identity of the substance (the chemical name if known), where it was used and when it was used is kept for at least 30 years.

In SDS Manager, archive the SDS of a product you no longer use instead of deleting it. The SDS stays in the archive (**Archive**, tab **Archived SDSs**), and archived SDSs do not count towards the number of SDSs in your plan. Read more: What do I do with SDS for chemicals that we no longer use (Archive SDS)?

Unique solution ID: #1067

Last update: 2026-11-10 06:11

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URL: https://sdsmanager.com/faq/content/275/en/how-long-do-i-need-to-keep-copies-of-sds-for-products-no-longer-in-use