

Records Management

I. PURPOSE

The purpose of this procedure is to specify requirements for retaining and maintaining EMS records for the US EPA Region 9 office.

II. SCOPE

This procedure applies to all records generated through the Region 9 office EMS. Records are essential to record the performance of the EMS. This includes all data necessary to determine if Region 9 meets its Objectives and Targets as well as backup information.

III. GENERAL INFORMATION

Definitions

Record: Information or data on a particular subject collected and preserved. Examples of records include: drawings, specifications, contract language, meeting minutes, checklists, organizational charts, photos, training records, audits, etc.

Master Computer System: Refers to the location of electronic EMS records (split between two specific EMS sites, one on the internet and one on Lotus Notes).

IV. APPROACH

1. Records are legible, identifiable, protected and easily retrieved for review.
2. Records associated with the EMS may be disposed when they are three years old unless they are subject to other retention requirements.

V. RECORDS

1. Records management procedure

IV. REVISION HISTORY

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