

I. PURPOSE:

This procedure applies to all documentation and recordkeeping maintained in compliance of federal, state and local authorities.

II. POLICY:

Documentation/Recordkeeping shall be retained at the site in accordance with federal, state and local requirements.

IV. PROCEDURE:

1. Establish an archive file by environmental media and/or contractor/vendor/service company/disposer.
2. Maintains the Records Control Chart.
3. Review annually all changes to procedures affecting the Environmental Management System for possible changes to the Records Control Chart.
4. Retain documents/records as required by federal, state and local authorities in archives and in accordance with corporate guidelines, whichever is more stringent.