Master List of EMS Records

Record Title/Description	Media Type	Retention Time	Location of Record	Person Responsible for Maintaining Record
Relevant Contracts & Permits	Paper/Electronic	Life of Operational Relevance	STAPLES Server	President
Annual External Audit Report (Certification Report)	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager
Annual EMS Performance Report	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager
Record of Annual EMS Internal Audit Report	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager
Record of Annual Management Review	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager
Corrective Action Request Forms	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager
Environmental Incident Reports	Electronic	5 years minimum	STAPLES Server	VP of Engineering
Relevant Public Inquiries and Communications	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager
Aspect Ranking	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager
Objectives & Targets	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager
SPCC Tank Inspections	Paper/Electronic	5 years minimum	STAPLES Server	VP of Engineering
Training Records and Certifications	Electronic	5 years minimum	STAPLES Server	VP of Engineering
Environmental Permits (air, water, waste, emergency)	Paper/Electronic	5 years minimum	STAPLES Server	VP of Engineering
AEG Ecometrics	Electronic	5 years minimum	Resourceadvisor.com	Sustainability Programs Manager
Emergency Procedures	Paper/Electronic	5 years minimum	STAPLES Server	Heads of Security
Generator Testing Log	Paper	5 years minimum	Generator Room	VP of Engineering
Refrigerant Logs	Paper/Electronic	5 years minimum	STAPLES Server	VP of Engineering
Notices of Violation	Paper/Electronic	10 years minimum	STAPLES Server	VP of Engineering
Green Team Meeting Agendas	Paper/Electronic	2 years minimum	STAPLES Server	Sustainability Programs Manager
Success Stories & Pictures for Corporate Sustainability Report	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager
Employee Guidelines/Forms	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager
Fire Pump Inspections	Paper	5 years minimum	Fire Pump/Room	VP of Engineering
Archived EMS Documentation	Electronic	5 years minimum	STAPLES Server	Sustainability Programs Manager