

Table 4.5.4.1 List of Records

Record Type	Record Name	Hard Copy Filing Location	Electronic Location	Filing Designation	Retention Time *May change when directives are updated for EMS filing designation
4.3.3 Objective/Target Records Spreadsheet	4.4.3.1_Objectives_targets_PSICC_tamarisk	Supervisor's Office	J:\fsfiles\office\plan_rev\ems\ems_id_tm\4_3_3_Objective_targets	1331	6 years
4.4.1 Resources, Roles, Responsibility and Authority	Designation – Anthony Edwards, EMS Management Representative	Supervisor's Office	Correspondence Database for October 2006	1330	6 years
4.4.2 Competence, Training and Awareness Training Records	7/19/06 Cimarron/Comanche EMS Training Sign-up	Supervisor's Office		1331	6 years
	9/6/06 EMS Orientation and Awareness Training for Supervisor's Office Employees – Sign-Up	Supervisor's Office		1331	6 years
	9/6/06 Powerpoint Training Materials	Supervisor's Office		1331	6 years
	10/18/06 SO Program Manager's Training sign-up and agenda	Supervisor's Office		1331	6 years
4.4.3 - Communication	10/14/06 – Phone Conversation Sheet (Clarence Bulkley)	Supervisor's Office		1331	6 years
	List of Contractors and other agencies that had EMS letter mailed to them from the Cimarron	Supervisor's Office			
	9/11/06 and 9/26/06 – Phone conversation sheet (Jim Walter)	Supervisor's Office			
	10/10/06 – Phone conversation sheet (Royce Burch)	Supervisor's Office			
	9/20/06 – Phone conversation sheet (Carolyn Smith)	Supervisor's Office			
	7/14/06 – Phone conversation sheet (Gary Hall)	Supervisor's Office			
	10/25/06 – Phone conversation sheet (Doug Johnson)	Supervisor's Office			

Person Responsible for Document: EMS Management Representative

Approved By: Robert J. Leaverton, Forest Supervisor

Record Type	Record Name	Hard Copy Filing Location	Electronic Location	Filing Designation	Retention Time *May change when directives are updated for EMS filing designation
	9/26/06 – Phone conversation sheet (Lonnie Jackson)	Supervisor’s Office			
	10/25/06 – Phone conversation sheet (Bethel Allotment)	Supervisor’s Office			
	10/30/06 – Phone conversation sheet (McClure)	Supervisor’s Office			
	9/13/06 – Phone conversation sheet (Jim Russel)	Supervisor’s Office			
	10/17/06 – Phone conversation sheet (Lavoe Schaller)	Supervisor’s Office			
	10/3/06 – Phone conversation sheet (Mike Schnauffer)	Supervisor’s Office			
	9/29/06 – Phone conversation sheet (Tim Erickson)	Supervisor’s Office			
	9/29/06 – Phone conversation sheet (Bruce Hall)	Supervisor’s Office			
	10/14/06 – Phone conversation sheet (Clarence Buckley)	Supervisor’s Office			
	6/26/06, 6/28/06 (x2), 10/12/06, 10/23/06, 10/24/06 and 10/26/06 – Phone conversation sheet (Bill Barnes)	Supervisor’s Office			
	6/23/06 and 8/31/06– Phone conversation sheet (Jeff Pate)	Supervisor’s Office			
4.4.7 Emergency Preparedness & Response Records	10/12/06 Review of Evacuation Plan and Fire Drill for Comanche National Grasslands sign-up	Supervisor’s Office		1331	6 years
	Incident #1314 Minor Report	Supervisor’s Office		1331	6 years
	Incident #1350 Minor Report	Supervisor’s Office		1331	6 years
	9/27/06 Evacuation Team Meeting Agenda	Supervisor’s Office		1331	6 years
	11/3/06 Fire Drill Documentation on the Cimarron National Grasslands (signatures are at the District Office)	Supervisor’s Office		1331	6 years

Person Responsible for Document: EMS Management Representative

Approved By: Robert J. Leaverton, Forest Supervisor

Record Type	Record Name	Hard Copy Filing Location	Electronic Location	Filing Designation	Retention Time *May change when directives are updated for EMS filing designation
4.5.3 Nonconformity, Corrective and Preventive Action Records	10/15/06 Nonconformance Form (originator: Brian Cox)	Supervisor's Office		1331	6 years
	10/25/06 Nonconformance Form (originator: Anthony Edwards)	Supervisor's Office		1331	6 years
	7/25/06 Nonconformance Form (originator: Anthony Edwards)	Supervisor's Office		1331	6 years
	7/25/06 Nonconformance Form (originator: Anthony Edwards)	Supervisor's Office		1331	6 years
	10/25/05 Nonconformance Form (originator: Bill Barnes)	Supervisor's Office		1331	6 years
	10/13/06 Nonconformance Form (originator: Nancy Brewer)	Supervisor's Office		1331	6 years
4.6 Management Review Records	9/12-14 Forest Leadership Notes	Supervisor's Office		1331	6 years
	11/3/06 - Monitoring and Measurement Summary for Heritage	Supervisor's Office		1331	6 years
	10/31/06 – EMS Project Lists for Cimarron	Supervisor's Office		1331	6 years
	11/6/06 – Monitoring and Measurement Summary for Oil & Gas	Supervisor's Office		1331	6 years
	11/6/06 – Monitoring and Measurement Summary for Fire	Supervisor's Office		1331	6 years