

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
Subject: RECORDS RETENTION	FMEP-A-0045	Rev. No. 0
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1.0 PURPOSE

To identify the Records Retention Schedule which identifies all the record types subject to retention requirements.

2.0 GENERAL

2.1 Applicability

This procedure applies to the Facility Maintenance and Engineering (FME) organization.

2.2 Definitions

Retention Period: The approved retention period of time during which records must be maintained because they may be needed for operational, legal, fiscal, historical, or other purposes. A retention period may be expressed as contingent upon the occurrence of an event.

Active Record: A record is active as long as it is regularly used. Active record refers to issued documents and the period during which they are being used, accessed frequently, or included with other documents as a package.

3.0 PROCEDURE

The Records Retention Schedule (Exhibit A) identifies the record types generated and/or collected. Documents generated by subcontractors or others, which are controlled by the FME organization, are also subject to retention requirements.

FMEP-A-0045 Exhibits

Exhibit A – Records Retention Schedule (1 page)