

USDA FOREST SERVICE



Pike/San Isabel National Forests and Cimarron/Comanche National Grasslands ENVIRONMENTAL MANAGEMENT SYSTEM GUIDEBOOK

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4.5.4 – CONTROL OF RECORDS

ISO 14001 REQUIREMENTS

This element describes the storage location and retention requirements for EMS records to ensure that records are identifiable and retrievable.

PURPOSE

To ensure that the PSICC identifies, maintains and disposes of all records generated by the EMS from planning to implementation of the procedures in the relevant documentation.

SCOPE

This Section provides the procedure for the administration and control of all EMS records.

DEFINITIONS

Record – Document stating results achieved or providing evidence of activities performed.

PROCEDURES AND RESPONSIBILITIES

EMS records are maintained through a formal file management system. This system conforms to Forest Service Standards. The system is designed to: ensure compliance with all reporting requirements mandated by law, regulation, and policy; maintain accountability for key operations; and assure timely and efficient access to environmental data. A list of types of records, filing locations, filing designations, and retention time are included in [Table 4.5.4.1 List of Records](#). Records that will be listed in this table include, but are not limited to, those related to monitoring significant aspects; objectives and targets; emergency preparedness and response; and non-conformance, corrective action and preventive action.

Official EMS records are retained in hard copy and are generally stored at the office of their origination.

Designated Ranger District and Supervisor's Office Project Inspection/Administration personnel are responsible for ensuring record maintenance, protection, archiving, and disposal for EMS records associated with Operational Control procedures. Records will be stored in the project file under the appropriate FSM file code.

For all other EMS records, the EMS Management Representative is responsible for record maintenance, protection, archiving, and disposal.

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