Verification	Originator	Approved	Issued
Initials	ADS	ST	ST
Date	12/10/2014	12/15/2014	12/15/2014

Title: COFL-FF-EP-4.5.4-3 Control of Records Annual Review Maintenance

Person responsible: **Management Representative**

Area of application: **Fleet Fenceline**

Document location: **www.fortlauderdale.gov/ESMS**

Revisions

Rev. No.	Date	Description
001	1/19/16	Changed Senior Management to Management Review Team
002		

Recurring action items

Activity	Responsibility	Frequency
1. Update, maintain and control records on a regular basis.	ESMS Coordinator	As needed
2. Document management reviews	ESMS Coordinator	Each management review
3. Obtain input from Management Review Team	Management Representative	As necessary
4. Develop/revise procedures as appropriate based on feedback.	FF Team	As necessary
5. Review Records Retention & Destruction Policy with ESMS Core Team	ESMS Coordinator	Annually or within 30 days of any audit

Participants in this Review			
Employee	Section	Signature	Date

Activity *(update where needed)*	**Review Comments**
Reexamined the Procedure and Records Retention Policy	Added Control of Records Matrix to Process and clarification to some of the processes. Updated frequency of control of records in recurring action items. Changed Senior Management to Management Review Team.