



Verification	Originator	Approved	Issued
Initials	MAJ	ST	ST
Date	7/27/20145	7/29/2015	7/29/2015

Title: COFL-FF-ED-4.5.4-4 Control of Records Matrix

ESMS ID/Element	Records	Responsibility	Location	Type of Record	Origination Date	Retention Period	Destruction Date
Environmental Aspects (4.3.1)	Surface Water Management Licensing Exemptions	Environmental Services Manager	Hard Copy – Fleet Services Bookcase	Regulation		Permanent	
Legal & Other Requirements (4.3.2)	Hazardous Material Management Facility License (HM-04360-14) - Fleet Service	City of Fort Lauderdale Central Garage (Fleet) / Troy Balint	Hard Copy – Fleet Services Bookcase	Permit (Petroleum Products, Solvents, Batteries, Waste Coolant, Rags, Fluorescent Tubes)	6/1/14	5/31/16	
Legal & Other Requirements (4.3.2)	Hazardous Material Management Facility License (HM-04360-14) - Fleet Service	City of Fort Lauderdale Central Garage (Fleet)	Hard Copy – Fleet Services Bookcase	Permit (Petroleum Products, Solvents, Batteries, Waste Coolant, Rags, Fluorescent	2/19/2008-5/25/14	History of permits for site	



ESMS ID/Element	Records	Responsibility	Location	Type of Record	Origination Date	Retention Period	Destruction Date
				Tubes)			
Legal & Other Requirements (4.3.2)	Hazardous Material Management Facility License (ST-01787-14) – Utilities and Maintenance Shops	City of Fort Lauderdale Central Garage Fuel Facility / Troy Balint	Hard Copy – Fleet Services Bookcase	Permit (Petroleum Products, Solvents, Batteries, Waste Coolant)	6/1/14	5/31/16	
Legal & Other Requirements (4.3.2)	Hazardous Material Management Facility License (ST-01787-14) – Utilities and Maintenance Shops	City of Fort Lauderdale Central Garage Fuel Facility	Hard Copy – Fleet Services Bookcase	Permit (Petroleum Products, Solvents, Batteries, Waste Coolant)	4/7/08 – 31/14	History of permits for site	
Legal & Other Requirements (4.3.2)	Industrial Site Stormwater (SSIND) Inspection Report - various	Keith Chin	Hard Copy – Fleet Services Bookcase	Inspection Records – 2010 to 2015	1/19/2010-2/23/15		
Legal & Other Requirements (4.3.2)	Hazardous Material Management Facility Inspection Report (POSSE Facility Number	Broward County Environmental Protection and Growth Management Department	Hard Copy – Fleet Services Bookcase	Inspection Records – 2008 to 2014	4/11/2008-1/3/2014		



ESMS ID/Element	Records	Responsibility	Location	Type of Record	Origination Date	Retention Period	Destruction Date
	04360) – Storage Tanks						
Legal & Other Requirements (4.3.2)	Florida Dept. of Environmental Protection – Industrial Pretreatment Program (GTL)	Larry Teich	Hard Copy – Fleet Services Bookcase	Inspection Record - 2015	6/30/2015		
Legal & Other Requirements (4.3.2)	Monthly Site Review and Inspection Report	Florida Metro Construction Co.	Hard Copy – Fleet Services Bookcase	Inspection Records – 2014	1/2/2014 – 12/5/2014		
Legal & Other Requirements (4.3.2)	City of Fort Lauderdale Permit #07120068 – Underground Fuel Tank	City of Fort Lauderdale – Fleet Services	Hard Copy – Fleet Services Bookcase	Permit	1/22/2008		
Legal & Other Requirements (4.3.2)	Refrigerant Licenses	Program Manager / Facilities Maintenance Foreman / Contractor (First Vehicle Services)	Hard Copy – Fleet Services Bookcase	Copies of Certificates	Varied		

