



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

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

ESMS ID/Element	Records	Responsibility	Location	Type of Record	Origination Date	Retention Period	Destruction Date
Control of Records, Legal and Other Requirements, Monitoring and Measurement, Evaluation of Compliance	Compliance monitoring, calibration and maintenance records, lab certification.	Regional Wastewater Facilities Manager, Laboratory Supervisor	File cabinets at GTL, Chief office, Environmental Laboratory	Monitoring, calibration, certificate	Test dates continual	No less than 3 years	
Control of Records, Legal and Other Requirements, Evaluation of Compliance	Monthly Operating Reports	Chief Operator, Facilities Manager	PW Shared Drive\Departmental\Administration\Water and Wastewater Monthly Reports	FDEP monthly reports	Due by 28 <sup>th</sup> of each month	No less than 3 years	
Control of Records, Legal and Other Requirements, Evaluation of Compliance	Permit Applications	Regional Wastewater Facilities Manager	Regional Wastewater Facilities Manager Office	Operating and Underground Injection Control Permit	Due every 5 years	No less than 3 years	

