EnMS Records Control Index Example

| **EXAMPLE EnMS RECORDS INDEX (partially completed)** | | | **DATE:** | |
| --- | --- | --- | --- | --- |
| **Identification**  **(Record Type or Title)** | **Record Owner**  **(Responsible Position)** | **Storage Location** | **Retrieval by:** | **Minimum Retention**  **Time** |
| Appointment of Energy Management Representative | Energy Management Representative | k://EnMS/records | Title | Indefinite |
| Natural Gas Consumption Data | Energy Coordinator | k:/EnMS/energyreview/natgas | Date | 5 years |
| Electrical Consumption Data | Energy Coordinator | k:/EnMS/energyreview/elec | Date | 5 years |
| Propane Purchase Orders and Invoices | Purchasing Specialist | Purchasing File Cabinet A | Date | 5 years |
| Fuel Purchase Orders, Delivery Tickets and Invoices | Purchasing Specialist | Purchasing File Cabinet A | Vendor name/date | 5 years |
| General EnMS Awareness Training Records (sign-in sheets) | Department Managers | Departmental File Cabinets | Date | 3 years |
| Preventive Maintenance (PM) Records | Maintenance Manager | MISMO PM Database | Equipment name/date | 3 years |
| Internal EnMS Audit Records | Internal Audit Program Manager | k://EnMS/audits | Date | 5 years |
| Internal Auditor Training Records | Internal Audit Program Manager | k://EnMS/audits/trainingrecs | Employee Name | 3 years |
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