

## Records Inventory Worksheet

Department: **Environmental Services**

Date Completed: **December 21, 2011**

Time Period Covered: **January 2007- December 2011**

Completed by: **B. McEwan**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Staffing Schedules	8 week blocks of schedules for the staff including assignments	Manager's Office	Paper	7 years	Final and Signed	Manager
Departmental Quality Reviews	Departmental reviews of quality concerns and follow-up actions.	Manager's Office	Paper	5 years	Ongoing	Manager
Equipment Records	Documentation regarding equipment service contracts and maintenance completed.	Manager's Office	Paper	7 years	Ongoing	Manager