

## Documents and Records Management

### Installation Supplement – Eustis

**Overview:** JBLE-Eustis adopts the AF EMS Playbook procedure for this element. The following supplemental content describes how JBLE-Eustis intends to implement this procedure.

### **Purpose:**

The purpose of document control is to ensure that:

- Appropriate, current information is available to affected JBLE-Eustis military, civilians, and mission partners when needed;
- Critical documents are periodically reviewed and revised as needed; and
- Obsolete documents are removed from eDASH.

JBLE-Eustis follows the Air Force Files Maintenance and Disposition System specified in AFMAN 33-363, *Management of Records*, and AFI 33-364, *Records Disposition: Procedures and Responsibilities*.

### **Background:**

There are numerous documents required for JBLE-Eustis EMS program to show compliance with ISO 14001 Standard and all permits, plans and requirements applicable to each environmental program. JBLE-Eustis EMS will follow the current version of the [Environmental Documentation Guidance](#).

### **EMS Documents:**

Documents must be legible, dated (with dates of revision as appropriate) readily identifiable, maintained in an orderly manner, and retained for the appropriate period of time. Those documents required by the Environmental Documentation Guidance will be metadata attributes completed IAW the guidance.

- Only current versions of all documents are currently maintained electronically on the JBLE-Eustis eDASH site, to include all installations under the scope of Environmental Management System.
- All UEC's, Shop Managers and affected Military are responsible for having access to documents for relevant operations. Contact 733 CES/CEIE for any questions pertaining to relevant documents.

- When revised or new documents are available, notifications will be made by the document owner via appropriate form of communication to all affected JBL-Eustis Military/Civilian personnel.
- Controlled documents may be printed from eDASH for instructional, reference or knowledge purposes. Personnel must verify current document version is utilized.
- All EMS documents older than current year plus two years will be deemed obsolete and removed from eDASH. Only current versions of Environmental Program Documents (e.g. Permits) will be available on eDASH and older versions will be deemed obsolete and removed from eDASH.
- All documents (EMS and Environmental Program Specific) will be reviewed annually and verified to be the current version. All non-current, or older than three years, will be removed from eDASH.
- When Environmental Specific Program updated documents are stored on eDASH, older versions will be removed at that time.
- Records generated by the implementation, maintenance, or monitoring of operational controls will be kept and maintained by the person responsible for their control, as listed in the Environmental Action Plan (EAP).
- Non-current documents and records are archived on the 733 CES internal share drive to prevent unintended use. Archived documents are for historical purposes only.
- The EMS Coordinator is the designated Records Custodian for EMS.
- Document Owners are responsible for identifying obsolete files and archiving them in respective document library folders.
- Annual documentation review will be communicated with the EMS CFT and reported as part of the Management Review.

- Environmental Program Managers are responsible for completing document reviews, updating and removing documents, on their respective environmental eDASH page.

**Process:**

As part of the Management Review, the EMS Coordinator will review all documents posted on the EMS eDASH at least annually. All documents pertaining to the quarterly EMS-CFT meetings can be found [here](#). ESOHC meeting slides and minutes can be found [here](#).

**Associated Resources:**

- Document Reviews
- EMS-CFT and ESOHC Meetings

\* Reviewed/Updated 22 Nov 22 by Ms. Joanna Bateman