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Authored By: Susan Fielding	Catlettsburg Refining, LLC  Marathon Petroleum Company LP	Doc No.: RSW-EP-AS-SWI-06- CB Rev No: 08
Doc Custodian: Safety Professionals	Record Retention (Safety)	Safe Work Instruction
Approved By:	(4.1.1.1)	
Safety Supervisor/Central		
Files		
Date Approved: 2/03/2020	Next Review Date02/28/2023	Effective Date: 02/03/2020

# TABLE OF CONTENTS

PURPOSE	<u>raye</u> 2
RESPONSIBILITIES	2
REQUIREMENTS	2
REVISION HISTORY	3

Printed: 7/22/2021 Page 1 of 3

Catlettsburg Refining, LLC	Safe Work Instruction	
Title: Record Retention (Safety)	Doc Number: RSW-EP-AS-SWI-06-CB	Rev No: 08

## **PURPOSE**

The purpose of this work instruction is to specify requirements to aid in the management of the refinery's Safety and Health records to meet compliance responsibilities. This procedure applies to all company safety and health records and all media on which information is stored.

#### **RESPONSIBILITIES**

- 1.0 The RLT (Refinery Leadership Team) shall ensure compliance with this Work Instruction.
  - 1.1 Each department who maintains the document is responsible for establishing a record system for the specific records they maintain to ensure they are accurate and up to date.

### **REQUIREMENTS**

- 1. Records will be maintained current and up-to-date.
- 2. The minimum records to be maintained together with the retention time are in accordance with regulatory and/or MPCLLC requirements. To locate the requirements, go to the Retention Schedule, formerly known as the Enterprise Retention Classification Schedule (ERCS).
  - A Go to MPC Connect
  - B. In the search box type in Retention Schedule.
  - C. Select "Retention Schedule".
  - D. Use the search fields to streamline the criteria for the document you wish to find.
- 3. Other records or documents may be maintained in the Regulatory File as deemed necessary by the department or area responsible for the records.
- 4. They must be readily accessible to internal and external regulatory personnel.

Printed: 7/22/2021 Page 2 of 3

Catlettsburg Refining, LLC	Safe Work Instruction	
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# **Revision History**

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
01	Additional categories added to Attachment 1	Doris Derifield	RMT	10/16/03	10/16/03
	<ul> <li>(2) Updated header</li> <li>(3) Changed date</li> <li>(4) Changed</li> <li>(5) Removed attachment.</li> <li>Note: 2-5 should have been revisions. Point forward the revisions will be up to date.</li> </ul>	Doris Derifield Darin Barber Darin Barber Sandy LeMaster	RMT Darin Barber Darin Barber Greg Gibson	10/16/03 09/22/08 09/22/08 02/27/12	10/16/03 10/16/08 10/16/08 02/27/12
06	Added Revision History	Dee Hill		07/23/14	
07	Reviewed no Changes	Susan Fielding	Greg Gibson	02/16/17	02/16/17
08	Updated terminology and website access information; updated header	Melissa Hutchinson	Greg Gibson	02/03/2020	02/03/2020

Printed: 7/22/2021 Page 3 of 3