

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

**TABLE OF CONTENTS**

	<b><u>Page</u></b>
<b>PURPOSE</b> .....	<b>2</b>
<b>RESPONSIBILITIES</b> .....	<b>2</b>
<b>REQUIREMENTS</b> .....	<b>2</b>
<b>REVISION HISTORY</b> .....	<b>3</b>

Printed copies should be used with caution. The user of this document must ensure the current approved version of the document is being used.

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.

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

## 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
	(2) Updated header	Doris Derifield	RMT	10/16/03	10/16/03
	(3) Changed date	Darin Barber	Darin Barber	09/22/08	10/16/08
	(4) Changed	Darin Barber	Darin Barber	09/22/08	10/16/08
	(5) Removed attachment. <b>Note:</b> 2-5 should have been revisions. Point forward the revisions will be up to date.	Sandy LeMaster	Greg Gibson	02/27/12	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 copies should be used with caution. The user of this document must ensure the current approved version of the document is being used.