

LEPC Record Retention Schedule

At a minimum, LEPCs should maintain the following records for:

RECORD	1 YR	2YR	5 YR	Until Superseded	No Longer Useful
Local emergency management plans and pertinent annexes				X^D	
Material Safety Data Sheets (MSDS) or information on where to obtain them				X^D	
Initial and follow-up hazardous chemical spill release reports			X^D		
LEPC bylaws				X^D	
Minutes of LEPC and committee meetings					X^P
Kansas Tier II reports for covered facilities		X^D			
LEPC membership list	X^D				

Record Disposition

P: Permanent Storage (can be in electronic format)

D: Destroy

For more information on record retention schedules, please visit:

[Records Retention and Disposition Schedules - Kansas Historical Society](#)