



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Budget and Planning

TITLE: Biennial Reports

CUTOFF:EOCY in which report completed

DESCRIPTION: Large generators and permitted facilities file report covering each odd-numbered calendar year outlining hazardous waste generated or managed.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22214

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Category Tax Background Documentation

CUTOFF:WSO

DESCRIPTION: Records contain information such as notes from meetings with regulated community on fee structure, spreadsheets with funding scenarios and forecasted revenues, working papers with background information and research data on other states fee structures, draft and final proposed bill language, and legislative fiscal notes regarding the development of the Hazardous Waste Program fee structures. Records are used for research, verification and future development of legislative initiatives affecting the funding which supports the Hazardous Waste Program.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22203

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Certified Mail Receipts

CUTOFF:EOFY in which report should have been filed

DESCRIPTION: "Green Cards" returned by US Postal Service from Notice of Violations (NOV's) sent to non-payers and non-reporters. Records are used by the Fee and Tax Unit to prove notices were delivered or attempted but returned to Hazardous Waste Program as "refused" or "undeliverable".

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23163

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Budget and Planning

TITLE: Deposit packet

CUTOFF: EOSFY

DESCRIPTION: Packet of internal program documents which verify deposit figures for individual sections.

RETENTION: Years: 7 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23161

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Deposit Slips

CUTOFF: EOSFY

DESCRIPTION: Program revenue deposits.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22184

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Employee Activity Reports to include Superfund Activity

CUTOFF: EOCY

DESCRIPTION: Time sheets and leave slips specifically related to cost recovery and Hazardous Waste Program activities.

RETENTION: Years: 50 Months: Days:

NOTES:

DISPOSITION ACTION: Return to Agency

SERIES: 22185

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Budget and Planning

TITLE: Employee Training Forms

CUTOFF: Separation of employment

DESCRIPTION: Training forms for all Hazardous Waste Program employees are completed for all training activities. Forms document approval for training and indicate what training is completed.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Form PT1.

DISPOSITION ACTION: Destroy

SERIES: 22182

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Generator and Facility Summary Reports

CUTOFF: EOSFY in which report completed

DESCRIPTION: Reports completed by site to detail hazardous waste generated or received. Required by 260.380 RSMo and 10 CSR 25-5.262.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22212

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Grant Files

CUTOFF: EOFY in which grant closes

DESCRIPTION: Records related to the expenditure of funds received under a grant. Documents remain active until project is completed, reporting requirements are satisfied, and final payments are received.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23166

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Budget and Planning

TITLE: Inactive Waste Oil Registration Forms

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22215

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Notification of Regulated Waste Activity Form

CUTOFF:EOCY in which registration received

DESCRIPTION: Regulated sites that generate, manage, treat or transport hazardous waste must register and receive EPA identification number. Required by 260.380 RSMo and 10 CSR 25-5.262.

RETENTION: Years: 99 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22217

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Payment Documents to include Superfund Activity

CUTOFF:EOSFY

DESCRIPTION: Payment documents including expense reports, invoice payments, non-match encumbrance payments and match encumbrance payments specifically related to Hazardous Waste Program activities.

RETENTION: Years: 50 Months: Days:

NOTES:

DISPOSITION ACTION: Return to Agency

SERIES: 22186

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Budget and Planning

TITLE: Payment Remittance Information

CUTOFF: EOSFY

DESCRIPTION: Records consist of working papers used to post payments to accounts of hazardous waste generators who owe fees. Records also help insure the deposit forms are completed properly using the correct individual accounting strings for adequate fund tracking.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23159

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Personnel Files

CUTOFF: Separation of employment

DESCRIPTION: Program's reading file of employee's personnel history and activities.

RETENTION: Years: 0 Months: Days:

NOTES: Sent to Department of Natural Resources Human Resources for incorporation into original personnel file.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 23164

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Transporter's Used Oil Annual Report

CUTOFF: EOSFY in which report is filed

DESCRIPTION: Used oil transporters that handle over 1,000 gallons of waste during the reporting period must file a report, per 40 CFR 279 and 10 CSR 25-11.279. The report includes information on the generator, transporter, and the quantity of used oil.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23160

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Budget and Planning

TITLE: Waste Oil Logs

CUTOFF:

DESCRIPTION:

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22228

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003
