



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Hazardous Waste Program

Division: Division of Environmental Quality

Sub-Section: Superfund

TITLE: Dioxin Files

CUTOFF: EOSFY

DESCRIPTION: These files are inclusive to activities regarding Dioxin Contaminated Sites and include general, technical and confidential files. Records include, but are not limited to briefing documents, legal documents, assessment reports, sample results, general correspondence, confidential reports and correspondence, sampling plans, and reports, and documents received from the Environmental Protection Agency.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22204

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: General Files

CUTOFF: EOSFY

DESCRIPTION: These are documents regarding the section as a whole and are not site specific. Files include county files and National Priorities List (NPL) files. County files may include, but are not limited to, correspondence, Desk Top Review decisions, Remedial Site Assessment decisions, Laboratory Analysis reports, and Site Investigation reports regarding multiple county sites in Missouri. NPL files include correspondence with other state and federal agencies and constituents regarding sites on or requested to be placed on the NPL and lists of NPL sites.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22224

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: Superfund

TITLE: Natural Resources Damages (NRD) Files

CUTOFF: EOSFY

DESCRIPTION: NRD files are used for natural resource damages claims, which could occur via settlement negotiations or through litigation and include general, technical and confidential files. Damages are compensation for injured natural resources that the Director of the Department of Natural Resources is responsible for recovering for public use. Compensation is used to restore, replace, rehabilitate or acquire the equivalent of the injured natural resources. Records include, but are not limited to briefing documents, legal documents, assessment reports, sample results, general correspondence, confidential reports and correspondence, sampling plans, and reports, and documents received from the Environmental Protection Agency.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22222

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Preliminary Assessment Site Inspection (PASI)

CUTOFF: EOSFY

DESCRIPTION: These are reports created by the Site Assessment Unit staff to provide information on site screening performed by them on their respective superfund sites.

RETENTION: Years: 30 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23170

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Quality Assurance Files

CUTOFF: EOSFY

DESCRIPTION: Files include, but are not limited to, work plans and Environmental Protection Agency reports created by Superfund staff in regard to their Superfund sites.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22190

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: Superfund

TITLE: Registry Files

CUTOFF: EOSFY

DESCRIPTION: These are reports created by Superfund staff and used to create the Missouri Registry Annual Report. Files also concern the Registry sites.

RETENTION: Years: 30 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23169

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Superfund Administrative Files

CUTOFF: EOSFY

DESCRIPTION: Quarterly reports created by Superfund staff and sent to the Environmental Protection Agency (EPA), as required by the EPA grants received by the Hazardous Waste Program (HW). Correspondence is between HWP staff and the EPA and other state and federal agencies.

RETENTION: Years: 30 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23168

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Technical Files

CUTOFF: EOSFY

DESCRIPTION: These are site specific files, which include correspondence with other agencies (state, federal, etc.), and constituents regarding the sites, investigative reports, and decisions made based on the investigative reports.

RETENTION: Years: 30 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23171

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009