



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Regional Offices

Division: Division of Environmental Quality

Sub-Section:

TITLE: Asbestos

CUTOFF:

DESCRIPTION: Based on schedule 16-09. New draft language: Includes Asbestos Contractor Registration, Chemical Emissions Monitoring (CEM) Quarterly Reports and Audits, Post Notifications, Project Notifications and Inspections, Asbestos Accreditation's and Certifications, Enforcement records, Settlements, and other types of records created in the course of regulating asbestos removal and demolition projects. For originals. Copies of CO materials may be destroyed when no longer needed.

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22813

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Chain of Custody Files

CUTOFF:

DESCRIPTION: From 16-09 and 16-10 schedules.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22830

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Citizen Complaints

CUTOFF:

DESCRIPTION: From schedule 16-09.

RETENTION: Years: 40 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22738

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Regional Offices

Division: Division of Environmental Quality

Sub-Section:

TITLE: Construction Permits - Copies

CUTOFF: Completion of project or WSO

DESCRIPTION: Regions copies of State Revolving Fund construction permits sent from Companies. Originals kept with Program Central Office.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22826

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Construction Plans and Specifications - State Revolving Fund - Originals

CUTOFF: EOSFY

DESCRIPTION: Approved on schedule 16-10

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22823

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: County Sewage Files: Programs

CUTOFF:

DESCRIPTION:

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23221

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Regional Offices

Division: Division of Environmental Quality

Sub-Section:

TITLE: Daily Activity Reports -- Cost Recovery

CUTOFF: EOSFY

DESCRIPTION: From schedule for 16-09 and 16-10

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22831

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Discharge Monitoring Reports (DMR) and Wet Tests

CUTOFF: EOCY

DESCRIPTION: Analysis Reports of parameters in the wastewater treatment facilities. Used to monitor compliance with operating permits. Approved as part of schedule 16-09 and 16-10.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22816

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Engineering Reports/Plans/Construction Specifications: Programs

CUTOFF:

DESCRIPTION:

RETENTION: Years: 25 Months: Days:

NOTES: From 16-10, item 93A

DISPOSITION ACTION: Destroy

SERIES: 23222

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Regional Offices

Division: Division of Environmental Quality

Sub-Section:

TITLE: Facility Plans: Programs

CUTOFF:

DESCRIPTION:

RETENTION: Years: 25 Months: Days:

NOTES: From 16-10 schedule.

DISPOSITION ACTION: Destroy

SERIES: 23223

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Federal Facility Files: Non-Site General Files

CUTOFF:

DESCRIPTION:

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22210

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Petroleum Tank Files

CUTOFF:

DESCRIPTION: Based on approved schedule 16-09 for Hazardous Waste.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22810

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Regional Offices

Division: Division of Environmental Quality

Sub-Section:

TITLE: Spill Reports

CUTOFF: EOSFY

DESCRIPTION: Based on retention schedule for ESP.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22811

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: State Operating Permits - Other Programs

CUTOFF: Term of permit

DESCRIPTION: Regional Office records for operating permits and other permits in connection with solid waste facilities, hazardous waste programs, air pollution programs, drinking water, and water pollution programs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22820

SERIES STATUS: Pending

APPROVAL DATE:

TITLE: Water Supply Files

CUTOFF: EOSFY

DESCRIPTION: Based on schedule for 16-10.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22812

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003