



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: Appropriation Information

CUTOFF: EOSFY

DESCRIPTION:

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22150

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Budget and Financial Files: Document Control Sheets

CUTOFF: EOSFY

DESCRIPTION: May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22147

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Chain of Custody

CUTOFF: EOCY

DESCRIPTION:

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22158

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: Comission Hearing Transcriptions

CUTOFF:EOCY

DESCRIPTION: Rules and Regulations

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22153

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Commission Hearing Transcriptions

CUTOFF:EOCY

DESCRIPTION: Facilities and exhibits

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22152

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Commission Meeting Items: Complaint Forms

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22155

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: Commission Rules and Regulations and Comments

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22154

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Denied and/or Withdrawn Facility Files

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22165

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Discharge Monitoring Reports (DMR)

CUTOFF:EOCY

DESCRIPTION: DMR

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22140

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: District and Administrative Grants

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 31 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22166

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Employee Activity Reports: Cost Recovery

CUTOFF:EOSFY

DESCRIPTION:

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22148

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Legal Information: Bankruptcy Notices

CUTOFF:WSO

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22157

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: Legal Issues

CUTOFF:EOCY

DESCRIPTION: A. Enforcement and B. General

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22159

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Legislative Issues

CUTOFF:EOCY

DESCRIPTION: Includes A. Citizen Complaints, B Site Inspections, and C Inspection Site Violation Notices

RETENTION: Years: 40 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22160

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Medical Monitoring

CUTOFF:EOCY

DESCRIPTION: Medical monitoring

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22141

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: Payment Documents: Cost Recovery

CUTOFF: EOSFY

DESCRIPTION:

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22149

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Payroll Registers - Copies

CUTOFF: WSO

DESCRIPTION: Originals in Division of Administrative Support / Human Resources

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22142

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Program Fiscal Information

CUTOFF: EOCY

DESCRIPTION: Program's copies. Originals filed with other offices.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22161

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: Public Hearing Comments, Responses, and Records Planning

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22156

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Purchase Order Files: Cost Recovery

CUTOFF:EOSFY

DESCRIPTION:

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22162

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Quality Assurance Documents (QA)

CUTOFF:EOCY

DESCRIPTION: to include project plans (QAPPs), QA audits, Annual Quality Management Plan (QMP) Reports to EPA, QAPP/work plans, any related correspondence.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22151

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: Reduction Coordination

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22164

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Regional Solid Waste Management

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22167

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Solid Waste County General Files

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22168

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: Solid Waste Disposal Areas

CUTOFF:EOCY

DESCRIPTION: Sanitary Land Fill, Demolition Land Fill, Special Waste Land Fill

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22169

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Solid Waste Management Regions

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22170

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Solid Waste Processing Facilities Transfer Station, Resource Recovery Incinerators

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22171

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: State / Environmental Protection Agency Agreements (SEA) Files

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22143

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: State Agency Recycling and Waste

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 30 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22172

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Task Forces / Work Groups

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22144

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: Training

CUTOFF: WSO

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22145

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Unpermitted Facilities

CUTOFF: EOY

DESCRIPTION:

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 22173

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Vehicle Trip Tickets

CUTOFF: Life of vehicle

DESCRIPTION:

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22146

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Solid Waste Program

Division: Division of Environmental Quality

Sub-Section:

TITLE: Waste Tire Grants

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 31 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22175

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Waste Tire Haulers and Permits

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22174

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Waste Tire Sites and Permits

CUTOFF:EOCY

DESCRIPTION:

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22176

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003