



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Environmental Remediation Program

Division: Division of Environmental Quality

Sub-Section: Brownfields Voluntary Cleanup

TITLE: Brownfields Financial Activity Files		CUTOFF: Completion of Assessment and Reimbursement	
DESCRIPTION: Records of financial activity relating to the assessment and reimbursement for oversight of a contaminated property in the Brownfields/Voluntary Cleanup Program. Records include, but are not limited to: environmental assessments, progress reports, invoices, receipts, reimbursement payment histories, and purchase orders.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 22227	SERIES STATUS: Approved	APPROVAL DATE:	7/31/2024
TITLE: Drycleaning Environmental Response Trust (DERT) Registration Files		CUTOFF: EOCY	
DESCRIPTION: Records related to registration activities for all dry cleaner sites required to register with the Drycleaning Environmental Response Trust (DERT) Fund, per 260.915 RSMo.		RETENTION: Years: 0 Months: 0 Days: 0	
NOTES: Records may be microfilmed and then paper copy destroyed.		DISPOSITION ACTION: Permanent	
SERIES: 23154	SERIES STATUS: Approved	APPROVAL DATE:	10/27/2009
TITLE: Long-Term Stewardship Files		CUTOFF: End of State Fiscal Year in which Covenant is Dissolved	
DESCRIPTION: Records related to long-term stewardship activities involving environmental covenants between private and state entities. Records include the portion of the final report describing the remedial action taken and the contaminants remaining on site, the environmental covenant, the certificate of completion and Long-Term Stewardship (LTS) inspection forms. Records kept per 260.1024 RSMo.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives	
SERIES: 23151	SERIES STATUS: Approved	APPROVAL DATE:	7/31/2024



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Department: Department of Natural Resources

Section: Environmental Remediation Program

Division: Division of Environmental Quality

Sub-Section: Brownfields Voluntary Cleanup

TITLE: Voluntary Cleanup Program (VCP)/Remediation and Brownfield Administrative Files

CUTOFF: EOCY

DESCRIPTION: Records related to the general administrative function of the Brownfields Voluntary Cleanup Program Section.

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23157

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009

TITLE: Voluntary Cleanup Program (VCP)/Remediation and Brownfield Assessment Files

CUTOFF: Certificate of Completion is issued

DESCRIPTION: Includes general, technical and reports. Records related to Brownfield assessments and the remediation of VCP sites, per 260.915 RSMo.

RETENTION: Years: 99 Months: 0 Days: 0

NOTES: Records may be microfilmed and then paper copy destroyed.

DISPOSITION ACTION: Destroy

SERIES: 23150

SERIES STATUS: Approved

APPROVAL DATE: 10/27/2009
