



## Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Environmental Remediation Program

Division: Division of Environmental Quality

Sub-Section: Underground Storage Tanks

**TITLE:** Non-Site General Tank Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Files are used for storing information about cleanup and complaints about petroleum from unregulated tank sites. Additional non-site files are created for tracking of issues related with tanks such as state program approval, Petroleum Storage Tank Insurance Fund Board Meetings, and negotiations.

**RETENTION:** Years: 99 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22218

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Petroleum Tank Site Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Files, ST numbers (storage tank), contain facility information regarding the individual regulated Underground Storage Tank facility. This includes information on registration of the tanks, fees due and paid, demonstrations of financial responsibility, inspection finding, and other facility related documents.

**RETENTION:** Years: 99 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22221

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Tank Confidential Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Files are created in order to maintain confidential records regarding tank sites, such as correspondence of a legal matter, separate from non-confidential tank records. A tank owner/operator or others can petition the Hazardous Waste Program to have confidential records, such as patents, placed in this file.

**RETENTION:** Years: 99 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23158

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Environmental Remediation Program

Division: Division of Environmental Quality

Sub-Section: Underground Storage Tanks

**TITLE:** Tank Enforcement Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Files, created by the Compliance and Enforcement Section, are used for tracking enforcement case proceedings related to inspection, violations, failure to maintain financial responsibility and other violations of state and federal tank law.

**RETENTION:** Years: 99 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22219

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Tank Release Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Files contain reports and correspondence related to cleaning up a release at a regulated tank facility. Tanks sites must be cleaned up by state and federal law and these files contain information on how that cleanup was conducted. This file serves as a mechanism for new property owners to research and ensure that the property has been cleaned up.

**RETENTION:** Years: 99 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22220

**SERIES STATUS:** Approved

**APPROVAL DATE:**

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