



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Petroleum Storage Tank Insurance Fund

Sub-Section:

TITLE: Annual Budget Requests

CUTOFF: End of State Fiscal Year

DESCRIPTION: Annual requests to the Petroleum Storage Tank Insurance Fund (PSTIF) from other state organizations for funding. Records include, but are not limited to, funding requests, descriptions of services provided by those agencies to the PSTIF, negotiation records, related correspondence and PSTIF decisions.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22966

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024

TITLE: Claim Files

CUTOFF: Close of claim

DESCRIPTION: Includes claim forms submitted by the Petroleum Storage Tank Insurance Fund (PSTIF) participants and beneficiaries, environmental reports prepared in response to a leak, correspondence with claimants and their consultants, paper photographs documenting the leak and the cleanup, invoices submitted by participants and beneficiaries for payment by the PSTIF, and records relating to claim payments by the PSTIF.

RETENTION: Years: 35 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22969

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Claim Files - Supporting Documents

CUTOFF: Close of Claim

DESCRIPTION: Documentation used in support of fulfilling a claim filed by participants in the Petroleum Storage Tank Insurance Fund. Records include, but are not limited to, invoices, payment records, and related correspondence.

RETENTION: Years: 35 Months: 0 Days: 0

NOTES: For Claims Files, see series 22969.

DISPOSITION ACTION: Destroy

SERIES: 24600

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section:

Division: Petroleum Storage Tank Insurance Fund

Sub-Section:

TITLE: Tank Fund Participation Records

CUTOFF: Termination of Agreement

DESCRIPTION: Records of applications and renewals for participation in the fund. Records include, but are not limited to, applications, renewals, declaration documents, fee payments, leak detection records, inspection documents, and related correspondence.

RETENTION: Years: 35 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22971

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2024
