



## Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: Waste Management

Division: Division of Environmental Quality

Sub-Section: Compliance & Enforcement

**TITLE:** Confidential Files

**CUTOFF:**EOCY

**DESCRIPTION:** These are files containing confidential information related to potential or actual enforcement actions. Files may include, but are not limited to attorney/client privileged documents, facility financial assessments, work product on anticipation of litigation or confidential business information.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23167

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Enforcement Files

**CUTOFF:**EOCY

**DESCRIPTION:** Files created by the hazardous waste inspectors in the regional offices and the enforcement case managers. Records contain inspection reports, hazardous waste enforcement related documents and county general files. Enforcement files also include correspondence with regulated parties, finalized settlements, court judgments and citizen concerns about potentially illegal hazardous waste disposal.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22776

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Manifest Files

**CUTOFF:**EOSFY

**DESCRIPTION:** Files track the shipment of hazardous waste in the state by depicting where hazardous waste has been generated, processed, stored, and disposed and which companies were involved in the process. These manifests provide a "cradle to grave" tracking system of hazardous waste in the state, they are potentially beneficial in regards to researching Superfund sites and assisting in Long Term Stewardship determinations.

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

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22216

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



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Department: Department of Natural Resources

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**TITLE:** Transporter Files

**CUTOFF:** Expiration of license

**DESCRIPTION:** These files track companies that have obtained hazardous waste transporter licenses. This file allows the Department of Natural Resources (DNR) to keep track of specific information regarding transportation companies from year to year such as: corporate officers, cargo units and vehicles. The records are also used to assess whether or not transporters are in compliance so that DNR may inform the Department of Transportation whether or not to issue a license.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22225

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

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