

RECORDS RETENTION SCHEDULE
RC-50 REV 7/83

STATE OF CONNECTICUT
Connecticut State Library
231 Capitol Ave., Hartford, CT 06106

PUBLIC RECORDS ADMINISTRATION

(2) DATE March 1, 1996

(3) NAME OF AGENCY DEPARTMENT OF ENVIRONMENTAL PROTECTION		(4) NAME OF DIVISION INLAND WATER RESOURCES DIVISION	
(5) ("X" One) SCHEDULE	<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISED	(If revised, enter previous retention schedule no. here). 94-2-4	(6) RETENTION SCHEDULE NUMBER 96-5-1
		APPROVED RETENTION	
		(11) LEGAL REQUIREMENTS	

(7) ITEM#	(8) DESCRIPTIVE TITLE OF RECORD	(9) OFFICE	(10) RECORDS CENTER	
1	<p>Correspondence - Inland Wetlands & Watercourses (CGS Sec. 22a-36 through 22a-45a); Water Quality Certification (Sec 401, Federal Clean Water Act); Water Diversion (CGS Sec. 22a-365 through 22a-379); Stream Channel Encroachment Lines (CGS Sec. 22a-342 through 22a-349a)</p> <p>(Correspondence indicating whether permits or certifications are required for specific projects; responses to general program questions)</p>	5 Years		
2	<p>Stream Channel Encroachment Line Maps Adopted Pursuant to CGS Sec 22a-343 & 22a-344</p> <p>(Regulatory Maps)</p>	Permanent		
3	<p>Stream Channel Encroachment Line Map adoption proceedings pursuant to CGS Sec. 22a-344</p> <p>(Administrative records of proceedings for adoption of the regulatory maps.)</p>	Until superseded		

(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE <div style="text-align: right; margin-right: 50px;">2/27/96</div> <p><i>Victoria N. Wentworth</i> Agency RMLC</p>	APPROVED (Public Records Administrator) <div style="text-align: right; margin-right: 50px;">3/14/96</div> <p><i>Enrico D. DiBella</i> <i>Mark St. Jones</i></p>	DATE <p>MAR 07 1996</p>
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(7) ITEM#	(8) DESCRIPTIVE TITLE OF RECORD	APPROVED RETENTION		(11) LEGAL REQUIREMENTS
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4	<p>Permits - Stream Channel Encroachment Line pursuant to CGS Sec. 22a-342; Water Diversion pursuant to CGS Sec. 22a-368; Inland Wetland and Watercourses pursuant to CGS Sec. 22a-39 and 22a-42a.</p> <p>(Contains the permit and portions of the application including the approved plan and summary hydraulic report.)</p>	Permanent		
5	<p>Applications - Stream Channel Encroachment Line Permit applications approved or denied pursuant to CGS Sec. 22a-342 w/o public hearings; Water Diversion Permit applications approved or denied pursuant to CGS Sec. 22a-368 w/o public hearing; Inland Wetland & Watercourse permit applications approved or denied pursuant to CGS Sec. 22a-39 & 22a-42a w/o public hearing.</p> <p>(Contains the application and all support documentation, plans, legal notices, staff reports, and correspondences.)</p>	Issue date of permit or denial of the application plus 8 years or, when an expiration date is given, expiration date of permit plus 5 years		

<p>(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED</p>	<p>SIGNATURE <i>Agency RHLO 2/27/96</i> <i>Victoria N. Westwood</i></p>	<p>APPROVED (Public Records Administrator) <i>Emil G. M. P.</i> <i>Mark H. Jones</i></p>	<p>DATE 3/14/96 MAR 07 1996</p>
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6	Hearing Records - Stream Channel Encroachment Line Applications granted or denied pursuant to CGS Sec. 22a-342; Water Diversion Applications granted or denied pursuant to CGS Sec. 22a-368; Inland Wetland & Watercourse Applications granted or denied pursuant to CGS Sec. 22a-39 & 22a-42a (Contains exhibits, pleadings and pertinent correspondence, transcriptions, and audio tapes. This series does not include records of final decisions which are maintained permanently by the DEP adjudications unit)	20 years from date of hearing	
7	Registrations of Water Diversions Pursuant to CGS Sec. 22a-368 (Descriptions of grandfathered water diversions that existed as of July 1, 1982.)	Permanent	
8	Clean Water Act Water Quality Certification Applications Granted or Denied Pursuant to Section 401 of the Federal Clean Water Act (Contains the application and all support documentation, plans, legal notices, staff reports, and correspondence)	Issue date of certificate or denial plus 10 years	
(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE <i>Agony RMLD</i> <i>Victoria N. Wentworth</i>	APPROVED (Public Records Administrator) <i>Eunio D. DiBella</i> <i>Mark St. Jones</i>
		DATE <i>2/27/96</i>	DATE <i>3/14/96</i> MAR 07 1996

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9	Water Quality Certificates Issued Pursuant to Section 401 of the Federal Clean Water Act (Contains the certificate and portions of the application including approved plans)	Permanent		
10	Complaints Involving Inland Wetlands (CGS Sec. 22a-36 through 22a-45a), Water Diversion (CGS Sec. 22a-365 through 22a-379) and Stream Channel Encroachment Line Statutes (CGS Sec. 22a-342 through 22a-349a) (Complaints received from the public and state and local government regarding potential and actual violations of laws administered by the division)	5 years after resolution of the complaint		
11	Notices of Violation of Inland Wetlands (CGS Sec. 22a-39 & 22a-42a), Water Diversion (CGS Sec. 22a-368) and Stream Channel Encroachment Line (CGS Sec. 22a-342) Statutes (Notices to violators of laws administered by the division and a description of the corrective action taken)	Permanent/Archival		

(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE <i>Victoria N. Wentworth</i> Agency RALO 2/27/96	APPROVED (Public Records Administrator) <i>Genio B. Di Bella</i> <i>Mark H. Jones</i>	DATE 3/14/96 MAR 07 1996
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12	<p>Technical Assistance to Municipal Inland Wetlands and Other Agencies Pursuant to CGS Section 22a-39</p> <p>(Contains: 1. request of a town wetland or other agency for DEP to review a development project, and 2. the written reply(s) of the DEP. The back-up material provided by the agency is destroyed upon issuance of the department's written reply - the record copy of the backup material is in the requesting agency's files.)</p>	5 years after the date of the DEP's response		
13	<p>Municipal Wetlands Agency Reporting/Data Entry Forms Filed With the Division Pursuant to CGS Sec. 22a-39(m)</p> <p>(Municipal Wetland Agency monthly activity report forms. This information is computerized for statistical analyses.</p>	1 year after DEP's annual wetlands status report and trends report is issued		
14	<p>Conformity Review of Municipal Wetland Agency Regulations Pursuant to CGS Sec. 22a-42 & 22a-42a</p> <p>(The Division's written review of proposed municipal Inland Wetland and watercourse regulations for conformity with State Law & Regulations)</p>	Permanent/Archival		
(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE Agency R/W <i>Victoria N. Wentworth</i> 2/27/96		APPROVED (Public Records Administrator) <i>Kevin J. MB</i> <i>Mark A. Jones</i>
				DATE 3/14/96 MAR 07 1996

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15	Enforcement Orders Involving Violations of Inland Wetlands, Stream Channel Encroachment line, Water Diversion, Dam Safety and Water Pollution Control Statutes (Contains the order and administrative record of enforcement orders involving CGS Sec. 22a-39 (Inland Wetlands), 22a-342 (Encroachment Lines), 22a-368 (Water Diversion), 22a-402 and 403 (Dam Safety), and 22a-432 (Water Pollution).	Permanent/Archival	
16	Stream Channel Encroachment Line Map Consultant Services (Correspondence between the department and its contractor hired to develop stream channel encroachment line maps required by CGS Sec. 22a-343 & 22a-344; includes the cost estimate, notes of conversations with local officials, reports and preliminary information necessary to establish such maps)	1 Year after adoption of lines or if adoption is appealed to court, until the appeal is resolved	
(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE <i>Victoria N. Wentworth</i> Agency Rep 2/27/96	APPROVED (Public Records Administrator) <i>Emil M B</i> <i>Mark H. Jones</i>
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17	Permit Applications Withdrawn - Inland Wetlands (CGS Sec. 22a-39 & 22a-42a), Stream Channel Encroachment Line (CGS Sec. 22a-342), Water Diversion (CGS Sec. 22a-368), Water Quality Certification (Sec. 401 Federal Clean Water Act) (Applications withdrawn prior to final action by the department.)	60 days after date the application was withdrawn		
18	Permit Applications Rejected - Inland Wetlands (CGS Sec. 22a-39 & 22a-42a), Encroachment Line (CGS Sec. 22a-342), Water Diversion (CGS Sec. 22a-368), Water Quality Certification (Sec. 401 Federal Clean Water Act) (Applications rejected by the department for incompleteness.)	60 days after date the application was rejected or, if rejection is appealed to the court, until the appeal is resolved		
(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE Agency RMO <i>Victoria N. Wentworth</i> 2/27/96		APPROVED (Public Records Administrator) <i>Lennie G. M. B.</i> <i>Mark H. Jones</i>
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19	Resource Conservation and Development RC&D and Environmental Review Team (ERT) Correspondence (This series contains correspondence regarding the RC&D and ERT Programs and copies of contracts to provide administrative support to the ERT Program.)	5 years after the date of contract expiration		
20	Correspondence regarding State Flood Management Certificates pursuant to CGS Section 25-68b-h	5 Years after the date of certification		Section 25-68h-1(c)(1) RSCA
21	State Flood Management Certificates (This series contains summary data and plans from state agencies requesting certification of proposed activities and the Division's approval or rejection of the certification.)	Permanent/Archival		
22	Flood and Erosion Control Investigation and Technical Data (The series contains reports of investigations by state, federal and municipal agencies relative to flood and erosion control issues.)	Permanent/Archival		

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23	Public Complaint Investigations (This series contains public complaints in regard to flood and erosion issues and the Department's response to same)	5 Years after the date of the Dept's response		
24	State Owned Dam Repair and Flood and Erosion Control Project Correspondence. (The series contains correspondence relative to project implementation from initiation through construction; copies of all invoices, billing data, the Department's request to the General Assembly Bond Commission; construction job meeting summaries and various newspaper articles.)	5 Years after the date of project completion		
25	State Owned Dam Repair Project and Flood and Erosion Control Project Data (This series contains project plans, specifications, study data, photos, contracts agreements and permits obtained by the Department from state and federal agencies.)	Permanent/Archival		
(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE <i>Agency RMLD</i> <i>Victoria N. Wentworth 2/27/96</i>		APPROVED (Public Records Administrator) <i>Samuel G. Di Bella</i> <i>Mark A. Jones</i>
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26	Federal Emergency Management Agency Floodplain Correspondence (The series contains correspondence between the Federal/Emergency Management Agency (FEMA), DEP and/or Connecticut municipalities relative to their participation in the National Flood Insurance Program. The files also contain correspondence regarding the Department's periodic review of their program implementation and review of municipal flood management ordinances, community visits and contacts.)	5 Years after the end of the fiscal year in which the corresp. Or activity occurred.		
27	Municipal Federal Emergency Management Agency Floodplain Regulations (This series contains current municipal regulatory maps with supporting studies as well as the current effective municipal ordinances and regulations.)	Until superseded		
28	Federal Emergency Management Agency Hazard Mitigation Grant Program (This series contains correspondence, applications, committee meeting minutes, contracts, invoices and project plans. Grants are made available from FEMA thru DEP following any presidential disaster declaration.)	Permanent/Archival		

(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	SIGNATURE <i>Agency RMO</i> <i>Victoria N. Wentworth</i>	APPROVED (Public Records Administrator) <i>Shirley B. M.B.</i> <i>Mark A. Jones</i>	DATE <i>3/14/96</i> MAR 07 1996
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29	<p>Technical Assistance on Flood Management</p> <p>(This series contains technical assistance files which contain a request for assistance on a specific development proposal and supporting documentation and the response letter from the Department summarizing our review of the information.)</p>	5 Years after the date of Department's response		
30	<p>Administrative Files for the State Dam Safety Program</p> <p>(This series contains individual history files on all dams throughout the state organized by municipality, including Department inspection reports, engineering reports, records of Department enforcement actions, permits issued pursuant to CGS Section 22a-403 complaints, etc.)</p>	Permanent/Archival		
31	<p>Dam Inventory and Registration Files</p> <p>(This series contains one page inventory sheets summarizing pertinent data on each dam throughout Connecticut)</p>	Permanent		

<p>(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED</p>	<p>SIGNATURE <i>Agency RMLD</i> <i>Victoria N. Wentworth 2/27/96</i></p>	<p>APPROVED (Public Records Administrator) <i>Lumil D. DiBella</i> <i>Mark H. Jones</i></p>	<p>DATE <i>3/14/96</i> MAR 07 1996</p>
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32	Dam & Flood Control Project Construction Plans (Construction Plans for governmental dams and flood control construction projects.)	Permanent	
33	U.S. Army Corps of Engineers & Natural Resources Conservation Service Flood Control Project Files (This series contains inspection reports and correspondence related to the ongoing operation and maintenance of state and federal owned and operated flood control structures. Emergency operation plans for these structures are also contained within the series.)	Permanent	
34	Resource Conservation and Development and Environmental Review Team Reports (This series contains reports/evaluations of specific sites prepared by teams of environmental professionals who at a town's request evaluate specific sites and detail environmental resources and development concerns.)	Permanent	
(12) AGENCY APPROVAL <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE Agency RMD Victoria N. Wentworth 2/27/96	APPROVED (Public Records Administrator) Eunice B. M.B. Mark H. Jones
		DATE 3/14/96	MAR 07 1996

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35	Superseded Application Documents (This series contains all plans, reports, and other documents initially submitted in support of: Stream Channel Encroachment Line Permit applications pursuant to CGS Sec. 22a-342; Water Diversion Permit applications pursuant to CGS Sec. 22a-368; Inland Wetland and Watercourse Permit applications pursuant to CGS Sec. 22a-39 and 22a-42a; Dam Construction Permit applications pursuant to CGS Sec. 22a-403; and Flood Management Certification approvals pursuant to CGS Sec. 25-68d; which documents were subsequently superseded by new documents submitted by the applicant. This series does not contain documents that are part of a hearing record.)	6 Months after final action is taken on the application.		
36	Field Notes (This series contains notes made by DEP staff in the field; notes are either handwritten or typed into a portable computer. Field inspections are made in connection with safety problems, review of permit applicant or permittee operations, citizen complaints, suspicion of environmental law violations, and other regulatory responsibilities.)	Field notes shall be retained for as long as the formal reports into which they are incorporated.		

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Revised 5/1999

(Return to Public Records Administrator)



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FOR OFFICE USE ONLY

Retention Schedule # 96-5-1(A) R

Agency: DEPT OF ENVIRONMENTAL PROTECTION	Address: 79 ELM STREET, HARTFORD, CT 06106-5127
Division or Unit: INLAND WATER RESOURCES DIVISION	BUREAU OF WATER MANAGEMENT

This schedule is: ① original; ● revised.
If revised, enter previous retention schedule number here: # 96-5-1(A)
Page 1 of 3 pages

ITEM NUMBER (i.e. S1-065)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION <i>(to be filled in by State Archivist)</i>
		Office	Records Center or approved off-site facility ²	
37	Sign-out books (Contains books in which the division staff indicate absence from the office and state vehicle usage)	3 years		
38	Authorizations pursuant to the General Permit for Water Resource Construction Activities issued June 27, 1997 under the authority of CGS Sections 22a-6, 22a-45a, 22a-349a, 22a-378a, and 22a-411 (Contains the Department's authorization and portions of the request for authorization including the requester's summary hydraulic report and the plan cited in the authorization)	Permanent		
39	Requests for Authorization pursuant to the General Permit for Water Resource Construction Activities issued June 27, 1997 under the authority of CGS Sections 22a-6, 22a-45a, 22a-349a, and 22a-411 (Contains the request and all support documentation including plans not cited in the authorization, staff evaluations, and correspondence)	8 Years from date of issuance, rejection, disapproval, or withdrawal of authorization		

RECEIVED
PUBLIC RECORDS

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PUBLIC RECORDS

¹ Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.

² Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO: Victoria N. Wentworth	Title: Agency RMLO	Date: 11/16/00
Approved (State Archivist) <i>Mark H. Jones</i>	Date: 11/28/00	Approved (Public Records Administrator): <i>Lucretia G. DiBella</i>	Effective Date of Schedule: 11/28/00

RECORDS RETENTION SCHEDULE

RC-5 revised 5/1999
(Return to Public Records Administrator)



STATE CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATION
231 Capitol Ave., Hartford, CT 06106

FOR OFFICE USE ONLY
Retention Schedule # 96-5-1(A)R

Agency: DEPT OF ENVIRONMENTAL PROTECTION	Address: 79 ELM STREET, HARTFORD, CT 06106-5127
Division or Unit: INLAND WATER RESOURCES DIVISION	BUREAU OF WATER MANAGEMENT

This schedule is: original; revised.
If revised, enter previous retention schedule number here: # 96-5-1(A)
Page 2 of 3 pages

ITEM NUMBER (i.e. S1-065)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION <i>(to be filled in by State Archivist)</i>
		Office	Records Center or approved off-site facility ²	
40	Authorizations pursuant to the General Permit for Diversion of Water for Consumptive use issued June 27, 1997 under the authority of CGS Sections 22a-6, 22a-378 (Contains the Department's authorization and portions of the request for authorization including the requester's summary hydraulic report and the plan cited in the authorization)	Permanent		
41	Requests for Authorization pursuant to the General Permit for Diversion of Water for Consumptive use issued June 27, 1997 under the authority of CGS Sections 22a-6, 22a-378 (Contains the request and all support documentation including plans not cited in the authorization, staff evaluations, and correspondence)	8 Years from date of issuance, rejection, disapproval, or withdrawal of authorization		

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¹ Record Series is a group of similar or related records arranged under a single filing system or kept together as a unit because they relate to a particular subject, result from the same activity, or have a particular form.
² Records with a permanent retention period cannot be stored at the Records Center. If you believe a record should be maintained permanently outside the office, it should be appraised for possible transfer to the State Archives. In this case, leave blank, and the State Archivist will review it.

Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO: Victoria N. Wentworth	Title: Agency RMLO	Date: 11/16/00
Approved (State Archivist) <i>Mark H. Jones</i>	Date: 11/28/00	Approved (Public Records Administrator): <i>James G. DiBella</i>	Effective Date of Schedule: 11/28/00.

