

RECORDS RETENTION SCHEDULE

RC-50, Revised 4/94

Return to Public Records Administrator



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

97-9-1

FOR OFFICE USE ONLY
 Retention Schedule 97-9-1

This schedule is original; revised.

If revised, enter previous retention schedule number here: # _____

Page 1 of 10 pages

Agency: Environmental Protection
 Division or Unit: Waste Planning & Standards

Address: 79 Elm Street
 Hartford, CT 06106-5127

(Number consecutively)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
1	Hazardous waste manifests, which are shipping papers that track the shipment of wastes from generator to transporter(s) to Treatment, Storage or Disposal Facility (TSDF). Contains names and addresses of aforementioned facilities, type(s) of waste(s), quantities and waste codes.	Permanent - Maintain at Dept. For 5 years from date received, then store offsite.		
2	Printouts of data from hazardous waste manifest data entry system (see Item #1). Contains all information identified on manifests except for signatures. Sorted by EPA ID numbers and name. Printouts generated quarterly.	Permanent		
3	Non-hazardous waste manifests, which are shipping papers that	2 years from date received		

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CS 850

Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO Victoria N. Wentworth	Title Agency RMLO	Date 7/24/97
Approved (State Archivist) <i>Mark A. Jones</i>	Date JUL 28 1997	Approved (Public Records Administrator) <i>James B. M. B.</i>	Effective Date of Schedule 7/29/97

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3.	track the shipment of wastes from generator to transporter(s) to Treatment, Storage or Disposal Facility (TSDF). Contains names and addresses of aforementioned facilities, type(s) of waste(s), quantities and waste codes.			
4	Applications, exam results, and copy of "Certificates" for solid waste facility operator certification program. Certificates, which expire after 5 years, provide documentation on operator's status should questions arise over an individual's qualifications.	Exam results - 6 years after test date. Certificates - permanent		
5	Copies of municipal solid waste (MSW) disposal contracts submitted to the Department pursuant to CGS section 22a-213 and the Department's written review thereof. Contracts, which are often	30 years from date of contract		

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Approved (State Archivist) <i>Mark Z. Jones</i>	JUL 28 1997	Approved (Public Records Administrator) <i>Wendell B. B.</i>	Effective Date of Schedule 7/29/97

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5.	for up to 30 years, identify minimum/maximum tonnages of MSW to be delivered to a particular resources recovery facility.			
6	Capacity Assurance Plan (CAP) reports and supporting documentation. The CAP identifies the capacity within the State to properly dispose certain types of hazardous waste. The State CAP is part of a national plan to examine disposal needs for certain types of hazardous waste.	5 years from date of preparation or until superseded		
7	Federal grant awards to the Department (NICE ³ , Pollution Prevention Initiatives for States (PPIS), education grants such as Hartford Neighborhood Environmental Project*, etc.) Includes progress reports to EPA (when required), applications and other	3 years from date of completion or until audited, whichever is later. *(Check with		

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7.	documentation prepared for the grant, approved grants, fiscal reports/payments, reports, and other contractor-generated material, and other supporting documentation.	State Archives before destruction.)		
8	Consistency reviews for Connecticut solid waste facilities pursuant to subsection (a) of section 22a-229 of the CGS. The Department generates the consistency review to determine if the proposed establishment of a solid waste facility is consistent with the recommendations in the Solid Waste Management Plan.	5 years from date of completion		
9	Pollution prevention books, reports, surveys, fact sheets and best management practices produced by the Department's Office of Pollution Prevention with the assistance of other Department staff.	Until superseded by more current material.		

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10	Memoranda of Agreement (MOA) between the Department and specific local health departments or districts, delegating to them authority to investigate specific air and water pollution violations. All MOA's expired no later than 6/30/96.	Permanent		
11	Correspondence relating to MOA's referred to in #12.	6 months after expiration of associated MOA.		
12	Municipal recycling tonnage reports required by CGS section 22a-220(h), describing the recyclables processed and their end markets.	7 years from date of receipt.		
13	Landfill, resources recovery plant, single and multi-town transfer	7 years from date of receipt		

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13	station, and volume reduction facility tonnage reports required by CGS section 22a-208e, describing the amount and point of origin of solid waste accepted at each such facility.			
14	Department research about household hazardous waste (HHW) and recycling, including: surveys, studies on recycling programs in various settings, methodology for collection of HHW from the general public, and background information on how to begin HHW and recycling programs for the general public.	2 years from date of completion of research.		
15	General permit applications and registrations as required pursuant to CGS 22a-208a. Reports, required by 22a-208c(c), concerning the following: composting, leaf composting, and recycling facilities. (continued next page)	Permanent		

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15.	Grant contracts for design and capital improvements at permanent household hazardous waste collection sites.			
16	Financial records of Department recycling grants to municipalities and regional authorities.	3 years or until audited, whichever comes later.		
17	Grant contracts for regional and local recycling program awards, allowed under CGS 22a-241h. Contracts allow for payment on a per capita basis to support recycling activities.	3 years from completion of audit.		
18	State-funded spill cleanup case documentation required by 22a-6a, 22a-133g, 22a-451, and 22a-471 as it relates to the recovery of	Permanent and archival		PERMANENT ARCHIVAL

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18.	Department expenditures from the Emergency Spill Response Account. Documentation includes: evidence checklists (Department-generated document containing information, such as evidence collected, current location of the evidence, violations found, and anticipated controversy); emergency incident report (initial report to the agency regarding the pollution incident); emergency incident field report (the inspector's report of what actions he/she took to mitigate and remediate the pollution); correspondence between the Department and parties responsible for an oil or chemical spill or release, the parties' attorneys and insurance claims representatives, and relevant state and local officials; photographs, slides, and videos taken by Department staff or contractors hired by the Department; telephone message logs.			

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19	Reports detailing the necessity and type of work performed for hazardous material cleanups performed by or for the Department at Department-owned sites (i.e., State Parks.) This is similar documentation as found in #18 above, except the costs are not subject to reimbursement.	Permanent and archival		PERMANENT/ARCHIVAL
20	Contract compliance review forms (completed) used to document spill contractor compliance/non-compliance (overcharges, undercharges, missing support documents, and ineligible charges) with contract award specifications for work done at state-funded cleanups.	6 months after Department's costs are recovered or compromised, or until audited, whichever is later		

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