

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-434-09-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1 FROM (Agency or establishment) Department of Energy		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Chief Information Officer, Office of the Associate CIO for Technology Planning, Architecture and E-Government, OCIO		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Records Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER John E Davenport, Sr , Esq	5 TELEPHONE NUMBER 301-903-3455	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>25</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, <input type="checkbox"/> has been requested			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Departmental Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>This is a Department-wide schedule and is media neutral 15000 Environmental</p> <p>This schedule provides for the disposition of Department of Energy (DOE) records created to comply with or needed to support compliance with Federal environmental laws and implementing regulations. The laws and regulations encompass, but are not limited to Resource Conservation and Recovery Act (RCRA) of 1976, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Clean Air Act (CAA), Clean Water Act, Soil and Water Resources Conservation Act of 1977, United States Code (USC), Code of Federal Regulations (CFR), and National Environmental Policy Act (NEPA) requirements, as well as other regulatory requirements.</p> <p>The primary focus of this schedule is the retention and disposition of records of those activities that may affect the physical environment. The records covered by this schedule document the results of sampling and analysis, monitoring, permitting, and disposal and cleanup activities affecting the physical environment. Environmental records include, but are not limited to, the administrative records (as defined/required by CERCLA/RCRA and other dangerous waste programs), permits, reports, studies, evaluations, characterizations, logbooks of various kinds, as well as burial or storage.</p>		

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To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>3/11/09</i>	
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2 MAJOR SUBDIVISION Office of the Chief Information Officer			
3 MINOR SUBDIVISION Records Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Lorretta D. Bryant	5 TELEPHONE NUMBER 301-903-2164	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>25</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>10-3-2007</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Lorretta D. Bryant</i>		TITLE Acting Departmental Records Officer
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records, closure plans and waste management documentation Other issues such as medical, health and safety concerns emanating from these activities, but not specifically required by environmental regulations, are not addressed in this schedule

These records may be organized and maintained as project case files to provide a more useful reference/retrievability or as individual records series The project case file approach provides a reasonable record of an environmental project from start to finish which would allow for reconstruction or verification of relevant procedures and analyses (see 15140)

This schedule applies to all applicable records, regardless of format/media The descriptions for each entry are not limiting Other types of records may be included in the categories to the extent they serve the same business purpose

15100 Administrative

Environmental administrative records include program or project management records, reports, and records documenting protection and preservation of natural resources

15110 Planning Records/Plans

Planning records and plans include but are limited to, environmental monitoring and implementation, waste minimization and pollution prevention, waste stream identification, sample and analysis, remediation (other than CERCLA funded cooperative agreements), public involvement activities, post closure, and interim closure plans

15111 Environmental/Waste Monitoring, Identification, Sample and Analysis and Implementation Plans - 75 years

These records document the scope and extent of both liquid and gaseous effluent measurements and related surveillance programs during the active lifetime of operations, identify the responsibilities for compliance management, direction, goals and objectives to ensure facilities are operated and managed in a manner that will protect environmental quality and minimize potential threats, specify the plan for implementing a waste minimization program at contractor sites, document the management or elimination of waste to meet pollution prevention requirements, and provide plans for sampling at former waste storage locations and at other waste sites The records may include, but are not limited to, analysis, transmittals, compliance summaries, findings and concerns, effluent inventory, data management, calculations, plans, correspondence, program changes and accomplishments, findings, notes, project selection and guidance, position papers, baseline information, waste identification and concentration, and waste generator reduction plans

15112 Remediation Plans/Records - 75 years

Records of management services organizations dedicated to solving waste cleanup problems Records include project scope, terms and conditions, contracted authority requirements, project costs, correspondence to and from clients, contractor or regulatory entities, data and analysis necessary to replicate the project findings, contractor records, reports on

NI-434-98-28-01 f 01
NI-434-98-28-01 f 02
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current situations, recommendations for future actions, evidence of training and qualification, records which document and describe general remediation project information, including procedure manuals, site operating procedures, project directives and project proposals

Remediation Plan Records Sitewide Criteria and Design Basis-Remediation-based records, sitewide data and memoranda remediation-related records, remediation project information records, Federal Regulatory Agencies-remediation-related records, sitewide project controls remediation-related records, remediation plans records, RI/FS, remedial project specific records, such as sitewide project control records, sub-contractor support records, project information records, project charts and construction records, Operable Unit program development records, operating plans, RCRA operating logs, Operational Readiness Review Records

Expedited Response Action Records Time critical and/or non-time critical response action records Waste site at which clean up occurs because of limited exposure of personnel, the dangerous nature of the operations involved or because immediate cleanup would be easier or more cost effective

15113 Public Involvement Records/Post Closure Plans - Permanent

NI-434-98-28-01 1
NI-434-98-28-03 d 02

Records containing information relating to public affairs and public involvement in restoration and remediation activities May include, but are not limited to, public affairs records not included in the administrative record (15270) that are maintained by Public Affairs or External Affairs Offices, news releases, photos, maps, figures, community meetings records, community relations records, public meetings/presentations, environmental bulletins, other CERCLA-required public involvement records, Public Involvement Plan records

Post closure plans include, but are not limited to, descriptions of plans for each unit, estimate of maximum inventory during active life, description of steps needed to remove a decontaminate, and schedule

15114 Interim Closure Plans/Closure Plans - Destroy 10 years after certificate of closure is received.

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Plans include, but are not limited to, descriptions of plans for each unit, estimate of maximum inventory during active life, description of steps needed to remove a decontaminate, and schedule

15120 Reports

Reports relating to, among other things, the environment, safety, health, oversight, background studies, radioactive contamination, noncompliance, quality control and surveillance

15121 DOE Field/Contractor Environmental/Safety Reports - 75 years

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NI-434-98-28-01 d 05
NI-434-98-28-01 d 06

Reports relating to field office, contractor or subcontractor

	<p>areas that might be contaminated Records may include, but are not limited to, data acquisitions and related correspondence, description of data collection methods and technology, data logs, subcontractor memos, and analytical results</p> <p>15123 Report - Waste Management/ Radioactive Contamination Soil/Real Estate - Permanent</p> <p>Waste management reports documenting waste management activities, other than CERCLA funded cooperative agreements Reports relate to such things as hazardous waste, hazardous substances, waste characterization, CERCLA/RCRA unit reports, minimization/prevention, waste reduction, and waste disposal</p> <p>Environmental monitoring reports defining the extent and levels of radioactive contamination and containing data from routine radiological and nonradiological environmental surveillance activities The report documents all the environmental activities completed at a site to be in full compliance with environmental laws and regulations Records may include, but are not limited to, monitoring data, summary of meteorological data, permits, summary of analytical results, sample analysis of vegetation, soil, and water, and discussion of sampling procedures</p> <p>15124 DOE-Wide Environmental/Safety Reports - Permanent</p> <p>Reports relating to DOE-wide environmental, human health, employee and/or public safety and oversight</p> <p>15125 Noncompliance, Quality Control, and Surveillance Reports - 5 years</p> <p>Reports documenting noncompliances not reported in occurrence reporting systems Series may include logs, surveys, analyses, investigative notes, and briefings</p> <p>Quality control reports for analytical laboratories</p> <p>Summary reports documenting the cooperative effort of DOE, the DOE contractor site, and the surrounding communities in actively participating in an environmental surveillance program</p> <p>15130 Logbooks</p> <p>Logbooks containing data on radiation, contamination, soil and gas surveys, significant activities, and daily surveillances and maintenance activities</p> <p>15131 Environmental Logbooks - 75 years</p> <p>Logbooks containing data relating to, among other things, radiation, contamination, hazardous materials, geology, geotechnical operations, soil and soil gas surveys, field inspectors, significant actions, and daily surveillances and maintenance activities occurring during normal operations of the facility</p>	<p>NI-434-98-28-01 d 08 b NI-434-98-28-01 d 10 a NI-434-98-28-01 d 10 b</p> <p>NI-434-98-28-01 d 01</p> <p>NI-434-98-28-01 d 11EPI NI-434-98-28-01 d 12 NI-434-00-7-01 d 09</p> <p>NI-434-98-28-01 e 02 NI-434-98-28-01 e 04 d NI-434-98-28-01 e 06</p>	
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	<p>15132 Daily Analysis and Equipment Logbooks - 5 years</p> <p>Daily analysis logbooks describing analyses of daily activities of the laboratory</p> <p>15140 Environmental/Project Case Files</p> <p>Case files may relate to, among other activities, innovative technology, decontamination, decommissioning cleanup, transitioning, and Superfund projects</p> <p>15141 Environmental Project Case Files - Innovative Technology – Permanent</p> <p>Project case files, maintained as a collection throughout the projects life cycle, that document the project from initiation through completion Includes, but is not limited to, contract or work agreements, statement of work, funding/budget documentation, project plans, project justification, audits, project reviews or event documentation, client status reports, permits, organization structure, property lists/inventories, deliverables, meeting minutes/agendas, closure plans, final reports, and other reports and correspondence related to milestones, project scope, staffing, initiation or execution of the project May also include engineering design review records and as-built drawings</p> <p>15142 Environmental Project/Record Case Files - 25 years</p> <p>Non-innovated technology environmental project case files and environmental program support files Document the management, administration, support, function, operation, and program activities for an environmental program These records include, but are not limited to, mission descriptions or documents describing the following the type of work performed, funding/budget documentation, program plans, approvals and implementation and coordinating program activities, action plans, program development records, compliance to regulatory requirements, a history of past management practices, meeting minutes, audits, project reviews or event documentation, organization structure, property/equipment lists, deliverables, reports and correspondence related to milestones, work identification or progress, and other related documentation</p> <p>15143 Decontamination and Decommissioning Cleanup and Transitioning Case Files - 75 years</p> <p>These records document the decontamination, decommissioning, dismantlement, disposal, or the cleanup and transitioning of a facility, area, or equipment that has been exposed to radiation or hazardous chemicals Files include, but are not limited to, correspondence, as-built drawings, engineering studies, cost and schedule estimates, environmental documentation, photographs, procedures, radiological and hazardous characterizations, readiness reviews, safety analyses, meeting minutes, contracts, waste burial records, work authorizations, work orders, letters of instruction, engineering orders, event fact sheets, facility surveillance data sheets, inspection reports, phase/status reports, and final decommissioning reports</p> <p>15144 Field Record Case Files (not project related) - 50</p>	<p>NI-434-98-28-01 e 05</p> <p>NI-434-98-28-01 k 02 a</p> <p>NI-434-98-28-01 k 02 b NI-434-00-7-01 k 01</p> <p>NI-434-98-28-01 k 03</p> <p>NI-434-98-28-01 k 04</p>	
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<p align="center">15212 General Inspection Logs and Supporting Documentation - 3 years</p> <p>General inspection logs related to operations, safety inspections, inspection schedules, completed inspection procedures and checklists, internal, job-specific inspection checklists and other supporting documentation</p> <p>Inspection records of hazardous waste storage locations, that record date and time of the inspection, notes of observations made, and date and nature of any repairs or other remedial actions</p> <p>Inspection logs or records maintained pursuant to 40 CFR 264 347 or 40 CFR 264.15 or 40 CFR 264 73</p>	<p>NI-434-98-28-02 a 01 c NI-434-98-28-02.a 01 d NI-434-98-28-02.a.01 e</p>
<p align="center">15213 Waste Appraisal Files - 5 years</p> <p>Hazardous waste appraisals that determine if short-term or temporary storage areas, containers, or packaging are in compliance with requirements</p>	<p>NI-434-98-28-02 a 02</p>
<p align="center">15214 Assessment and Corrective Action Documentation - 75 years</p> <p>Records documenting evaluation, assessment, audits, and associated corrective action documentation</p> <p>Environmental investigations, audit and investigative case files and reports that pertain to environment, health and safety topics, cases or concerns but did not attract national or Congressional attention, result in substantive changes in Departmental policy or procedure and were not cited in semi-annual reports to Congress</p>	<p>NI-434-98-28-02 a 03 b ADM 22 04 NI-434-98-24 04</p>
<p align="center">15220 Radioactive/Hazardous Waste, Chemical Inventories</p> <p>Records relating to spills or releases of hazardous substances Includes, but is not limited to, spill response plans, remediation files, inventories, safety information on hazardous chemicals and characterization studies</p>	
<p align="center">15221 Spills/Release Records, Radioactive/Hazardous Waste, Chemical inventories, Waste Minimization, and Underground Tank Records - 75 years</p> <p>Spill/Release Records Records that report all spills or releases of hazardous substances, identifying the location, type, volume, time discovered/occurred, reporting individual, effected media, corrective action taken, hazardous substance release records and other information considered necessary to document the spill, release and cleanup</p> <p>Waste/Chemical Inventory Files Hazardous chemical inventories identifying types and amounts of chemicals currently in use, inventories of hazardous waste scheduled for transport for disposal, and radioactive and mixed waste, transuranic (TRU) waste, and high-level radioactive waste</p> <p align="center">Materials Safety Data Sheets (MSDS) MSDS provide</p>	<p>NI-434-98-28-02 b 01 NI-434-98-28-02 b 02 NI-434-98-28-02 b 03 NI-434-98-28-02 b.04 NI-434-98-28-02 b 05 NI-434-98-28-02 c 01 NI-434-98-28-02 c.02 NI-434-98-28-02 c 03 NI-434-98-28-02 c 04 NI-434-98-28-02 c 05 NI-434-98-28-02 c 06 NI-434-01-02-02 c 07.a NI-434-01-02-02 c 08 NI-434-98-28-02 e 01 NI-434-98-28-02.e 02 NI-434-98-28-02 j 01 NI-434-98-28-02.j.02</p>

detailed safety information on hazardous chemical products obtained from chemical manufacturers and/or commercial information services MSDS are originated by manufacturers of chemical products and passed on to product purchasers to provide detailed product safety information are required by public law

Sealed Radioactive Source Inventory Records concerning the inventory and integrity testing of sealed radioactive sources Records are used for calibrating radiation measurement equipment, response checking of radiation detection instruments, research, and other applications utilizing sealed radioactive sources

Pollution Prevention and Waste Minimization Program Records Pollution prevention and waste minimization program records encompass records that document waste elimination, reduction or minimization, during activities such as research, process design, and daily facility or plant operations

Underground Storage Tank Files Records related to the regulation of storage of materials, wastes, and products in underground storage tanks (USTs) 42 USC 6991, 40 CFR 280, and 40 CFR 281

15230 Waste Generator Shipping/Transporting Files

Records involving the receipt, shipment or transfer of chemicals, wastes or other hazardous, radioactive or toxic substances Records include, but are not limited to, logs, incoming waste shipment requests, waste manifests, and storage and waste generator records

15231 Hazardous Substance and Radioactive Waste Shipment Records - 75 years

Hazardous Substance Transfer Files Includes logs and records, incoming waste shipment requests, hazardous waste manifests, and hazardous waste transfer records medical/biohazardous waste manifests

Low-Level Radioactive Waste Management Disposal Requests and Shipment Records Includes storage/disposal records used as manifests

High-Level and Radioactive Mixed Waste Shipment Records. Includes storage records, forms or records prepared by the waste generator, and other related documentation

Transuranic Shipment Records Waste generator records and other related documentation

15232 Waste Acceptance Criteria Records - 10 years

Nuclear and non-nuclear waste acceptance criteria, including records that become part of the site-specific plan(s)

15240 National Environmental Policy Act and Related Laws Documentation

Includes, but is not limited to, Environmental Impact Statements

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NI-434-98-28-02 d 04

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NI-434-98-28-02 d 05.b

<p>(EIS), supplemental analyses (SA), environmental assessments (EA), categorical exclusion documents, environmental checklists, action description memoranda, other records used to reach a categorical exclusion determination, and documentation supporting compliance with other environmental statutes coordinated with the NEPA process</p> <p style="text-align: center;">15241 Environmental Impact Statement, Environmental Assessment, and Categorical Exclusion - Permanent</p> <p>Environmental Impact Statement An environmental impact statement (EIS) is required for proposed major Federal actions that significantly affect the quality of the human environment A supplemental analysis (SA), is prepared if there are substantial changes to the proposed action or significant new circumstances or information relevant to environmental concerns for an action covered by an existing, approved EIS A SA is prepared to determine if a supplemental EIS or a new EIS should be prepared</p> <p>Environmental Assessment Records An environmental assessment (EA) provides the information to determine the necessity for an EIS or a finding of no significant impact Documentation includes the EA and Notice of Intent (NOI).</p> <p>Categorical Exclusion Records A categorical exclusion (CX) documents that the potential impacts on the environment are clearly insignificant and the proposed action falls within a category of actions not normally requiring an EA or an EIS An information bulletin (IB) describes the action and identifies the appropriate CX and is prepared as a basis for a DOE decision regarding the CX. The IB usually includes a draft CX determination Documentation includes the IB, environmental checklist (ECL)/action description memorandum and other records used to reach a CX determination</p> <p style="text-align: center;">15242 Environmental Impact Statement, Environmental Assessment, and Categorical Exclusion - Background Documentation - 20 years</p> <p>Background documentation includes, but is not limited to, the draft EIS and supporting plans, scoping, scheduling, and background information, public and agency comments, Notice of Intent (NOI), ROD; and may include SA, EIS Implementation Plan, Community Relations Plan/Public Participation Plan, Records of Considerations, Mitigation Action Plan, Supplemental EIS, and Flood Plain/Wetland Assessments. Includes background documentation for the environmental assessments and categorical exclusions.</p> <p style="text-align: center;">15243 Documentation Supporting Compliance with other Environmental Statutes Coordinated with the NEPA Process (10 CFR 1021, 10 CFR 1500, and 10 CFR 1508) - 3 years</p> <p style="text-align: center;">15250 Drinking Water and Safe Drinking Water Act</p> <p>Records documenting the condition of drinking water systems operated in support of DOE sites</p>	<p>NI-434-98-28-02 f 01 a NI-434-98-28-02 f 02.a NI-434-98-28-02 f 03 a</p> <p>NI-434-98-28-02 f.01 c NI-434-98-28-02 f 02 c NI-434-98-28-02 f 03.c</p> <p>NI-434-98-28-02 f 04</p>	
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<p>15251 Drinking Water and Safe Drinking Water Act Records - 10 years</p> <p>Records relate to bacteriological and chemical analyses, system surveys, variances and corrective actions. Includes, but not limited to, written reports, summaries, and reports of actions taken to correct violations</p> <p>15260 Wells</p> <p>Records relating to well histories, construction, maintenance and abandonment</p> <p>15261 Well - History, Construction, Maintenance, and Abandonment Files - Destroy with Facility Closure</p> <p>Well History and Construction Files Records dealing with the history and construction of wells including inventories of wells, photographs, soil borings from geological investigations, boreholes, core holes, test holes and any other drill holes where data was obtained. It includes drilling plans and reports, well installation and provided to completion records, schematics of well construction, logbooks such as drilling logs, correspondence, maps, photographs, charts, summary reports, and construction verification reports</p> <p>Well Maintenance Files Records dealing with well maintenance such as well services requests, well services planning, well structure field inspections, repairs and modifications, surveying, installing locking well caps, maintaining pump systems, removing deposits</p> <p>Well Abandonment Files Well abandonment plans, notifications, and reports, except underground injection wells NEPA CX List of Wells</p> <p>Abandonment of underground injection wells and the nature and composition of all injected fluids</p> <p>15270 Administrative Record File</p> <p>Records documenting the basis for selecting a CERCLA response action/remediation action, RCRA permit/permit modification/or closure plan action by the EPA, the DOE, state agencies, the public, or other interested parties. These files contain historical data on the identification and remediation alternative of waste sites. The Administrative Record also includes documents that demonstrate the public's opportunity to participate in and comment on the selection of the remedial action</p> <p>15271 Administrative Record File - Destroy 75 years after the termination of the applicable Federal Facility Agreement & Consent Order.</p> <p>Documents may include, but are not limited to, remedial investigation/feasibility study (RI/FS) work plan, guidance documents, proposed plan, public notices, record of decision (ROD), explanation of significant differences, permit application, corrective measures study report, interim response action proposal, applicable NEPA documentation, and all other decision documents available for public comment and use</p>	<p>NI-434-98-28-02 h.01 NI-434-98-28-02 h 02 NI-434-98-28-02 h 03 NI-434-98-28-02 h 04 NI-434-98-28-02.h 05</p> <p>NI-434-98-28-02 i 01 NI-434-98-28-02.i.02 NI-434-98-28-02 i 03 a NI-434-98-28-02 i 03 b</p> <p>NI-434-98-28-01 a</p>	
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<p>15300 Permits/Permitting Documentation</p> <p>Permitting documentation includes records relating to authorizing access or permission from a government entity such as a city, county, state or Federal agency to initiate action, usually defining specified limits in the form of a written warrant or license. This category may include necessary documents that precede the granting of a license or warrant, such as applications for permits</p> <p>15310 RCRA Parts A & B</p> <p>Permitting documentation includes detailed definition of the approved process, schedules, milestones, reporting requirements, supporting documentation, correspondence, terms and conditions of the permit, notification of changes to the permit and modifications.</p> <p>15311 RCRA Parts A & B Maintained by the Cognizant DOE Operation's Office – Permanent</p> <p>Permitting documentation includes detailed definition of the approved process, schedules, milestones, reporting requirements, supporting documentation, correspondence, terms and conditions of the permit, notification of changes to the permit and modifications</p> <p>15320 RCRA Permit Supporting Documentation and Required Monitoring Data</p> <p>Preparation of the permitting application includes permitting requirements, permitting policies, cost information, schedules, application, closure plans, notification requests, supporting documentation, negotiations with permitting agency modification process and correspondence.</p> <p>15321 Permit Supporting Documentation and Required Monitoring Data - 75 years</p> <p>RCRA Permit Applications, Part A and B and supporting documentation. RCRA Permits Part A and B. Required monitoring data. Including, but not limited to, all calibration and maintenance records, all original strip chart recordings for continuous monitoring instrumentation, and copies of all reports required by permit</p> <p>15330 Waste Water Discharge, Air Emissions, Pollution Equipment Prevention Permit Records/Applications Records</p> <p>Preparation of the permitting application includes permitting requirements, permitting policies, cost information, schedules, application, closure plans, notification requests, supporting documentation, negotiations with permitting agency modification process and correspondence.</p> <p>15331 Waste Water Discharge, Air Emissions, Pollution Equipment Prevention Permit Records/Applications Record - 5 years after permit expires.</p> <p>RCRA Part A and B permit applications and all other applications</p>	<p>NI-434-98-28-03.b 01 a</p> <p>NI-434-98-28-03.b.01.c NI-434-98-28-03 b.01 d</p> <p>NI-434-98-28-03 a 01 NI-434-98-28-03 a 02 NI-434-98-28-03 b 02.a NI-434-98-28-03 b 02 b NI-434-98-28-03 b 02.c NI-434-98-28-03 b 02 d</p>	
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Waste Water Discharge Permit Records These records document the requests for permission to discharge wastewater into ground water and sanitary sewers. Includes, but is not limited to: discharge plans, approval letters, samples and analysis, certificate of analysis, monitoring requirements, renewal applications, chain of custody forms, permits and applications, routine storm maintenance requests, including records required by National Pollutant Discharge Elimination System (NPDES), State Waste Discharge, Injection Well and Stormwater Permits Also, includes reports required by the permits, including but not limited to, discharge monitoring reports, noncompliance notification, noncompliance reports and corrective action measures. Water may be discharged into sewers, ponds, lagoons, etc Includes construction permits submitted after applications are approved, notices to discharge surplus water in accordance with permit compliance, purge water activity records, and storm drainage inspections and maps, and technical, general regulatory and policy correspondence

Air emission records document the process of developing and obtaining approval from Federal, state, air quality district, or city officials to emit air pollutants and/or airborne particulate matter in compliance with the Federal CAA, associated State implementation plans and laws Records may include, but are not limited to, permit applications and supporting documentation, permits, (such as new construction or preconstruction, operating modification, new source, NESHAPS, prevention of significant deterioration, acid rain, open burn, top soil disturbance, administrative permit amendments, permit renewals, modifications, cancellations, suspensions, exemptions, approvals, and disapprovals, monitoring and control plans, notices of violation, material safety data sheets (MSDS) for pollutants, permit lists, dispersion modeling information, correspondence with and between DOE, DOE contractors, city, state, air quality district, or Environmental Protection Agency (EPA) officials regarding permitting, documentation of permit fee invoices and payments, and ownership of pollution allowances or rights. Records may also include air emission permit tracking databases

Related and supporting documentation for permits (EPI)
Pollution allowance ownership rights documentation, draft documents, supporting notes and calculations

Pollution prevention equipment records document the permission to install specific equipment in buildings or facilities at DOE contractor sites to meet regulatory compliance Records may include, but are not limited to, permit applications, permits, permit renewals, correspondence, emission concentration, and type of pollution control equipment.

15340 Permit Petitions/Waivers

15341 Permit Petitions/Waivers - 5 years after petition or waiver expires.

Documentation used as a means to request a petition or waiver from a permit requirement(s)

15400 Monitoring

Monitoring records document activities that affect environmental quality, such as discharging air pollutants to the atmosphere and activities that involve

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NI-434-98-28-03.b 03 c
NI-434-98-28-03 b 04
NI-434-98-28-03 b 05

NI-434-98-28-03 c (EPI)

radioactive and nonradioactive discharges to the environment, including rivers, sanitary sewers, land surfaces, sub-surfaces, and drinking water supply systems. Environmental surveillance activities are conducted with the intent of detecting and qualifying radioactive and non-radioactive contaminants and assessing their environmental and human health significance. Note: See 15130 for logbooks relating to monitoring activities.

15410 Soil and Groundwater

15411 Procedures, Radiological Equipment Calibrations and Survey Forms and Logs - 75 years

Geologist field logs document field test bore holes, indicating the type of soils, gravels, cobbles and sand that are found at the field test area. They give the sampler type and depth, inches/feet driven, inches recovered, sample condition, drilling rate, and other pertinent data. They contain field log boring forms and well development/water monitoring data. Drilling/boring field logs are used to record geological data (such as the changes in soil or strata with depth), what projects are currently being worked on and the time and results of routine environmental tasks.

Field logbooks containing pertinent soil monitoring calculations, observations, and interpretations of results.

Procedures that detail the specific methods and frequency of environmental soil and groundwater monitoring.

Radiation Detection Equipment (instrument) Calibration Documentation providing assurance that equipment used during soil and groundwater monitoring activities was calibrated to established standards.

Radiological survey forms and logs for soil and groundwater monitoring.

15412 Non-Radiological Equipment Calibrations - 5 years

Non-radiation equipment calibration records for soil and groundwater monitoring.

15413 Statistical Monitoring Data - Destroy when results are incorporated into summary reports, or when 5 years old.

Data used to make statistical comparisons between different soil and groundwater monitoring locations or time periods.

15414 Pesticide/Herbicide Records - 10 years

Records of the application of pesticides/herbicides. Records include but are not limited to location involved, date, time, appropriate meteorological data for exterior applications, amounts of chemical associated concentrations and equipment used, signature and license number of the cognizant operator along with pertinent remarks.

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 NI-434-98-28-01 e 04.c
 NI-434-98-28-04 a 01
 NI-434-98-28-04 a.02 a
 NI-434-98-28-04 a 03
 NI-434-98-28-04.d 01
 NI-434-98-28-04 d 02 a
 NI-434-98-28-04.d.03

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15420 Air

15421 Air monitoring records - 75 years

Procedures that detail the specific methods and frequency of environmental air monitoring

Air Filter Records Records used to gather, analyze and report air quality data including hot cell air quality and filter efficiency data in radiological control areas Records may include, but are not limited to, air filter information, raw data derived from filters, such as filter number and amount of particulates, filter efficiency test reports and data and filter inventory lists

High-Efficiency Particulate Air (HEPA) filter records, including, but not limited to, raw data efficiency tests, laboratory analysis and inventory lists.

Evaporator, Hood, Stack, and Exhaust Fan Discharge Records Records that document equipment types and discharge rates used to calculate the potential release of contaminants and radionuclides from specific locations The records are used to supplement the NESHAP reports and to fulfill partially the requirements of the EPA. Records may include, but are not limited to, trace emissions, location, equipment type, velocity, release rate, concentration, parameters, hourly evaporation rate, identification of the chemicals purchased and used by the Department, descriptions of air handling supply and exhaust systems, descriptions of the flow measuring system, flow rate testing data sheets, what type of toxic or radioactive material the hood is used for, instrument type and serial number, calibration due date, and approval.

Monitoring Baseline Study Record. These records document a study that establishes normal monitoring levels for measuring the radioactive and non-radioactive impact on the environment and surrounding populations. Information from these records may be used to compile compliance reports Records may include, but are not limited to, correspondence, plan status, performance and technical system audits, wind source direction status, preliminary and end results, interpretations, conclusions and recommendations, environmental checklist (ECL) system plan and effluent particle size

Hazardous Air Pollutant Baseline Study Records These records also document measurements collected from upwind and downwind locations indicating the hazardous air pollutants specified in 42 USC 112 such as asbestos, benzene, beryllium, mercury, vinyl chloride, coke oven emissions, and inorganic arsenic Records may include, but are not limited to, analytical procedures, calibrations, monitoring results and recommendations

Annual Background Study Records These records document the preliminary results of an approved background study used by the EPA, the state, and DOE to evaluate contamination release. These studies are used to develop information on the uncontaminated conditions of a site The data is compared with data from areas that might be contaminated Records may include, but are not limited to, data acquisitions and related correspondence, description of data collection methods and technology, data

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NI-434-98-28-04.b 06
NI-434-98-28-04.b 07
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logs, subcontractor memos, applicable NEPA documentation and analytical results

Stratospheric Ozone Protection Records These records document a unified, cost effective, and competitive approach for a transition from using ozone-depleting chemicals to the use of new chemicals or chemical substitutes that will not deplete the stratospheric ozone or pollute the air or the environment. Records may include, but are not limited to, memos and correspondence, summary plans, cost analysis, substance lists, and regulations lists

Criteria Pollutant Release Records These records document measures of National Ambient Air Quality Standards Program (NAAQS) criteria pollutants released into the air that meet pollution prevention requirements. The pollutants measured have been identified as being hazardous to human health and welfare. These measurements are mandated by DOE as part of resolving National Air Quality problems. Records may include, but are not limited to, ECL, Request for Facility Services, CX list and EPA checklists.

Criteria Pollutant Source Inventory Records document annual inventories of criteria pollutant sources at DOE and contractor sites that are used to determine the source type and concentration of pollution emitted from identified locations.

Air Monitor/Sampler Radiation Detection Equipment Calibration Records Documentation providing assurance that equipment used during monitoring activities was calibrated to established standards. These records document the type of calibration performed, the degree of accuracy to which the item was calibrated and the date of calibration, and to determine when the item is due for recall. Records may include, but are not limited to, procurement, equipment serial number and location, manufacturers statement of origin, manufacturer code, equipment calibration estimates, calibration data forms, checklists, billings, inspection reports, move orders, equipment manual information, vendor information, quality and operating checks, pre-operational checklists, calibration date, calibration data, calibration recall notices, calibration sheets, out-of-tolerance notifications, recall cards, equipment standards and specifications, certificates of conformance, certificates of completion, instrument status, service performance reports, and trouble shooting information

15430 Meteorological

These records document the data collected from weather monitoring stations to support environmental monitoring programs.

15431 Meteorological Monitoring Records - 75 years

Meteorological Monitoring Records These records document the data collected from weather monitoring stations to support environmental monitoring programs. They are also used to report overall annual dose, calculated concentrations of routine and accidental releases, and supports the real time plume trajectory forecasting system. Records include, but are not limited to, strip charts of real time measurements of wind speed and direction, temperature, wind chill, relative humidity, dew point, precipitation, barometric pressure, synopsis of expected daily weather

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(ADM 17, item 13)

activity, evening forecast, weather cautionary or alert information, semiannual calibration results of tower, logbooks identifying problems, abnormalities, documentation of daily checks, correspondence regarding tower installation, and construction, milestone report, meteorological system design and overview, briefings and findings

Synoptic meteorology records accumulated to evaluate and determine meteorological and climatological conditions bearing on engineering and contamination problems

Wind logs recording wind speed and direction at hourly intervals and at various levels.

Summary sheets recording actual and average wind speeds and direction

Reports of synoptic wind observations listing wind velocities and direction at every half hour in each project area

Soil and air temperature logs, recording temperatures at every half hour intervals at various levels above and below the surface

Solar radiation logs recording hourly averages and daily totals of solar color radiation, direct and indirect received on a horizontal surface

Psychometric computations figured from wet and dry bulb readings, dew point, relative humidity and adjustment figures and other records

Pressure logs listing hourly barograph readings and corrections, station pressures and temperatures

Surface weather observation data listing sky and ceiling, visibility, sea level pressure, temperature, dew point, direction, speed and character of winds, and total sky cover.

Summary records concerning pressure, sky cover, humidity, frost, fog and miscellaneous weather phenomena, including data and readings on frontal passage and Chinook inversions

Precipitation measurements and summaries, listing water in rain gauge, snow, sleet or ice on the ground, water equivalent and unmelted amounts, together with observer's remarks

Meteorological recorder charts recording velocity and direction, temperature, solar radiation, thermograph and hydrograph readings, and atmospheric pressure over 24-hour periods

Pilot balloon ascension reports, indicating elevation of balloon at minute intervals, azimuth, distance, speed, temperature and observer's remarks

Weather maps and charts on which are plotted weather information received by teletype, including pseudo adiabatic charts, U S W B plotting charts and upper air charts

Background recording charts and monitor logs measuring miscellaneous background readings of air contamination

15440 Tank Monitoring

Records related to monitoring tanks containing chemicals, wastes, or other hazardous, radioactive, or toxic substances.

15441 Tank Monitoring records - Until Tank Closure

Liquid Levels/Surface Levels Records that document the baseline and associated changes in the level of liquids contained within a tank indicating potential problems or lack thereof

Dome Elevation Records that document crusts or buildups within a tank that may account for solids or sludge fragments rising to the top indicating an explanation for changes in tank surface levels and liquid levels.

Drywell/Swab Risers Records of contamination measurement to help detect leaks to the ground from a tank or transfer line (or waste stream)

15450 Waste Streams

15451 Logbooks containing information related to radioactive or hazardous waste streams. - 75 years

15500 Sampling and Analysis

Records included in this series document sampling and analysis activities for samples collected during environmental investigations, remediation and restoration from sample acquisition to sample disposition. Documentation covers planning sampling operations (collecting samples), documenting sample operations, sample management and control, and reporting sampling results. Physical samples and specimens are not records and should be returned to the organization from which they originated per EPA requirements.

15510 Sampling/Analysis Data packages, Authorization forms, and Procedures

15511 Sampling/Analysis Data packages, Authorization forms, and Procedures - 75 years

Sample and Analysis Logbooks Logbooks containing sample and analysis data

Geology Logbooks Logs and logbooks, such as geologist field logs, subcontractor geotechnical operations logbooks, soil and soil gas survey sampling field logs and characterization logbooks. Soil and soil gas survey sampling field log document efforts to collect and analyze soil and soil gas samples for possible site remediation or restoration

Procedures These procedures detail the methods used and frequency of analysis of environmental samples, including records or

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NI-434-98-28-01.e.04 b
NI-434-98-28-05.a
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correspondence that give the philosophy and scope, provide interpretations of results, and detail the plans for sampling and analysis

Sampling Authorization Forms. These forms document field-sampling requirements generated to initiate and perform sampling and analysis

Analytical Laboratory Data Packages. These packages consist of documentation generated during transport and receipt of field samples (e.g., chain of custody), sample movement in the laboratory, preparation for analysis, laboratory analyses output, raw and processed data, analytical results (analysis reports), reanalysis, quality control sample results, and instrument calibration data, plus a summary of final results for each batch. May include validation and/or verification documentation.

Physical Property Data Packages. These packages contain analytical results for samples taken during borehole or well drilling operations. These files contain, among other records, the following records: data transmittals, graphs, and laboratory analysis

Field Screening Data Packages. These data packages document field screening measurements for preliminary determinations of contamination levels in support of environmental investigation, restoration, and remediation activities. Documentation may include, but is not limited to: sample analysis request documentation, narrative description or overview of activities that took place, summary of results, table of analyses, logbook pages, strip charts, instrument calibration data, and laboratory analysis reports

15520 Laboratory Sample Processing

NI-434-98-28-05.d

15521 Laboratory Sample Processing - 10 years

Control records pertaining to work performed in analytical laboratories. Records include, but are not limited to: Sample Receiving Logs, analysis requests, analytical assay records, and comparative analysis logs

15600 Disposal/Cleanup

This category includes records documenting cleanup of past practice waste sites or units, closure of waste sites under RCRA and other applicable regulations, cleanup of waste sites under CERCLA and RCRA corrective action provisions and disposal of radioactive and hazardous waste from waste sites. Records include those generated once a decision has been made to clean up a given location, encompassing those actions from removal/treatment of the contaminated area to restoration of the area to its natural condition.

15610 Designation / Means of Disposal and Waste Disposal Characterizations/Records

Procedures governing disposal and cleanup and waste disposal characterization records.

15611 Designation / Means of Disposal and Waste Disposal Characterizations/Records - Permanent

NI-434-98-28-06.a
NI-434-98-28-06.b

Procedures governing disposal and cleanup

Waste Disposal Characterizations/Records. Records indicating type (classification) and degree of contamination, date of disposal, method of disposal (burial, landfill, etc), volume, and disposal location. Records may include engineering studies, reports of unusual problems encountered during removal or treatment.

15620 Waste Disposal Characterizations/Records Supporting Documentation

15621 Waste Disposal Characterizations/Records Supporting Documentation - 75 years

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Supporting documentation includes but is not limited to miscellaneous worksheets, recorder sheets, other data sheets, and correspondence from where applicable information has been transcribed or summarized in other documentation

The following items are no longer included in the Environmental Records Schedule for the reasons shown:

Item 1.b(1) Emergency Response/Contingency Plans

Emergency response plans identify environmental and safety hazards at a facility and surrounding areas. These plans should coordinate state, federal, and local governments, Native Americans, and other emergency personnel's responses to those hazards.

Records include, but are not limited to operational plans, contingency plans, prevention plans, emergency procedures, compliance to regulatory requirements for emergency situations, site maps, release forms, correspondence, and other related records

Destroy 3 years after issuance of a new plan. NI-434-98-28, item 1b(1)

NOTE. One record copy of each plan or directive, along with assessment audit changes to the documentation, must be kept with the agency's set of master directive files for the emergency plan. (See GRS 18, Item 27)

Moved to 17800, Safety

Item 1.b(4) Safety Analysis Reports

(a) Safety Analysis Reports (SARs) document the adequacy of safety analysis for a nuclear facility to ensure that the facility can be constructed, operated, maintained, shut down, and decommissioned safely and in compliance with applicable laws and regulations

Records may include document reviews of current and potential risks involved before work proceeds, specific safety analysis that pertains to specific activities related to the SAR, and Technical Safety

Requirements (TSRs) which is specific standards or regulations that pertain to the activity, site characteristics, facility descriptions, safety designs, facility hazard analysis and classification, health and safety criteria, analysis of operation, institutional safety provisions, emergency preparedness, and other related subjects

Records should include the related DOE Safety Evaluation Report

Review annually Cut off when superseded, obsolete, or cancelled Destroy 75 years after cutoff N1-434-00-7, item 1 b(4)(a)

(b) Other Safety Analyses Reports

Document a process to provide systematic identification of hazards within a given DOE operation, to describe and analyze the adequacy of measure taken to eliminate, control, or mitigate identified hazards, and to analyze and evaluate potential accidents and their associated risks

May have documentation similar to SAR's
Records should include the related DOE Safety Evaluation Report.

Review annually Cut off when superseded, obsolete, or cancelled Destroy 25 years after cutoff N1-434-00-7, item 1 b (4)(b)

Combined a and b and moved to 17851, Safety Analysis Reports. Destroy after 75 years.

Item 1.b(5) Safety and Health CERCLA/RCRA Documents

Records associated with Safety and Health related documentation required by CERCLA/RCRA, other than CERCLA-funded cooperative agreements

(a) Records which notify or support worker protection and safety including but not limited to safety incident, safety analysis, safety meetings, safety awards, and safety assessments.

Destroy after 5 years 29 CFR 1910 120 N1-434-98-28, item 1b(5)(a)

Determined that records are covered elsewhere in the taxonomy.

(b) Occupational Safety and Health Administration (OSHA) records, National Institute of Occupational Safety and Health (NIOSH) records, hazard and accident analysis records, Criticality Safety Analysis/Approval records, Health Surveillance Program records, other specific Safety and Health records

Destroy after 30 years 29 CFR 1910 20 N1-434-98-28, item 1b(5)(b)

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Determined that records are covered elsewhere in the taxonomy.

(c) Dosimetry records on employees subject to ionizing radiation that are personally monitored

Destroy when 75 years old See DRS 1.6, NCI-430-76-9-(4) N1-434-98-2

Moved to 19631, Dosimetry Records.

Item 1.c Archaeological Records

Records resulting in activities conducted on lands owned in fee by Native Americans or held in trust by the United States for Native Americans

These records can include, but are not limited to, contracts, permits, agreements and related policies, procedures, protocols, or waivers, archaeological site locations, surveys of areas, correspondence, photographs, analysis, reports and findings, drawings, maps, ground surveys, excavation notes, cultural resources; and, site restoration plans, proposals, or other reclamation types of activity records

Permanent Cut off annually Transfer to NARA 25 years after cutoff, in 5 year blocks N1-434-98-28, item 1c

Moved to 19310, Real Property.

Item 1.d(3) Daily Reports (Environmental Administration)

Reports relating to routine, daily business functions, recurring transactions, or activities associated with environmental, safety, and health operations

Cut off when superseded, obsolete, or canceled Destroy when 7 years old. N1-434-98-28, item 1d(3)

Determined that these are covered elsewhere in the taxonomy.

Item 1.e(7) Equipment Testing and Development

Logbooks documenting equipment testing and development

Destroy after 5 years or after disposal or clearance of tool/equipment from project N1-434-98-28, item 1e(7)

Moved to 17400, Testing/Modeling.

Item 1.f(5) RCRA Interim Status Training Plan

These plans describe the types and amounts of training for each person at a facility

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	<p>Destroy 75 years after issuance N1-434-98-28, item 1f(5)</p> <p>Determined that these are covered elsewhere in the taxonomy.</p> <p>Item 1.g item 1g</p> <p>Electronic Data Management Systems N1-434-98-28,</p> <p>(1) Geographic Information System</p> <p>Retain on site Destroy when no longer needed.</p> <p>(2) Environmental Sites Databases</p> <p>Contains source information and other data gathered from many type of environmental activities other than site surveillance/monitoring (e g., groundwater and biota) for potential and established/documented environmental sites</p> <p>(a) Input Source</p> <p>Destroy when data is entered in database and validated</p> <p>(b) Output</p> <p>File with appropriate series using an approved schedule</p> <p>(c) Master File</p> <p>For those site-specific systems deemed to have special historical significance, submit SF 115 to NARA All other systems destroy 10 years after certification of post closure care and monitoring and when all enforcement actions related to the facility have been settled.</p> <p>(3) Waste Management Systems</p> <p>Any electronic or manual system that tracks and produces records of wastes, from cradle to grave, from generator, storage or transported locations, including laboratory processing</p> <p>(a) Database and record systems which track wastes from creation through transportation, processing, storage, and reporting tracking records</p> <p>Delete or destroy when related records are destroyed, or 75 years from creation, whichever occurs later.</p> <p>(b) Database system development records and documentation records which support the maintenance and operation of tracking systems.</p> <p>Destroy or delete upon authorized deletion of related system.</p>		
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(4) Electronic Data Management Systems

Computerized data retrieval systems that manage laboratory information including, but not limited to, tracking samples, managing or archiving analysis results and generating data reports

Delete or destroy when related records are destroyed, or 75 years from creation, whichever occurs later

(5) Computer Model Radiation Calculation Records

These records document the calculation of the highest capacity or highest level of radiation exposure and the results of the exposure to the population, and environment. Calculations are combined with information from environmental and dosimetric concentrations and health effects data to develop compliance reports required by various regulatory agencies. Records may include, but are not limited to, meteorological and demographic data concentrations measured from the population, organ dose, frequency distribution of lifetime fatal cancer risk, individual maximum risk assessment, death risk, stack emission, beef and dairy cattle, food crops, time delay rate, period of exposure, transport time, consumption time, ingestion levels, system calibration and setups

(a) Records which include methodology calculations and baseline data

Destroy when no longer needed

(b) Temporary data files created during the model usage.

Destroy when no longer needed

Deleted entire item except for (3)(b) which was moved to 19412, Architecture/Technology. Schedules are media neutral and the remainder of this item is covered elsewhere.

Item 2.c(7)(b) Materials Safety Data Sheets – all other copies.

Destroy when superseded, obsolete or no longer in use after having confirmed the record copy is being maintained by cognizant department (per item a above) N1-434-98-28, item 2c(7)(b)

Deleted. The management of copies is covered in the Records Management Handbook.

Item 2.f(1)(b) Environmental Impact Statement – All other copies.

2f(1)(b) Destroy when no longer needed. N1-434-98-28, item

Deleted. The management of copies is covered in the Records Management Handbook.

	<p>Item 2.f(2)(b) Environmental Assessment Records – All other copies.</p> <p>Destroy when no longer needed N1-434-98-28, item 2f(2)(b)</p> <p>Deleted. The management of copies is covered in the Records Management Handbook.</p> <p>Item 2.f(3)(b) Categorical Exclusion Records – All other copies.</p> <p>Destroy when no longer needed N1-434-98-28, item 2f(3)(b)</p> <p>Deleted. The management of copies is covered in the Records Management Handbook.</p> <p>Item 2.g Septic System/Sewage Treatment Files</p> <p>Plans and specifications for proposed construction. Approvals, certification of inspection and installation, operations manuals, drawings, periodic inspections, vendor information, correspondence, and meeting minutes.</p> <p>(1) Operation Manuals and Vendor Information</p> <p>Destroy when equipment is no longer in service N1-434-98-28, item 2g (1)</p> <p>Deleted. Reference material is covered in the Records Management Handbook.</p> <p>(2) Approvals, Certification of Inspections and Installation, Drawings, Correspondence and Meeting Minutes</p> <p>Destroy when 50 years old N1-434-98-28, item 2g(2)</p> <p>Moved to 17300, Fabrication/Construction</p> <p>Item 3.b(1)(b) Permits – RCRA Permits, Parts A and B – all other copies.</p> <p>Destroy when no longer needed N1-434-98-28, item 3b(1)(b)</p> <p>Deleted. The management of copies is covered in the Records Management Handbook.</p> <p>Item 3.b(3)(d) Air Emissions Permit Records – Related databases and data.</p> <p>See 1.g.2 N1-434-98-28, item 3b(3)(d)</p> <p>Moved to 19400, Information Management.</p> <p>Item 4.b(2)(b) Air Monitoring Records – Air Filter Records – Databases that duplicate the records.</p>		
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	<p>Delete after the expiration of the retention period authorized for hard copy files, or whenever no longer needed, whichever is later N1-434-98-28, item 4b(2)(b)</p> <p>Moved to 19400, Information Management.</p> <p>Item 7 Electronic Mail and Word Processing System Copies</p> <p>Deleted. Business rules apply and are in the Records Management Handbook and the Electronic Records Management Manual (undergoing formal review).</p>		
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