

RECORDS RETENTION SCHEDULE

Form RC-050 (Revised 01/2010)

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STATE OF CONNECTICUT
 Connecticut State Library
 Office of the Public Records Administrator
 231 Capitol Avenue, Hartford, CT 06106
www.cslib.org/publicrecords

RETENTION SCHEDULE
10-5-1

1. **AUTHORITY:** The Office of the Public Records Administrator issues this retention and disposition schedule under the authority granted it by CGS §11-8 and §11-8a.
2. **FORMAT:** Retention periods listed on this schedule apply to the record, regardless of physical format. Records may be either hard copy or electronic. If the record is electronic, the custodian of the record must be able to interpret and retrieve the data for the minimum retention period listed for the records series.
3. **DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108). The RC-108 must be signed by the agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator *prior* to the destruction of public records.

AGENCY: Department of Environmental Protection	AGENCY ADDRESS: 79 Elm Street, Hartford, CT	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: Bureau of Materials Management and Waste Management Compliance Assurance: Spills Response - PCB Enforcement Unit		If revised, superseded schedule number(s): 92-6-2; 92-6-2 (A)

RMLO (type or print): Veronica Ferriss	TITLE (type or print): VMD III	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 8/16/2010
APPROVED (RMLO): Veronica Ferriss (signature on file)	DATE: 8/3/2010	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	EFFECTIVE DATE: 8/17/2010

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	Hexavalent Chromium Case Files Consists of records that document the inspection of hexavalent chromium performed under a program that the federal EPA began to implement but then cancelled. Files are arranged alphabetically by site.	1 year from date case closed	- 0 -	1 year from date case closed	These inspections have not been done since the early 1990s and the reports have no value to the agency or the public; Series to be removed after all records are destroyed.
2.	PCB Case Files - Documented Consists of records that document inspection of PCB contamination. Including but not limited to: spill incident Tracking System [SITS] reports, inspection reports documenting PCB contamination, Notice of Violations (NOVs), referrals to remediation, and enforcement actions taken. Files are arranged alphabetically by site name.	Permanent	- 0 -	Permanent	PCB is the abbreviation for the chemical polychlorinated biphenyl.

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Department of Environmental Protection: Bureau of Materials and Waste Management Compliance Assurance:
Spills Response – PCB Enforcement Unit Schedule No.: 10-5-1

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		Office (A)	Off-site (B)	Total (A + B)	
3.	PCB Case Files - No Impact Documented Consists of records that document inspection of reported PCB contamination where no PCB contamination was identified. Including but not limited to: SITS reports and inspection reports. Files are arranged alphabetically by site name.	2 years	- 0 -	2 years	Case history information retained in PCB Case Tracking System.
4.	PCB Case Tracking System Consists of database documenting PCB cases and their status. Contains date of spill, responsible party, location, town where complaint originated and other related information.	Continuously updated	- 0 -	Continuously updated	
5.	PCB Shipping Manifests Consists of agency copy of shipping manifests for all PCB waste shipped within Connecticut. Files are arranged chronologically by year.	3 years from the date PCB waste was accepted by the initial transporter [40 CFR 761.209(a)]	- 0 -	3 years from the date PCB waste was accepted by the initial transporter [40 CFR 761.209(a)]	Related records are located in Hazardous Waste unit.
6.	PCB Spill Reports - Northeast Utilities (NU) & United Illuminating (UI) - Documented Consists of records that document PCB spills related to NU or UI. Including but not limited to: SITS reports, notifications, and any enforcement actions. Files are arranged alphabetically by town.	Permanent	- 0 -	Permanent / Archival	
7.	Toxic Substance and Control Act Grants Consists of grants made by the federal Environmental Protection Agency [EPA] concerning the production, importation, use, and disposal of PCBs. Including but not limited to: application form, status reports, brief narrative and related fiscal information. Files are arranged by fiscal year.	Permanent	- 0 -	Permanent	15 USC 2607(c) requires manufacturers, processors or distributors to maintain records of significant employee adverse reactions for 30 years and other persons for 5 years. Closed grant files are necessary to meet future grant requirements.