

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

10-1-2

- 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.
- 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.
- 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 Public Health (DPH)	AGENCY ADDRESS: 410 Capitol Avenue, Hartford, CT 06103	This schedule is: <input type="checkbox"/> new <input checked="" type="checkbox"/> revised
PROGRAM / UNIT: Regulatory Services Branch: Environmental Health Section		If revised, superseded retention schedule number(s): #00-4-2, p. 5 and 6

RMLO (type or print): Lisa Kessler, Asst. RMLO	TITLE (type or print): Staff Attorney	APPROVED (State Archivist): Mark H. Jones (signature on file)	DATE: 10/12/2010
APPROVED (RMLO): Lisa Kessler (signature on file)	DATE: 09/23/2010	APPROVED (Public Records Administrator): LeAnn R. Power (signature on file)	EFFECTIVE DATE OF SCHEDULE: 10/12/2010

SERIES NUMBER	RECORDS SERIES TITLE & DESCRIPTION	APPROVED RETENTION PERIOD			NOTES & CITATIONS
		Office (A)	Off-site (B)	Total (A + B)	
1.	Asbestos Alternative Work Practices Records Consists of records that document alternative work practices (AWP) procedures (e.g., exceptions to regulations for the removal of asbestos made by program staff). Including but not limited to: applications, reviews, approvals, waivers, and variances to set aside or deny requests.	2 years from date of review	- 0 -	2 years from date of review	
2.	Asbestos Inspection and Abatement Records Consists of records that document the inspection, abatement, and re-inspection of asbestos for elementary and secondary public and private schools and residential facilities. Including but not limited to: hazard assessments, inventories of samples, inspection reports, air quality surveys, and abatement and management plans.	3 years from date of next re-inspection [40 CFR §763]	- 0 -	3 years from date of next re-inspection [40 CFR §763]	Inspections of secondary public and private schools conducted pursuant to the Asbestos Hazard Emergency Response Act (15 USC §2641 et. seq.).

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		Office (A)	Off-site (B)	Total (A + B)	
3.	Asbestos Notification Records Consists of records that document asbestos removal projects and demolitions of buildings when notification of asbestos abatement is not required. Including but not limited to: notification forms.	5 years from date of notification	- 0 -	5 years from date of notification	
4.	Environmental Engineering Burial Certification Review Records Consists of records that document inspection and certification of crematories, mausoleums, columbariums, and private burial grounds. Including but not limited to: plans, inspections, certificates, and complaints and investigations.	Permanent	- 0 -	Permanent	See CGS §19a-320 (crematories), §19a-310 (mausoleums, columbariums), and §19a-313 (private burial grounds) for regulations related to burial certification.
5.	Environmental Engineering Subsurface Sewage Disposal Records – Small Systems Consists of records that document review of small subsurface sewage disposal systems (less than 2,000 gallons/day in size). Including but not limited to: plans and approvals.	5 years from date of review	- 0 -	5 years from date of review	
6.	Environmental Engineering Subsurface Sewage Disposal Records – Large Systems Consists of records that document review of large subsurface sewage disposal systems (2,000-5,000 gallons/day in size). Including but not limited to: plans and approvals.	10 years from date of review	- 0 -	10 years from date of review	
7.	Environmental and Occupational Health Assessment (EOHA) Program Disease Reports Consists of records that document exposure to chemical and radiologic contamination in the environment and workplace. Including but not limited to: disease reports submitted by health care practitioners, health risk assessments, toxicology reports, and complaints and investigations.	7 years from date of report	- 0 -	7 years from date of report	
8.	Environmental and Occupational Health Assessment (EOHA) Program Town Files Consists of records that document chemical and radiologic contamination in the environment and workplace. Including but not limited to: reports, complaints, and investigations.	20 years from date received	- 0 -	20 years from date received	May have historical value – contact State Archivist prior to submission of Form RC-108.

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		Office (A)	Off-site (B)	Total (A + B)	
9.	Environmental Laboratory Certification Records Consists of records that document the certification of commercial environmental laboratories that perform testing on environmental samples (e.g., drinking water, recreational waters, wastewater, soil and solid waste). Including but not limited to: environmental laboratory applications, approvals (laboratory certifications), decertification letters, and audit results.	10 years from date of certification	- 0 -	10 years from date of certification	Certification is effective for 2 years.
10.	Environmental Laboratory Director Certification Records Consists of records that document the certification of directors of commercial environmental laboratories that perform testing on environmental samples (e.g., drinking water, recreational waters, wastewater, soil and solid waste). Including but not limited to: applications, approvals (laboratory certifications), decertification letters, and audit results.	50 years from date of certification	- 0 -	50 years from date of certification	Certification is effective for lifetime of individual.
11.	Environmental Practitioners Licensure and Certification Files – Approved Consists of records that document the licensure and review process for approved environmental practitioners (asbestos, lead, registered sanitarian, septic system disciplines). Including but not limited to: applications, training course certificates, proof of employment experience and educational requirements, and related correspondence.	1 year from date license expired or revoked	9 years from date license expired or revoked	10 years from date license expired or revoked	Pursuant to CGS §20-435 et. seq. (asbestos), §20-474 et. seq. (lead), §20-341 (subsurface sewage), and §20-358 et. seq. (sanitarian). Licenses are renewed annually upon receipt of fee payment.
12.	Environmental Practitioners Licensure and Certification Files – Not Approved Consists of records that document the licensure and review process for unapproved environmental practitioners (asbestos, lead, registered sanitarian, septic system disciplines). Including but not limited to: applications, training course certificates, proof of employment experience and educational requirements, and related correspondence.	1 year from date not approved	4 years from date not approved	5 years from date not approved	
13.	Environmental Practitioners Licensure and Certification Examinations Consists of records that document the results of licensure examinations (score, name of person, certificate, address on file). Including but not limited to: scores, names of persons, certificates, addresses on file, and blank copies of examinations.	1 year from date of examination	9 years from date of examination	10 years from date of examination	
14.	Environmental Practitioners Course Training Materials – Approved Consists of records that document the review process for approved training providers of lead and asbestos courses. Including but not limited to: applications, training manuals, materials, evaluations, approvals, related correspondence, enforcement (complaints and investigations), and revocations.	3 years from date of approval [40 CFR §763]	- 0 -	3 years from date of approval [40 CFR §763]	

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		Office (A)	Off-site (B)	Total (A + B)	
15.	Environmental Practitioners Course Training Materials – Not Approved Consists of records that document the review process for training providers of lead and asbestos courses that are not approved. Including but not limited to: applications, training manuals, materials, evaluations, denials, and related correspondence.	1 year from date not approved	- 0 -	1 year from date not approved	
16.	Food Service Inspector Certification Records Consists of records that document certification of food service inspectors. Including but not limited to: applications, evaluations, certificates, proof of continuing education courses attended, and related documentation.	6 years from date license expired/revoked	- 0 -	6 years from date license expired/revoked	Certification is effective for 3 years.
17.	Lead Blood Test Analysis Reports Consists of blood lead analysis reports received by DPH from laboratories as required pursuant to CGS Sec. 19a-110.	10 years from date received	- 0 -	10 years from date received	Pursuant to CGS §19a-110, all radon blood test reports are submitted to DPH.
18.	Lead Inspection Reports Consists of records that document the inspection of lead hazards at residential facilities reported to DPH. Including but not limited to: lead inspection reports, testing results, and letters of compliance.	5 years from date of inspection report	- 0 -	5 years from date of inspection report	See Conn. Agencies Regs. §19a-111-1 thru 19a-111-11 for regulations of lead inspections.
19.	Lead Paint Liquid Encapsulant Product Inspection Records – Approved Consists of records that document the review and inspection of approved lead paint liquid encapsulant products. Including but not limited to: product information, authorization letters, and related correspondence.	1 year from date product is no longer available	19 years from date product is no longer available	20 years from date product is no longer available	Life of product is twenty (20) years.
20.	Lead Paint Liquid Encapsulant Product Inspection Records – Not Approved Consists of records that document the review and inspection of unapproved lead paint liquid encapsulant products. Including but not limited to: product information, denial letters, and related correspondence.	1 year from date not approved	- 0 -	1 year from date not approved	
21.	Local Health Department Personnel Training Records Consists of records that document examination and training by DPH of code enforcement officials in the following: lead inspector refresher training, lead inspector risk assessor refresher training, food service inspector certification and recertification (classroom and field-based training records), and subsurface sewage disposal system phase I and phase II training. Including but not limited to: attendance lists, examination scores, field training (inspections), proof of training and employment, and certificates issued.	3 years from date certification issued	- 0 -	3 years from date certification issued	Local Health Department personnel are not state employees. Certification is effective for 1 year.

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		Office (A)	Off-site (B)	Total (A + B)	
22.	<p>Public Swimming Pool Review Records</p> <p>Consists of records that document the review of the construction, alteration, or reconstruction of public swimming pools. Including but not limited to: applications, plans and blueprints, statements of conformance, certificates of approval of use, conformance inspection reports of new pool constructions, equipment replacement approval letters, and related correspondence.</p>	Life of structure	- 0 -	Life of structure	
23.	<p>Radon Practitioner Listings</p> <p>Consists of records that document the radon mitigators and diagnosticians compiled from National Radon Safety Board and National Environmental Health Association.</p>	Until superseded	- 0 -	Until superseded	Pursuant to CGS §19a-14b(5)(b), DPH maintains a list of companies or individuals that are included in current lists of national radon proficiency programs.
24.	<p>Radon Statistical Records</p> <p>Consists of records that document radon test results reported by radon mitigation contractors, and child daycare providers; mitigation results reported by radon mitigation contractors, and summary measures of radon testing/mitigation performed in public schools as reported on DPH Reporting Forms.</p>	10 years from date report received	- 0 -	10 years from date report received	Pursuant to CGS §10-220(d), public schools provide for a uniform inspection and evaluation program of the indoor air quality every five (5) years.