

Process to Determine the File Retention Schedules for Solid Waste Files

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March 4, 2013

Agency Background

The Department of Health and Environmental Control (Agency) is the public health and environmental protection agency for the state and carries out its duties pursuant to numerous statutes. The mission of the Agency is to promote and protect the health of the public and the environment. (www.scdhec.gov/administration/principles.htm) The Agency serves as the legal custodian of its public records and is responsible for carrying out the duties and responsibilities of Title 30-Public Records. (Appendix1) The agency performs its mission and all other responsibilities in a time of change. State growth is stressing the viability of our environment, the quality of our land, air and water, and the delivery of health services. Changing demographics are leading to greater ethnic diversity and an expanding population of retirees. The Agency has dealt with several years of state and federal budget cuts, along with added responsibilities for emergency preparedness, including homeland security and pandemic influenza planning, preparation and response. (SC DHEC FY2011-2012 Annual Accountability Report, p.1)

The Agency has recently reorganized into three main areas: Administration, Environmental, and Public Health. Within the Environmental area, there is the Division of Ocean and Coastal Resource Management, Bureau of Air Quality (BAQ), Bureau of Water (BOW), Bureau of Land and Waste Management (BLWM), and Bureau of Environmental Health Services (BEHS).

Project Background

One of the goals of the new Agency Director is to have all permitting sectors of the BAQ, BOW and BLWM located in one building. A plan was put in place to move BLWM to the DHEC-Bull Street location by June 2013. Due to limited space in the Bull Street office, all files maintained

by BLWM would need to be scanned or transferred to an off-site storage location. Similar to many other program areas, the Solid Waste Program (Program) within the BLWM has been collecting records since 1971, the beginning of the Program. These records include, but are not limited to, applications, inspection reports, maps, drawings, permits, enforcement orders, groundwater reports, letters, and other miscellaneous documents. The records have accumulated and require a large storage area. To prepare for the move to the Bull Street office, it was decided to begin a very aggressive scanning project to digitize as many records as practical. However, with a short time frame and the high costs to accomplish this task, all records will not be scanned, but transferred to an off-site storage location. While the cost to store records off-site is reasonably low, the cost to digitize records is expensive and timely. Currently, the cost to scan a box (1 ft x 1 ft x 1ft) by an outside vendor is about \$300 per box. Additional costs include, the staff time to pack the box, index the contents of the box, verify the digitized records, and destruction of the paper copy. These additional costs are on average \$75 per box. The Program currently has records stored off-site which are the older files and seldom if ever, used. For example, the costs to scan all 200 boxes would be approximately \$75,000. If it is determined that 25% of the records can be purged, this would result in a cost savings of approximately \$18,750.

Project Description

This project involves reviewing current retention schedules for Program records to determine if any records can be purged, destroyed and therefore not maintained in any format by the Program. If it is determined that records can be purged, that is, they have outlived their legal, fiscal, and/or administrative values, then the cost to maintain and/or scan these records will be reduced. The Program will save space, physical or electronic, and increase efficiency by no longer having to

handle obsolete or unnecessary records. When governmental bodies use retention schedules to control their records, they increase their efficiency and reduce the possibility of incurring legal action for disposing of records improperly. By using retention schedules, they are able to:

- identify and preserve records of permanent historical value
- legally destroy records that have outlived their legal, fiscal, and/or administrative values
- use space effectively and save on the cost of new equipment or construction by systematically removing outdated records from file cabinets and office and storage space.
- increase efficiency by no longer having to handle obsolete materials.

(Leaflet #18, How to Establish Records Retention Schedules, p.2 from SC Department of Archives and History)

Title 30-Public Records (Appendix 1) requires the Agency to keep public records as efficiently and economically as possible and to provide for proper disposition after they have served their purpose. "Public Records" include all books, paper, maps, photographs, cards, tapes, recordings or other documentary materials regardless of physical form or characteristics prepared, owned, used in the possession of, or retained by a public body. (Appendix 1) The Solid Waste Program would meet the definition of "Public Body". The records maintained by the Solid Waste Program would be considered "Public Records". This project will be focused on records for landfills that have the following types of waste stored: municipal solid waste, industrial waste, construction and demolition waste and land-clearing debris and yard waste. Landfills have been in operation longer than other types of solid waste facilities and therefore have larger records. The retention schedule number for landfills is #14651. (Appendix 2). This schedule requires the record to be maintained for 10 years after the site permit is terminated. Landfills are permitted for the life of the landfill which means they can remain open until the capacity is reached. This can be from 10

years up to 75 years depending on the rate of disposal and the size of the landfill. The landfill could also get an expansion and further extend the projected life of the landfill. After the landfill is closed, it will be monitored for 20 to 30 years and sometimes longer if there is any contamination to groundwater. The retention schedule requires the record to be kept another 10 years and then be destroyed. As one can see, under certain scenarios, the records would have to be maintained for more than 100 years.

Value of Records

This project will try to determine if certain categories of records can be purged and not maintained. Four factors are considered for the value of a record-administrative, fiscal, legal and historical. A record has administrative value if the information it holds is useful to the conduct of daily business. A record has fiscal value if the information it holds is needed to document the expenditure of public funds or to fulfill financial obligations. A record has legal value if the information it holds gives evidence of the legal rights or obligations of the government and its citizens or ensures compliance with relevant laws and regulations. A record has historical value if the information it holds documents the history of the government and the community. (Leaflet #18, How to Establish Records Retention Schedules, p.2 from SC Department of Archives and History)

Administrative Value of Record

The administrative value is determined by the program area since the program staff receives the records, creates records and uses the records on a daily basis. To determine which, if any, of these records have administrative value, a survey was done to obtain the perspectives all users of the records.

Legal Value of Record

To determine legal value, the Program attorney was asked to search the Solid Waste Policy and Management Act, the Solid Waste Regulations and any other applicable laws and regulations to determine if there were any requirements for retaining records. The Program attorney found no requirements for maintaining any Solid Waste files.

Fiscal Value of Record

The Environmental Protection Agency (EPA) authorized the State of South Carolina to administer the Solid Waste Program also known as the Resource Conservation and Recovery Act, Subtitle D in the early 1990's. EPA does not provide funding sources to the Program, nor does the Program receive any federal grants. Thus, there is no fiscal value associated with Program records.

Historical Value of Record

The historical value of the records can only be determined by Archives and History (A&H). Since there is a currently approved retention schedule that allows for destruction of landfills records 10 years after the permit is terminated, it would be expected that if the retention schedule was modified to purge and destroy certain records, A&H would approve such change. Note, no records would be destroyed until approved by A&H.

Data Collection-Survey 1

A survey was sent to determine the administrative value or the usefulness of the records to the Program who currently uses the records and to the Superfund Program (Agency's program that

requires clean-up when there is not an owner) who may use the records for future clean-up projects. Survey 1 (Appendix 3) was sent to the following groups: Solid Waste Permitting staff, Solid Waste Compliance Manager, Solid Waste Enforcement Manager, Division of Mining and Solid Waste Management Director, Solid Waste Program Attorney, Superfund Managers, Regional Office Director, EPA Program Contact, BOW Director, BAQ Director, and Hazardous Waste Program Manager. The rating scale for the survey was as follows: “NR”-no ranking offered due to lack of information or knowledge, “0”-has no potential value (document would be destroyed), “1”- has limited value (document category should be evaluated), “2” - has value (document should be kept for time specified). Survey 1 included for four separate tables. The survey responder used the rating scale to assign a value to each document category. Table 1 and 2 were set up to establish values for non-land based units. Non-land based units include facilities where waste has not been placed into the ground, such as a transfer station or incinerator. In Table 1, the record value was based on the age of the document (Doc<5yrs, Doc 5-10 yrs, Doc >10 yrs). In Table 2, the value of the record was based on the length of time since the site was closed. Tables 3 and 4 were set up to establish value of records for land-based facilities- landfills which contain waste for permanent disposal. In Table 3, the value of the record was based on the age of the document (Doc<5yrs, Doc 5-10 yrs, Doc >10 yrs). In Table 4, the value of the record was based on the length of time since the site was closed.

Survey 1 Results

The response to Survey 1 was limited. Only 5 out of 14 survey responses were returned. For Tables 1 and 3, most of the responses indicated that all information needed to be kept if the site was still in operation regardless of the age of the document. The timeframes used for Table 2 and 4 were too low and therefore the results were not helpful in determining if a record could be

destroyed different than the current schedule. After review of the survey structure and conversations with responders, the survey was found to be confusing and tried to capture too much information.

Survey 2

Due to the lack of useful information in Survey 1, a second survey was developed. Survey 2 (Appendix 4) focused on landfills since these facilities have the larger files and have the oldest records. Survey 2 was sent to the same groups as Survey 1. Survey 2 did not seek the value of records based on time since site/permit terminated because the destruction of records could not begin until the permit was terminated. These long periods of operation result in records being kept a minimum of 30 years and sometimes over 100 years. Survey 2 separated the records into the following categories:

- Permit Related Information
- Cell Certification Report
- Compliance and Enforcement Information
- Groundwater Monitoring Workplan
- Groundwater Monitoring Semi-Annual Report
- Groundwater Monitoring Annual Report
- Miscellaneous Correspondence

A rating scale was used as: “NR”-no rating/not enough information known or available to offer rating, “0”- should always be discarded/document has no value to the Department for future use, “1”-should consider discarding/document has limited value to the Department for future use beyond this age, “2”-should consider retaining/document has some value to the Department for future use beyond this age, and “3”-should always be retained/document has high value to the

Department for future use beyond this age. The survey responders rated each document category based on the age of the document (10-20 years, 20-30 years, >30 years). This table summarizes the results.

Results of Survey 2- Landfills						% responses to retain document*	Conclusion
Documents 10-20 Yrs Old							
	<u>NR</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>		
Permit Related Information	0	0	1	3	9	92	Retain
Cell Cert	0	2	1	5	5	77	Retain
C&E	0	3	3	3	4	53	Retain
GW Mon WP	1	3	2	2	6	67	Retain
GW SA Report	1	7	4	1	0	8	Purge
GW Annual Report	1	1	2	3	6	75	Retain
Misc	2	0	4	4	3	64	Retain
Documents 20-30 Yrs Old							
	<u>NR</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>		
Permit Related Information	0	2	2	1	8	69	Retain
Cell Cert	0	2	3	4	4	61	Retain
C&E	0	6	3	1	3	31	Purge
GW Mon WP	1	4	1	1	6	58	Retain
GW SA Report	1	10	1	1	0	8	Purge
GW Annual Report	1	6	2	2	2	33	Purge
Misc	2	3	4	3	1	36	Retain
Documents > 30 Yrs Old							
	<u>NR</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>		
Permit Related Information	0	4	2	1	6	54	Retain
Cell Cert	0	4	3	1	6	54	Retain
C&E	0	8	2	1	2	23	Purge
GW Mon WP	1	4	2	2	4	50	Retain
GW SA Report	1	5	5	1	0	8	Purge
GW Annual Report	1	6	4	2	0	17	Purge
Misc	2	3	4	4	0	37	Retain

*The number of "2" and "3" ratings was divided by the number of total ratings.

Survey 2 Conclusions

To help make conclusions from the results, the percentage of “2” and “3” ratings was calculated for each age range. This represents the percentage of responders that thought the document had some or high value and that the record should be either retained or considered for retaining. It is recommended that any category with a percentage less than 40% of responders valuing the record be acceptable for destruction. A follow-up conversation was done with those responders who gave a high value for categories recommended for destruction. With further explanation, all, with exception of one responder, was agreeable to the record being destroyed.

It is recommended that the following categories of records be destroyed after a specified age:

- Groundwater Monitoring Semi-annual Report >10 years old
- Groundwater Monitoring Annual Reports, Compliance/Enforcement Information >20 years old

Even though the results for Miscellaneous Correspondence indicate purging is acceptable, it is not recommended because it would be difficult to use a description that accurately reflects the information in this category.

Implementation Plan

Based on the survey results, the current Record Group Number:169, Schedule # 14651

(Appendix 5) should be revised. The current retention is “Agency: 10 years after site permit (operating and post-closure) is terminated, destroy”. The recommended language is “Agency: 10 years after site permit (operating and post-closure) is terminated, destroy with exception of the following hard copy documents: Groundwater Monitoring Semi-Annual Reports 10 years, destroy, Groundwater Monitoring Annual Reports and Compliance and Enforcement Information 20 years, destroy. The Division of Mining and Solid Waste Management’s Record Manager

(DRM) would make the above changes to the ARM-1 Form for Schedule #14651. The form would be sent to the Agency Legal Department for review and then to the Agency Record Manager (ARM). If approvable, the ARM will send to A&H Record Manager (AHRM) for review and approval. The AHRM will review for historical value. Once all approvals are obtained, the revised schedule could be implemented. Implementation of the plan would require the records remaining at BLWM and any records in off-site storage to be reviewed to see what records need destruction based on the schedule. This task would be done by Program Staff. Once the records have been pulled, ARM-11 (see Appendix 5) should be completed by the DRM and submitted to ARM and then sent to AHRM. Once the form is approved, the records could be destroyed by recycling the paper. The table below lists the task, who will do the task, hours for each task, and the time to complete the task.

Process Implementation Plan			
Task	Who will do task	Hours Spent per Task	Time to Complete Task (week)
Modify Retention Schedule	DRM	1	1
Legal Department approval	Program Attorney	1	3
Agency Records Manager approval	ARM	1	2
A&H Records Manager approval	AHRM	1	3
Agency Records Manager transmittal to Program	ARM	0.5	1
Program Staff review of records	Program Staff	15	1
Transfer boxes/files to office	Program Staff	2	0.5
Program Staff pull records	Program Staff	30	2
Division Records Manager complete ARM-11	DRM	3	0.5
Agency Records Manager approval of ARM-11	ARM	0.5	2
A&H Records Manager approval of ARM-11	AHRM		2
Program Staff destroy records	Program Staff	8	1
Total		63 hours	19 weeks

Obstacles

One potential obstacle is if the Legal Department did not agree with changes to the retention schedule. This is not expected since they have been a part of this process. Another potential obstacle is if Archives and History determines the records have historical value. This is not expected since they have approved a previous schedule for these records.

Stakeholder Involvement

Communication with key stakeholders was done by sending the survey to all current users of the records and to those who may need the records for future use. The legal department was involved up front and in the survey. The ARM and AHRM will have final approval of any modified retention schedule prior to implementation. In addition, 60 state contacts were asked how they determine the value of landfill records. All states that responded kept all records. They indicated that they had not gone through a process to evaluate the value of records so they have essentially defaulted to keeping all records similarly to the Program. (Appendix 6)

Standard Operating Procedures

Once the revised schedule is approved, the schedule will be maintained by the DRM. The DRM will either have or put into place a specified time to purge documents based on the timeframes in the schedule. As projected, the modification of the retention schedule and purging of records will take approximately 4 months to complete once started. To evaluate completion of this task, a random sample of files should be pulled after every purging event to evaluate if the Program is following the retention schedules.

Summary and Recommendations

After a very thorough evaluation of records maintained by the Solid Waste Program, it was determined that certain categories of landfill records based on age of the documents, could be purged from the files and destroyed. By purging records, the Program will save physical office space or if files are digitized, will save electronic storage space. There will be cost savings by not having to manage records that are no longer needed. If a decision is made to digitize all Program records, this purging of records would result in an estimated cost savings of \$15,000 to \$20,000 for the records currently housed in off-site storage.

It is recommended that all current records, submitted or created, be kept in digital format. It is recommended that current digital files and the paper copy file retention schedules be reviewed on a regular basis for updating and the files purged in accordance with the schedules.

It is also recommended that a Program Staff who is knowledgeable and trained be assigned the duties of Division Record Manager and for consistency, a Bureau staff member be assigned as the Bureau's Record Manager (BRM). This job responsibility is complicated and tedious, and is often the job responsibility that gets the least attention. It is recommended that the BRM encourage all other program areas to review their retention schedules to determine if records can be purged to save storage space, physical or electronic, and reduce costs associated with management of unnecessary records.

References

1. South Carolina Department of Health and Environmental Control, Retrieved March 1, 2013 from www.scdhec.net Web site: (www.scdhec.gov/administration/principles.htm)
2. (South Carolina Department of Health and Environmental Control, *SC DHEC FY2011-2012 Annual Accountability Report, p.1*) Retrieved March 1, 2013 from www.scdhec.net Web site: (www.scdhec.gov/administration/docs/accountibility-report.pdf)
3. South Carolina Department of Archives and History, *Leaflet #18, How to Establish Records Retention Schedules, p.2*, Retrieved from <http://rm.sc.gov> Web site: (<http://rm.sc.gov/leaflets/Documents/pril18.pdf>)

Title 30 - Public Records

CHAPTER 1.

PUBLIC RECORDS, REPORTS AND OFFICIAL DOCUMENTS

SECTION 30-1-10. Definitions.

(A) For the purposes of Sections 30-1-10 to 30-1-140 "public record" has the meaning as provided in Section 30-4-20(c). Nothing herein authorizes the Archives to make records open to the public in contravention of Sections 30-4-40, 30-4-50, and 30-4-70, respectively.

(B) "Public body" means any department of the State, any state board, commission, agency, and authority, any public or governmental body or political subdivision of the State, including counties, municipalities, townships, school districts, and special purpose districts, or any organization, corporation, or agency supported in whole or in part by public funds or expending public funds, including committees, subcommittees, advisory committees, and the like of any such body by whatever name known, and includes any quasi-governmental body of the State and its political subdivisions, including, without limitation, bodies such as the South Carolina Public Service Authority and the South Carolina Ports Authority.

(C) "Agency" means any state department, agency, or institution.

(D) "Subdivision" means any political subdivision of the State.

(E) "Archives" means the South Carolina Department of Archives and History.

(F) "Director" means the Director of the Department of Archives and History.

SECTION 30-1-20. Custodians of records; records officer.

The chief administrative officer of any agency or subdivision or any public body in charge of public records or creating, filing, or keeping public records is the legal custodian of these records and is responsible for carrying out the duties and responsibilities of this chapter which are assigned to public agencies, bodies, offices, or subdivisions. He may appoint a records officer to act on his behalf.

SECTION 30-1-30. Unlawful removing, defacing or destroying public records.

A person who unlawfully removes a public record from the office where it usually is kept or alters, defaces, mutilates, secretes, or destroys it is guilty of a misdemeanor and, upon conviction, must be fined not less than five hundred dollars nor more than five thousand dollars or imprisoned not more than thirty days. Magistrates and municipal courts have jurisdiction to try violations of this section.

SECTION 30-1-40. Records shall be turned over to successor or to Archives.

A person having custody of public records, at the expiration of his term of office or employment, shall deliver to his successor, or if there is none, to the Archives, all public records in his custody.

SECTION 30-1-50. Penalty for failure to deliver records.

Fifteen days after receipt of a certified letter from the legal custodian of the record or the Director of the Archives, a person in possession of a public record who refuses or fails to deliver as required in this chapter the record to the requesting party is guilty of a misdemeanor and, upon conviction, is fined not exceeding five hundred dollars. In addition, the legal custodian of the public records or the Director of the Archives may apply by verified petition to the court of common pleas in the county of residence of the person withholding the records and the court shall upon proper showing issue orders for the return of the records to the lawful custodian or the Director of the Archives.

SECTION 30-1-70. Protection and restoration of records.

The legal custodian of public records shall protect them against deterioration, mutilation, theft, loss, or destruction and shall keep them secure in vaults or rooms having proper ventilation and fire protection in such arrangement as to be easily accessible for convenient use. They must be kept in the buildings in which they are ordinarily used except in cases where they may be transferred for retention or disposal in accord with Sections 30-1-10 to 30-1-140 or for special public display by the appropriate authority. The director may order the removal of public records from any facility which does not meet records storage standards approved by regulations promulgated by the Archives. If public records of long term or archival value are in danger of loss due to negligence, deterioration, theft, or unauthorized disposal or destruction, the director may order that the records be transferred to suitable storage for the purpose of security microfilming or other necessary preservation measures. Records must be maintained, copied, or repaired, renovated, rebound, or restored in accordance with standards required by regulation and approved by the department if they are worn, mutilated, damaged, difficult to read, or in danger of loss at the expense of the public body having custody or responsibility if these records are

of long term or archival value as determined under the provisions of this chapter.

SECTION 30-1-80. Records management program.

A records management program directed to the application of efficient and economical management methods and relating to the creation, utilization, maintenance, retention, preservation, and disposal of public records must be established and administered by the Archives. It is the duty of that department to establish and develop standards, procedures, techniques, and schedules for effective management of public records, to make continuing surveys of recordmaking and recordkeeping operations, to recommend improvements in current records management practices, including the use of space, equipment, and supplies in creating, maintaining, and servicing records, to institute and maintain a training and information program in all phases of records and information management to bring approved and current practices, methods, procedures, and devices for the efficient and economical management of records to the attention of all agencies and subdivisions. The head of each agency, the governing body of each subdivision, and every public records custodian shall cooperate with the Archives in complying with the provisions of this chapter and to establish and maintain an active, continuing program for the economical and efficient management of the records of the agency or subdivision.

SECTION 30-1-90. Archives shall assist in creating, filing and preserving records; inventories and schedules.

(A) The Archives may examine the condition of public records and give advice and assistance to public officials in the solutions of their problems in creating, filing, preserving, and making available the public records in their custody. When requested by the Archives, agencies and subdivisions must assist the Archives in preparing an inclusive inventory of records in their custody and establishing records schedules mandating a time period for the retention of each series of records. These schedules must be approved by the governing body of each subdivision or the executive officer of each agency or body having custody of the records and by the Director of the Archives.

(B) In addition, general schedules for records series common to agencies and subdivisions may be issued by the Archives. Agencies and subdivisions must be allowed to opt out of these general schedules and proceed pursuant to the provisions of subsection (A) in the establishment of specific records schedules.

(C) The Archives has express authority to review all public records for appraisal and scheduling purposes, including those records designated as closed, confidential, and restricted by law. However, in certain cases the department may waive its authority to review certain records after its approval of procedures developed by the executive officer or public official in charge of the records to provide the department with information needed for appraisal and scheduling purposes.

(D) No records of long term or enduring value created, including those filed, kept, or stored electronically, or those records converted from paper to magnetic, optical, film, or other media in the transaction of public business may be disposed of, destroyed, or erased without an approved records schedule. All records disposals that are carried out in accordance with duly approved records schedules must be documented and reported in accordance with procedures developed by the Archives.

SECTION 30-1-100. Additional powers and duties of Archives.

(A) In cooperation with the executive officer of each public agency or body and the governing body of each subdivision, the Archives shall establish and maintain a program for the selection and preservation of public records considered essential to the operation of government, for the protection of the interests of the public, and for the preservation of the state's documentary heritage. The Archives has the authority to determine in what medium records or archival value must be retained and transferred to the department. Within the limits of available funds, the Archives shall require preservation duplicates to be made of essential or historical records including those retained on electronic or optical disc systems or designate as preservation duplicates existing copies of these records including security copies on microfilm, computer output microfilm, or other media acceptable by the department or select certain original records for permanent preservation.

(B) In order to make public records more available for research the Archives must honor reasonable requests for copies of public records of research value by reproducing and selling them as provided by Section 30-4-30. All monies received from the sale of such copies must be deposited with the State Treasurer to be used for making available copies of other public records of research value as determined by the Archives; provided, that their reproduction is not otherwise prohibited by law.

(C) Any public official having records and official correspondence in his custody may turn over to the Archives any public records no longer in current official use, and the Archives may in its discretion receive the records and provide for their proper administration, preservation, reproduction, or disposition; provided, that any record placed in the custody of the Archives under special terms or conditions restricting their use shall be made accessible only in accordance with such terms and conditions. Upon receipt of the records, unless otherwise prohibited by law, copies of them may be made and certified under the seal of Archives, which certification has the same force and effect as if made by the official or agency which transferred them. The Archives may charge reasonable fees for such copies.

(D) The Archives may promulgate such regulations as may be necessary to carry out the provisions of Sections 30-1-10 to 30-1-140. The director may withhold from public access records restricted under the provisions of Chapter 4 of this title or restrict use of original records in danger of

damage or loss from handling and use when in the opinion of the director the physical condition of the public records or other documents is such that they would be damaged by handling. Any decision of the director to withhold public records or other documents from inspection may be appealed to the Archives and History Commission, or through the relief procedures outlined in Section 30-4-100.

(E) When any public records have been destroyed or otherwise disposed of in accordance with the procedure authorized in Sections 30-1-90 and 30-1-110, any liability that the custodian of the records might incur as a result of the official action shall cease.

SECTION 30-1-110. Destruction or other disposition of records.

The director may approve the destruction or other disposition of accessioned records of any agency or subdivision which are in the custody of the department and which, after due appraisal according to archival principles, are determined not to be of archival or continuing administrative, legal, or fiscal value.

SECTION 30-1-120. Inventorying, repairing and microfilming records.

(A) The Archives may execute a program of inventorying, repairing, and microfilming for security purposes the public records of the agencies and subdivisions which it determines have permanent value, and of providing safe storage of microfilm copies of those records.

(B) The legal custodian of public records may have records in his custody removed from his office to be microfilmed by the department for preservation purposes, provided the filming does not interfere with the transaction of public business.

SECTION 30-1-130. Microfilming or photocopying records; preservation or disposition of copies.

Any custodian of public records as defined by Sections 30-1-10 through 30-1-140 is authorized to photocopy, microfilm, or reproduce on film or by electrostatic method any part of the records kept by the office concerned unless otherwise prohibited by law or withheld from reproduction in the public interest. These copies may be used only in equipment or systems which accurately reproduce and preserve the original record in all details in a durable form. Each agency or subdivision shall preserve these photocopies, electrostatic copies, or films in conveniently accessible files and shall provide for preserving, examining, and using them. If the records are of permanent value to the agency or subdivision concerned or are determined to be of archival value by the Archives, one master copy of each record filmed must meet standards approved by the Archives and be deposited there. Custodians of public records may destroy the original records from which the photographs, microphotographs, films, or electrostatic copies have been made, or any part of them if the records are of no value to the agency concerned, and the Archives certifies that the records may be destroyed through this procedure or retention schedules approved by the Archives. The records microfilmed or reproduced and approved for destruction must be reported to the Archives in such manner as it may direct.

SECTION 30-1-140. Penalties for refusal or neglect to perform duty respecting records.

A public official or custodian of public records who refuses or wilfully neglects to perform any duty required of him by Sections 30-1-10 through 30-1-140, including the transfer of records to storage facilities approved by the Archives, is guilty of a misdemeanor and, upon conviction, must be fined not less than two hundred dollars nor more than five thousand dollars.

SECTION 30-1-170. Use of loose-leaf record books.

All officers of the State and of counties and municipalities who are required to keep books of record may make use of loose-leaf record books for these purposes. The loose-leaf record book used must be one that can be locked and sealed when the book has been filled to its capacity with the proper pages of records, and the key to the book must always remain in the custody of the official in charge of the books of record.

SECTION 30-1-180. Inclusion of Eastern (Greek) Orthodox Church where names of major religions used.

Where the names of major religious faiths, Protestants, Catholics, and Jews, are used in resolutions, acts, or official papers of the State, or any of its political subdivisions, the name of the Eastern (Greek) Orthodox Church must be included.



14650 USED OIL TRANSPORTER, USED OIL COLLECTION, AND WASTE
TIRE HAULER FILES

Description

Document the registration and activity of used oil transporters and used oil collection sites in accordance with South Carolina Code of Regulations 61-107.279, and waste tire haulers in accordance with South Carolina Code of Regulations 61-107.3. Records include registration application/ approval, annual report of used oil and waste tire transportation submitted by clients for each calendar year, annual reports of used oil collection, certificates of insurance, and copies of insurance policies.

Retention

5 years, destroy

14651 BUREAU FILES: CLASS 2 LANDFILLS, CLASS 3 LANDFILLS

Description

Document the status, ownership, compliance, enforcement, and closure information for solid waste facilities in South Carolina. Types of facilities include Class 2 Landfills; Class 3 Landfills; Municipal Solid Waste Landfills; Industrial Solid Waste Landfills; Ash Monofill Landfills; Long-Term Construction, Demolition and Land-Clearing Debris Landfills; and On-Site Construction, Demolition and Land-Clearing Debris Landfills. Records may include copies of permits, groundwater monitoring reports, cell certification reports, annual reports to the Department of wastes received and remaining volume, correspondence, and related material.

Retention

Agency: 10 years after site permit (operating and post-closure) is terminated, destroy.

14652 BUREAU FILES: CLASS 1 LANDFILLS; SOLID WASTE PROCESSING FACILITIES; MUNICIPAL SOLID WASTE INCINERATORS; RESEARCH, DEMONSTRATION AND DEVELOPMENT FACILITIES; TRANSFER STATIONS; LAND APPLICATION OF SOLID WASTE SITES

Document the status, ownership, compliance, enforcement, and closure information for solid waste facilities in South Carolina. Types of facilities include Class 1 Landfills; Short-Term Construction, Demolition and Land-Clearing Debris Landfills; Land-Clearing Debris Landfills; Processing Facilities; Municipal Solid Waste Incinerators; Research, Demonstration and Development Facilities; Transfer Stations; and Land Application of Solid Waste sites. Records may include permit or registration applications, permits or registrations issued by

SCHEDULE APPROVED 7/7/11



DEPARTMENT OF HEALTH AND
ENVIRONMENTAL CONTROL

RECORD GROUP NUMBER: 169

BUREAU OF LAND AND WASTE MANAGEMENT

DIVISION OF MINING AND SOLID WASTE MANAGEMENT

14642 GRANTS FILES

Description

Created by the Bureau's Grants and Trust Fund Administration Section to document the payment of state funds to local government entities to implement recycling programs. Files may consist of grant applications, agreements, documentation of reimbursements, quarterly and final reports, and correspondence.

Retention

6 years after termination or final expense report of grant, destroy.

14643 FULL COST DISCLOSURE FILES

Description

Document the full cost of solid waste management services provided by local governments, including the collection, disposal, composting, and recycling of solid waste in accordance with SC Code of Regulations 61-107.02. Files may consist of the following information: wages/ benefits of full-time employees; administrative support; equipment operations and maintenance; cash capital outlays; lease payments; contracted services; professional services; and insurance. Other information categories include tipping fees (paid out); annualized large capital expenditures; annualized landfill/ solid waste facility development and construction; annualized landfill closure; and cost of debt service.

Retention

5 years, destroy.

14644 SOLID WASTE MANAGEMENT PLANS AND CONSISTENCY FILES

Description

Used to document long-range planning by counties or consortiums of counties for solid waste management facilities. Files consist of plans with a 20-year timeline which govern the issuance of solid waste permits within a given county. This series also includes letters of consistency and inconsistency written by

SCHEDULE APPROVED 7/17/11



Bureau personnel to applicants for solid waste facilities to ensure that each proposed facility is consistent with the county's plan.

Retention

5 years after superseded provided that all pending legal issues have been resolved, destroy.

14645

SOLID WASTE REPORT FILES

Description

Document annual progress (recycling) reports submitted by counties. Information consists of name of reporting county; name, address, and contact information of county administrator, county recycling coordinator, and person completing report; changes in county's solid waste ordinances during reporting period; revisions made to the county's solid waste management plan during reporting period; and surveys received from commercial businesses, institutions, and industry. Other information includes documentation of the collection of municipal solid waste, including green box sites; staffed drop-off convenience centers; un-staffed drop-off convenience centers; curbside collection programs; and recycling participation rate surveys.

Retention

5 years, destroy.

14646

FINANCIAL ASSURANCE FILES

Description

Used to document the financial viability of permit holders of solid waste facilities to cover the costs of closure, post-closure care, and corrective action in accordance with the SC Solid Waste Policy and Management Act, Section 44-96-290(A).4. Files contain originals of financial instruments submitted by permit holders. Records may include trust fund agreements, surety bonds, letters of credit, insurance policies, cost estimates, and correspondence.

Retention

Original financial documents: Retain in agency office for the life of the permit plus post-closure if applicable, then return to the appropriate financial institution or permit holder.

All other records: Retain in agency office for the life of the permit (operating and post-closure), destroy.

SCHEDULE APPROVED 7/7/11



14647 DISCLOSURE STATEMENTS FILES

Description

Used to document background information on applicants for permits for operation of solid waste management facilities in accordance with the provisions of the South Carolina Solid Waste Policy and Management Act. Records consist of sworn statements with the following information: applicant's name, address, and social security number; description of experience and credentials; listings and explanations of all convictions of responsible parties involving either moral turpitude or violations of environmental law; listing and explanation of any revoked facility permits; and a listing and explanation of any contempt violations.

Retention

Retain in agency office for the life of the permit (operating and post-closure), destroy.

14648 STRUCTURAL FILLS FILE

Description

Documents the existence and monitors the activity of those landfills dedicated to a projected beneficial end use utilizing acceptable construction and demolition debris and/ or land clearing debris. Records include letters of notification to the agency regarding structural fill activity, maps, and responses from the agency acknowledging activity.

Retention

10 years after termination of registration, destroy.

14649 MISCELLANEOUS PERMITTING FILES (SOLID WASTE)

Description

Used to document those permit applications either denied by agency personnel or not fully completed by applicant. Records may include but are not limited to: Application for Permit to Construct a Solid Waste Management System; Application for Registration or Permit to Land Apply; Notice of Intent to Operate a Land- Clearing Debris and Yard Trash Landfill; Application for Short-Term Landfill Permit; Application for Permit to Construct a Solid Waste Tire Facility; and correspondence.

Retention

5 years, destroy.

SCHEDULE APPROVED

7/17/11



the Department, annual reports to the Department of wastes received and remaining volume, correspondence, and related material.

Retention

Agency: 5 years after permit (operating) is terminated, destroy.

14653

BUREAU FILES: WASTE TIRE FACILITIES; AIR CURTAIN
INCINERATORS; WOOD CHIPPING/COMPOSTING SITES

Description

Document the status, ownership, compliance, enforcement, and closure information for solid waste facilities in South Carolina. Types of facilities include Waste Tire Facilities, Air Curtain Destructor Incinerators, and Wood Chipping and Composting Sites. Records may include permits or registration approvals, annual reports to the Department of wastes received, miscellaneous correspondence, and related material.

Retention

Agency: 5 years after permit or registration is terminated, destroy.

Supersedes

HEC-SEP-SW-5, HEC-SEP-SW-7, HEC-SEP-SW-8, HEC-SEP-SW-9, HEC-SEP-SW-15, HEC-SEP-SW-16, HEC-SEP-SW-17, HEC-SEP-SW-18, HEC-SEP-SW-20

SCHEDULE APPROVED 7/7/11



**South Carolina Department of Archives & History
Division of Archives and Records Management**

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

**PART I
Agency**

DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL
BUREAU OF LAND AND WASTE MANAGEMENT
DIVISION OF MINING AND SOLID WASTE MANAGEMENT
RECORD GROUP NUMBER: 169

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods. Records series included in this approval are numbered:

14642-14653

6/28/11
Date

Wicia Baker, DHEC Forms/Records Manager
Signature of Agency Representative Title

PART II

Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in this schedule.

7-7-11
Date

W. S. Emerson
Director, Department of Archives and History

Appendix 3

As many of you know, I have been participating in the Certified Public Manager Program. As part of the program, I am required to complete a project that involves research leading to a recommendation on processes to implement or use in my job. Given the current situation of our Bureau's impending move and the directive to move to electronic file storage, my project is to research the possibility of purging files, that is, not keeping the file in any format. If it is determined that certain files can be purged/destroyed and not maintained by the Agency, we will then amend our File Retention Schedules to reflect accordingly.

I am asking each of you to take some time out of your busy schedule to help rate the value of document categories based on several criteria. I thank you in advance for taking the time to complete this survey. If you have any questions, I am available anytime to discuss. My project due date is nearing. Yes, I have procrastinated just a bit. Completion of the survey should not take more than 5-10 minutes. Once my project is completed, I would be more than happy to share the results of the project as it could help others in making decisions about the value of keeping files. Thanks again, Joan

There are four Survey Tables. Table 1 and Table 3 are based on the age of the document. Table 2 and Table 4 are based on the time since the site was certified closed. Please rate each of the document categories based on the rating scale.

*Rating score is based on the value of the document category for the current Solid Waste Program or other programs (Ex. CERCLA)

- NR** - No ranking offered due to lack of info or knowledge
- 0** - Has no potential value (document would be destroyed)
- 1** - Has limited value (document category should be evaluated)
- 2** - Has value (document should be kept for time specified)

Survey Table 1 Non-Land Based Facilities (no disposal) Active Operating Site

This will include document categories for Solid Waste Management Facilities where there has been no waste disposal into the ground. For purposes of this survey, assume that there has been no release to the soils or groundwater. These sites include the following:

Transfer Stations, Solid Waste Processing Facilities, Used Oil Facilities, Tire Collection/Processing Facilities, and Composting/Wood-grinding Facilities

SURVEY TABLE 1
NON-LAND BASED FACILITIES
ACTIVE/OPERATING

Document Category

Rating of Each Document Category by Age of Document

	Doc <5 years	Doc 5-10 years	Doc >10 years
Permit Application Related Info -permit document, application, maps, and drawings			
Compliance/Enforcement Info -inspection reports, enforcement related info			
Closure Certification -final inspection report, notation to deed, termination letter			
Miscellaneous Correspondence -site related info not covered above			

Survey Table 2- Non-Land Based Facilities (no disposal) Site Closed-Not Accepting Waste

This will include the same types of facilities as Survey 1 but the sites have been certified closed. Note, the rating is based on the length of time since site closure. (not age of document)

<p>SURVEY TABLE 2</p> <p>NON-LAND BASED FACILITIES</p> <p>SITE CLOSED</p>
--

Document Category	Rating of Each Document Category by Length of Time Since Site Closed
--------------------------	---

	Site closed <5 years	Site closed 5-10 years	Site closed >10 years
<p>Permit Application Related Info -permit document, application, maps, and drawings</p>			
<p>Compliance/Enforcement Info -inspection reports, enforcement related info</p>			
<p>Closure Certification -final inspection report, notation to deed, termination letter</p>			
<p>Miscellaneous Correspondence -site related info not covered above</p>			

Survey Table 3 Land Disposal Facilities Active Operating Site

This will include document categories for Solid Waste Management Facilities that have waste placed into the ground with and without engineered constructed cells. These facilities include the following:

Class 1 Landfills-disposals unit that accepted accept land-clearing debris

Class 2 Landfills-disposal units with no liner that accepted land-clearing debris, construction and demolition debris (brick, block, wallboard, shingles, and similar wastes), industrial waste that is considered inert (not likely to leach to groundwater)

Class 3 Landfills-disposal units that accepted municipal solid waste (household garbage), industrial wastes that have potential for leaching to groundwater, sludges, and any Class 2 waste.

SURVEY TABLE 3
LAND BASED FACILITIES
ACTIVE/OPERATING

Document Category	Rating of Each Document Category by Age of Document
--------------------------	--

	Doc <5 years	Doc 5-10 years	Doc >10 years
Permit Application Related Info -permit document, application, maps, and drawings			
Cell Certification Report -how unit was constructed			
Closure Certification Report -how unit was closed			
Compliance/Enforcement Info -inspection reports, enforcement related info			
Groundwater Monitoring Work Plan			
Groundwater Monitoring Report -semi-annual report			
Groundwater Monitoring Report -annual report (has semi-annual data)			
Miscellaneous Correspondence -site related info not covered above			

Survey Table 4 Land Disposal Facilities Site Closed-Not Accepting Waste

This will include the same types of facilities as Survey 3, but the sites have been certified closed. Note, the rating is based on the length of time since site closure. (Not age of document)

<p>SURVEY TABLE 4</p> <p>LAND BASED FACILITIES</p> <p>SITE CLOSED</p>
--

<p>Document Category</p>

<p>Rating of Each Document Category by Length of Time Since Site Closed</p>
--

	Site closed <5 years	Site closed 5-10 years	Site closed >10 years
<p>Permit Application Related Info -permit document, application, maps, and drawings</p>			
<p>Cell Certification Report -how unit was constructed</p>			
<p>Closure Certification Report -how unit was closed</p>			
<p>Compliance/Enforcement Info -inspection reports, enforcement related info</p>			
<p>Groundwater Monitoring Work Plan</p>			
<p>Groundwater Monitoring Report -semi-annual report</p>			
<p>Groundwater Monitoring Report -annual report (has semi-annual date)</p>			
<p>Miscellaneous Correspondence -site related info not covered above</p>			

Retention Value of Solid Waste Documents

Class 1, 2, and 3 Landfills (Operating and Post-Closure)

Document Category	Document is 10-20 years old	Document is 20-30 years old	Document is >30 years old
Permit-Related Info Application, Drawings, Maps, Permit Document			
Cell Certification Report How Unit was Constructed			
Compliance/Enforcement Info (Inspection Reports, Enforcement Orders, NOAVs)			
Groundwater Monitoring Work Plan			
Groundwater Monitoring - Semi-Annual Report			
Groundwater Monitoring - Annual Report (contains semi-annual data)			
Miscellaneous Correspondence (Site-related info not covered above)			

For each Age Range, select the rating that best reflects the Retention Value of each Document Category.

Legend	
NR - No Rating	Not enough information known or available to offer rating
0 - Should always be discarded	Document has no value to the Dept for future use beyond this age
1 - Should consider discarding	Document has limited value to the Dept for future use beyond this age
2 - Should consider retaining	Document has some value to the Dept for future use beyond this age
3 - Should always be retained	Document has high value to the Dept for future use beyond this age

Appendix 5

South Carolina Department of Archives and History Division of Archives and Records Management RECORD SERIES INVENTORY FORM		Action Required <input type="checkbox"/> Establish Schedule <input type="checkbox"/> Revise Schedule Schedule Number	
TYPE OR PRINT CLEARLY. COMPLETE ONE FORM FOR EACH RECORD SERIES. RECORD GROUP NUMBER:			
Section A. Identification of Program Unit and Contact Person			
1. State or Local Agency		2. Division or Office	
3. Subdivision		4. Program Unit	
5. Person Completing Form: (Name) (Date)		(Title)	(Telephone)
Section B. Description of Records			
6. Record Series (a) Title: (b) Variant Title:		7. Dates of Records (a) Beginning to Ending (b) Missing Dates:	
8. Are records still created? <input type="checkbox"/> yes <input type="checkbox"/> no		9. Are records indexed? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, title and location:	
10. Arrangement of Record Series <input type="checkbox"/> Alphabetically by <input type="checkbox"/> Chronologically by <input type="checkbox"/> Numerically by <input type="checkbox"/> Unarranged <input type="checkbox"/> Alphanumeric by <input type="checkbox"/> Other			
11. Description of Records (a) Who creates and/or uses the records and for what purpose?			
(b) Informational Content			
(c) Value of Records (check all that apply) <input type="checkbox"/> Administrative <input type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical <input type="checkbox"/> Other			
(d) Are these records vital? <input type="checkbox"/> yes <input type="checkbox"/> no			
(e) Reference Frequency times <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly for ___months ___years. Never after			

SECTION B. DESCRIPTION OF RECORD SERIES (CONT.)

12(a) Characteristics and Volume (check the medium and indicate volume to left of record format:

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Paper | <input type="checkbox"/> Audio Visual | <input type="checkbox"/> Microfilm | <input type="checkbox"/> Computer Machine Readable |
| <input type="checkbox"/> Legal Size | <input type="checkbox"/> Audiotape | <input type="checkbox"/> Roll Film | <input type="checkbox"/> Tape |
| <input type="checkbox"/> Letter Size | <input type="checkbox"/> Motion Picture | <input type="checkbox"/> Aperture Cards | <input type="checkbox"/> Disk |
| <input type="checkbox"/> Bound Volume | <input type="checkbox"/> Video Tape | <input type="checkbox"/> Microfiche | <input type="checkbox"/> Diskett (Floppy) |
| <input type="checkbox"/> Computer Printouts | <input type="checkbox"/> Photo Print | <input type="checkbox"/> Jackets | <input type="checkbox"/> Punch Cards |
| <input type="checkbox"/> Maps, Plans, Drawings | <input type="checkbox"/> Photo Glass | | |
| <input type="checkbox"/> Publications | | | |
| <input type="checkbox"/> Other | | | |

12(b) Total Volume and Location of Records (by cu. ft.) 12(c) Total volume generated per year

Office (Most recent year)
 State Records Center
 Other Storage Specify:

13. Condition of Records: Good Fair Poor
 Molded Dirty Torn Other

14. Confidential? yes no. If yes, cite authority.

15. Record is
 original - Location of duplicate:
 duplicate - Location of original:

16. Summarized: yes no
 Title and Location of Summary Record

SECTION C. PROPOSED RETENTION PERIOD AND DISPOSITION

17. Subject to: Audit Sunset Review Other (specify):

18. Legal retention requirement? yes no. If yes, cite authority

19. The proposed retention period for this record series should be implemented as follows (check all that apply)

- Retain in program office space for years months
 Transfer to state/local facility for years months
 Transfer to State Records Center for years months

Other (Specify) _____

Final Disposition (following completion of retention period)

- Destroy Transfer to State Archives Transfer to Approved Repository

20. Additional Comments

State	Response	Did State Purge Documents
Michigan	<p>The records retention schedule in Michigan has most of our landfill records being maintained for 50 years from the date of certification of final closure. We currently maintain paper records, and it is our understanding that electronic images could substitute for much if not all of those. Typically, when we run out of file space, we send the documents to our records center. Once documents have reached the end of their retention period, they are shredded. Given the lengthy retention period, we don't have any landfill records being destroyed yet.</p>	<p>No (50 Yrs after final closure)</p>
Indiana	<p>Indiana implemented a digital file system called Virtual File Cabinet about 5-6 years ago. We previously had an official file room, but we scanned its newer files (10 years or less) into VFC and then purged them. We sent older files for microfilming to the state archives division. Individual program areas, however, have kept files on a case by case basis. I'm in the solid waste permits program, and we have kept copies of application files back to 2000, particularly plan sheets, plot plans, etc. However, we have limited space, and plan on periodically purging older files that we confirm are in VFC.</p>	<p>No, older files kept electronically</p>
Louisiana	<p>Louisiana uses Electronic Document Management System (EDMS). Several copies of each report/letter are required to be submitted. One copy is scanned into EDMS and recycled, the rest go to the team leader who reviews and keeps his/her own file as needed. It is up to the team leader to make sure his/her files are on EDMS before recycling the documents. As far as I know, there are no plans or procedures to delete documents from EDMS based on age. http://www.deq.louisiana.gov/portal/tabid/2604/Default.aspx</p>	<p>No known records destroyed</p>
Utah	<p>The Records management people in Utah say that landfill files are historical records and must be kept for ever. We scan all of our documents and sent the paper to be stored at the state archives and let them worry about how to keep them</p>	<p>No records destroyed</p>

	<p>to sort through and eliminate unnecessary stuff, if you have the time to do it right. We ran out of time, and so ended up throwing a lot of stuff into boxes to bring, which even now we are still going through. Fortunately, we did at least label them reasonably well. Also, we did invest in a lovely new filing system with big shelves on wheels by Space saver, so you can open an aisle to get to the shelves you need but then compact all the others, which let us put what we needed in about a quarter of the floor space that we used before, and they've held up really well. In Maryland we have a thing called the Maryland Public Information Act, which does allow us to get rid of information as long as it is done in accordance with a plan reviewed and approved by the document control folks at the Maryland State Archives. However, we do like to keep things of note, e.g., we still have Refuse Disposal Permit Number 1, issued in 1916 for an incinerator in Cumberland, Md. (and I even have an inspector's picture of the thing, with a horse-drawn cart bringing in refuse), and all the subsequent ones. In Maryland we have a thing called the Maryland Public Information Act, which does allow us to get rid of information as long as it is done in accordance with a plan reviewed and approved by the document control folks at the Maryland State Archives. However, we do like to keep things of note, e.g., we still have Refuse Disposal Permit Number 1, issued in 1916 for an incinerator in Cumberland, Md. (and I even have an inspector's picture of the thing, with a horse-drawn cart bringing in refuse), and all the subsequent ones. Permits: Retain permanently, and occasionally duplicate newer ones for State Archives. Design and Closure Plans: Retain for the life of the facility plus 5 years (or 30 for MLFS), then sort through 'em and get rid of duplicates but retain the "As-Builts" (certified plans required to be submitted after final closure), and copy or transfer to State Archives. Groundwater Monitoring Data: Duplicative groundwater monitoring data destroyed upon periodic review. Sludge site groundwater data is retained permanently and transferred periodically to State Archives; as our sludge law requires certain sludge info to be retained permanently. Few can remember actually sending anything to State Archives, and for awhile there they were full (although I think there have more storage capacity now), so we have been increasingly moving to digital conversion. They have really fast scanners now, and we bought some; inspection reports are being managed through software called Fortis, and attached to the database files that track and record permitting and inspection activities (TEMPO, which I think some other states use too). We have a volunteer (my former Admin</p>	No records destroyed
Maryland	<p>Ohio does have a process that allows the purging of our files/public records. However, folks are not very good at letting go if office storage space is available. Some programs pay for off-site secured storage which is a budget item. The message is we have to get much better letting go of unnecessary documents to avoid avoidable storage costs or free up office space. Our current process is to establish a written retention schedule for types of documents after which we are allowed to send the documents to the state archives (they only keep documents of historical significance and destroy the rest). We write the retention schedules and get to decide the minimum time we will be required to store the documents. Our public records law prohibits public record destruction without following the established retention schedule for that type document. We can choose to keep a public record beyond the retention schedule (this tends to enable our hoarder tendencies). Some individual programs have occasionally undergone planned purges. Ohio is implementing a system similar to Indiana's. Like Indiana, as we capture documents into the electronic system, our revised retention schedules will allow us to send those documents away. There are two positive results expected: our public records will be readily available to citizens via the internet and we should reduce our cost for storage of duplicative paper copies (as folks become convinced that an electric copy will satisfy their hoarder tendencies).</p>	No records destroyed
Ohio		

California	<p>A word of caution: "do not throw out the baby with the bath water". I would recommend keeping all engineering documents associated with the landfill (for as long as the landfill exists):</p> <ul style="list-style-type: none"> · Liner and Cover Construction Drawings & Details/Topographic Maps/Final Grading Plans · Engineered Drainage System Plans & Specifications · Groundwater Monitoring Network Plans & Specifications · Leachate Collection System Plans and Specifications · Gas Control System Plans and Specifications · Gas Control System Operations & Maintenance Data · Gas Monitoring Network · Field Investigations/Borings Logs · Photographic information on historical site conditions Note: as Ed Dexter sagely pointed out – "As-built" Drawings are ideal (but with Murphy's law – any drawing is better than guessing) Note: all of this information can be scanned (if not already electronic files) and saved to CD's and archived on websites Why these are important in the post-closure period: <ul style="list-style-type: none"> · Most of these systems will eventually deteriorate and require capital improvement projects to repair or replace · Post-closure land use development will require an understanding of the location and extents of the former landfill · Gas monitoring and control system information will be important to protecting public health and safety (particularly where residential development is considered) You may consider as part of landfill closure activities – requiring land-use restrictions, deed restrictions, buffer zones, covenants, codes and regulations (CC&RS) for the landfill property – and require that the planning department maintain all engineering documents associated with the landfill as part of the property information (at minimum parcel maps and deed notations that reference where landfill documents can be found). Our unit investigates old (pre-regulation) landfills and disposal sites and the above information is important to our investigations (most of the information does not exist and we must develop). Hope this helps 	No
Virginia	<p>I've attached Virginia's file retention schedule. Like many other states, we are finally transitioning into the digital age and began scanning incoming/outgoing files and correspondence on Jan. 1 of this year. We will also go back and scan some older files like permits, but we will not be scanning anything past its retention schedule.</p>	<p>unknown No (keep 50 yrs after site closed. Keep paper for 10 yrs after scanned</p>
Iowa	<p>Keep paper for 10 years and then can be destroyed. All paper is converted to electronic before being destroyed. Keep electronic records for 50 years from the completion of post-closure monitoring and then can be destroyed.</p>	

<p>Here in Nebraska we recently (May 2011) started our electronic filing system (Electronic Content Management or ECM) where all incoming and outgoing documents are scanned into a file management system. Scanned in files that are less than 100 pgs are retained in a "batch" and filed away by our recorded division. Files that are larger than 100 pgs (landfill permit applications) are scanned in (including large format sheets - drawings/maps) and these are kept in hardcopy format for me and the public to access. Older files are slowing being scanned in based on priority, but that process is slow going. As far as I am aware all files are kept and no files have been purged regardless of the type of document. The current record retention policy of the agency is being reviewed in light of the new scanning policy so I do not know how long files will be kept. We are anticipating here in the near future to be able to accept electronic files from facilities and not have to scan in the hard copy documents, but as for now everything is received in hard copy and scanned in to the system. Below is a link to the public access portal for this system so you can see what we are doing. Click on the left side under "Maps and Data" and on the next page click on the "interactive maps" link and a disclaimer will pop up and just click OK and a map of the state with ALL facilities managed by our Agency are identified by a black dot can be seen. In the upper left corner of the map page is the "find facilities" and if you click on that you can search by facility type (i.e., landfill, superfund site, livestock facility, etc.)</p>	
--	--

Nebraska