



RECORDS RETENTION AND DISPOSITION SCHEDULE

Environmental Management, Department of. Land Quality, Office of.

Agency: Land Quality, Office of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2005-34	HAZARDOUS WASTE CLOSURE PLANS Closure plans for closure of hazardous waste management units, closure certifications and Quality Assurance / Quality Control Data. Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
2	2005-35	RCRA CORRECTIVE ACTION (CA) Corrective Action information and reports (RFIs, Corrective Measures etc.) Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
3	2005-38	SLUDGE/LAND APPLICATION (BIOSOLIDS) Files include: Permit applications for new permits, renewals, transfers, and modifications. Public Participation Documents including: legal publications, letters to libraries, letters from concerned or interested parties, IDEM response letters to those letters, notices or petitions. Correspondence. Final permit. Monthly and Annual Reports	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
4	2005-39	CONFINED FEEDING/CONFINED ANIMAL FEEDING OPERATIONS Plans, specifications, reports and correspondence for farms.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
5	2007-133	PETROLEUM REMEDIATION SITES (LUST) Disclosure of this record may be affected by IC 13-28-3-4. Retention consistent with 42 USC 9603(d) (2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.

6	2009-17	HAZARDOUS WASTE AND SOLID WASTE REPORTS Reports include: Hazardous, Solid, Manifest, Unmanifested, Exception, Discrepancy, Export, Used Oil, Leachate Volume, Transfer Station, Compost, Construction QA/QC or As Built, Closure, Post-Closure.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
7	2009-18	INDIANA BROWNFIELDS PROGRAM CLOSURE RECORDS These records typically contain information on closure decisions for sites receiving support through the Indiana Brownfields Program. Records include site status letters, comfort letters, No Further Action Letters, institutional controls information, and other completion documents relevant to corrective action taken at a Brownfield site.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
8	2009-19	INDIANA BROWNFIELDS PROGRAM SITE RECORDS These records typically contain environmental information for sites receiving support through the Indiana Brownfields Program. Records include scopes of work, environmental site assessments, invoices, comment letters, technical memoranda, site characterization reports, risk assessments, sampling and monitoring reports, corrective action plans, and work plans.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
9	2009-20	INDIANA BROWNFIELDS PROGRAM APPLICATIONS Records are applications and supporting documents for grants and loans administered through the Indiana Brownfield Program.	IMAGE according to IARA imaging standards upon receipt by Indiana Brownfield Program. DESTROY hard copies after verification of images for completeness and legibility. DELETE electronic files ten (10) years after ineligibility determination or issuance of site decision document.
10	2009-21	REMEDATION SAMPLING AND ANALYTICAL DATA FILES Records relating to chemical analysis services to support the Voluntary Remediation Program, Underground Storage Tank Program, State Cleanup Program, Superfund, and Department of Defense remediation sites. Comprised of records created by laboratories including sample results and supporting documentation such as document inventory forms, data summaries, field sheets, chain-of-custody forms, correspondence, quality assurance and data validation files, quality control summaries.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
11	2009-22	INSTITUTIONAL CONTROLS RECORDS Records relating to institutional controls placed on a property to ensure that contamination left in place in a managed state is not disturbed and that land use will be managed to prevent exposure. These controls are usually in the form of an environmental restrictive covenant or deed restriction. The institutional controls are filed in the county recorder-s office in the county where the facility is located, and run with the land unless modified or terminated with IDEM approval.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.

12	2009-23	MUNICIPAL SOLID WASTE LANDFILL FLYOVER MAPS FOR LANDFILL CAPACITY CALCULATIONS Permitted municipal solid waste landfills are required to submit to the Agency a flyover contour map of the landfill. The maps show the elevation of the landfill grading at the time the flyover was conducted.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
13	2009-24	HAZARDOUS WASTE NOTIFICATION OF REGULATED ACTIVITY Sites that generate or handle hazardous waste are required to notify the Agency to receive a EPA RCRA identification number. The notification contains information pertaining to the site and type of hazardous waste handler the site acted as during its life.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
14	2009-25	OLQ PERMIT FILES Includes: Permit Applications ? operating, renewal, transfer, closure plans, post-closure plans, Class 1 modifications, Class 2 modifications, Class 3 modifications, Part A, Post-Closure applications, major modification, minor modifications, insignificant modifications, storm water contingency plans, leachate pollution prevention plans, landfill gas plans, hazardous waste permits (RCRA Part B). Decision Documents ? Final Permits including approved permit modifications. Closure Letters. Original or revised plans ? large format maps, drawings, or photos. Registrations.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
15	80-691	SEPTIC TANK CLEANERS LICENSING OF BUSINESS AND VEHICLES (Y FILES) File is comprised of correspondence and applications; permit is valid for three (3) years. File is comprised of correspondence, applications, and quarterly reports. Inspection reports are filed separately under Record Series 92-27.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. DELETE electronic files after ten (10) years.
16	92-16	FINAL AUTHORIZATION/PROGRAM REVISION FILES Includes Final Authorization Application, memorandum of agreement, records of public hearings, response to comments, authorization, guidance, and capability assessments.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
17	92-18	FINANCIAL ASSURANCE FILES The files contain assurance submittals for the RCRA program and solid waste programs.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.

18	92-21	RCRA PART B PERMITS Records are filed by facility. Files contain permits, US EPA and state applications; permit compliance records, soil and waste sample test results, notifications of violations, complaints, enforcement action documentation and administrative records, hazardous waste Part B Permit application, permits, correspondence & modifications. Retention consistent with 42 USC 9603(d) (2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
19	92-23	MONITORING These are sample results by state and facility -- groundwater samples, correspondence & reports for landfills and hazardous waste facilities. Documents included in this record series are GW Results, GW QA/QC documents, GW review documents, GW Sampling and Analysis Plans, GW Statistical Evaluation Plans, GW Quality Assurance Project Plans, GW Monitoring Plans, GW Quality Assessment, GW Corrective Action Plans, Monitoring Plan for GW or Methane, well installation and well abandonment documents. Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
20	92-24	COUNTY GENERAL FILES Files may contain miscellaneous general correspondence, notices of violations, and complaints from residents regarding non-permitted and open dump sites.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
21	92-26	PCB FILES Contains complaint response & follow-up, sampling data, cleanup activity records, enforcement records, and disposal process approval records.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
22	92-27	COMPLIANCE FILES Files include complaints, inspection reports, results of samples, notice of violations, recommended orders, enforcement action documentation, and any information indicating non-compliance, including Field Inspections, Violations Letters prepared & signed by OLQ, and Enforcement Referrals.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
23	96-105	EXCESS LIABILITY TRUST FUND RECORDS In accordance with IC 13-23-7, 13-23-8, and 13-23-9, contains records associated with the underground petroleum storage tank Excess Liability Trust Fund (ELTF). Records include applications, correspondence, claims, and appeals. Retention based on IC 34-13-1-1.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. DELETE electronic records ten (10) years after No Further Action issued for release and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

24	96-106	EMERGENCY RESPONSE SPILL RECORDS Retention consistent with 42 USC 9603(d) (2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
25	96-108	CERCLA (COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT) SUPERFUND In accordance with 42 USC 9601, these files contain information regarding federal and state toxic substance site investigation and clean up actions. Records include preliminary assessment/site inspection reports, the remedial investigation/feasibility study, work plans, remedial investigation reports, memoranda, correspondence, risk assessment reports, community relations plans, sampling data, surveys, a record of decision (ROD), applicable or relevant and appropriate requirements (ARARs), enforcement action, operation and maintenance records, contract documentation, other actions and administrative orders. Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
26	96-109	STATE CLEANUP AND REMOVAL RECORDS Pursuant to IC 13-25-4-1, includes site-specific information regarding state hazardous substance cleanup and removal actions. Includes project summaries, sampling and analysis data, reports, work plans, correspondence, memoranda, enforcement and other actions, site-specific contract documentation, and administrative orders. Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
27	96-110	DEFENSE ENVIRONMENTAL RESTORATION PROGRAM FILES In accordance with 42 USC 9601 and 10 USC 2701, these records contain information regarding federal and state toxic substance cleanup actions taken on military facilities. Site-specific records typically include memoranda, correspondence, sampling data, reports, actions, work plans, contract documentation, and a record of a decision. Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
28	96-111	VOLUNTARY REMEDIATION FILES Pursuant to IC 13-25-5-1, these records typically contain information on regarding state voluntary remediation program actions. Records include applications, program correspondence, remediation agreements, project summaries, investigation reports, remediation work plans, cost estimates, master agreements, sampling data and certificates of completion. Disclosure of this record may be affected by IC 13-14-11-1. Retention consistent with 42 USC 9603(d)(2).	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.

29	2022-17	UNDERGROUND STORAGE TANK CLOSURE REPORTS/DOCUMENTS	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
30	2022-18	UNDERGROUND STORAGE TANK MANAGEMENT/COMPLIANCE DOCUMENTS	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
31	2022-19	E-WASTE PROGRAM FILES Includes: Registration application, Registration Approval, Notice of Closure, Closure Approval Letter, and inspections.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.
32	2022-20	TECHNICAL MEMOS Technical memos regarding the reviews of submitted documents for various OLQ programs. These contain environmental technical information, recommendations and opinions.	IMAGE according to IARA imaging standards. DESTROY hard copy after verification of electronic images for completeness and legibility. CONVERT images to microfilm according to 60 IAC 2 within one (1) year after imaging, and TRANSFER original negative to the INDIANA ARCHIVES for permanent archival retention. MAINTAIN electronic records permanently within agency for reference purposes.