



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Environmental Management, Department of. Pollution Prevention And Technology Assistance, Office

Agency: Pollution Prevention And Technology Assistance, Division:

ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2001-62	<b>TOXIC CHEMICAL RELEASE INVENTORY REPORTING FORM, US EPA FORM R</b> Section 313 of the Emergency Planning and Community Right-to-Know Act, 42 USC 11001 et seq., 1994 Edition; requires annual reporting of toxic chemical emissions. USEPA Form R must be submitted every July 1 for the previous calendar year. The US EPA also receives a copy of this form. The Office of Land Quality with the Indiana Department of Environmental Management maintains records on stored toxic substances. Records are arranged alphabetically first by the Indiana county name and secondarily by an assigned facility identifying number. Typical file may contain the US EPA Form R, miscellaneous hand-written notes and/or a computer diskette with the electronic version of the required data. Retention consistent with 40 CFR 717.16, (July 1, 2000 Edition)	MICROFILM according to 60 IAC 2 two (2) years after submission of the data to the OFFICE OF POLLUTION PREVENTION AND TECHNOLOGY ASSISTANCE. DESTROY hard-copy records after verification of the microfilm for completeness and legibility. TRANSFER original (archival) roll to the INDIANA ARCHIVES. TRANSFER duplicate negative roll to the agency. DESTROY duplicate negative roll thirty (30) years after the year of submission of the data to the OFFICE OF POLLUTION PREVENTION AND TECHNICAL ASSISTANCE.