

**The Committee to Approve Schedules for the
Retention and Disposition of Official State Records
Scott Anderson, Chairman**



**Department of Conservation
And Natural Resources
May 11, 2011**

This version supersedes all previous versions



**Nevada State Library and Archives
Records Management Program**

This document is not an attempt to give legal advice. If any questions should arise concerning any information given in this document, you are directed to seek the advice of your legal counsel. This document is subject to change without notice.

Nevada State Library and Archives

Records Management Program

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The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to a formal action by the Committee to approve official state records.

Department Name: CNR: Board for Financing Water Projects

Schedule Number: 220400

Title: Capital Improvement Grant Files

RDA#: 2010028

Description:

Last Reviewed on: 08/11/2010

These records document Capital Improvement Projects to Publicly Owned Water System grants funded by the Board for Financing Water Projects (See NRS 349.980 et seq. and NAC 349.295 et seq.). The files may include, but are not limited to:

- * Application with associated records, including Letter of Intent
- * Board staff report
- * Copies of minutes and approval documentation
- * Copies of contracts with associated records
- * Copies of plans and maps
- * Financial records
- * Related correspondence

Authorized Retention:

Retain these records for a period of twenty (20) calendar years from the end of the calendar year in which the project was completed and then transfer to the State Archives.

Authorized Disposition:

Transfer the records to the State Archives.

Title: Denied and Incomplete Capital Improvement Grant Files

RDA#: 2010029

Description:

Last Reviewed on: 08/11/2010

These records document grants that were denied by the Board for Financing Water Projects (See NRS 349.980 et seq. and NAC 349.295 et seq.) or were incomplete and never approved. The files may include, but are not limited to:

- * Application with associated records, including Letter of Intent
- * Board staff report
- * Copies of minutes and denial documentation
- * Related correspondence

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the calendar year in which the grant application was closed or denied.

Authorized Disposition:

These records may be disposed of in a normal manner (See NAC 239.722).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

***The Committee to Approve Records Retention And Disposition
Schedules for Official State Records***

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.

Department Name: CNR: Conservation Districts

Schedule Number: 220101

Title: Conservation Districts Files

RDA#: 1995058

Description:

Reviewed: 5/12/1995

Copies of minutes and agendas of meetings of the 28 Conservation Districts in the state. Files also include their annual reports and budgets submitted to this Division as required by statute.

Authorized Retention:

Retain for a period of five (5) calendar years from the date submitted.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CNR: Bureau of Air Pollution Control

Schedule Number: 220403

Title: Actual Production / Emissions Reporting Forms

RDA#: 2005016

Description:

Reviewed: 6/8/2005

This record series is used for compliance monitoring, planning for air pollution control and to assess annual fees for permitted sources (See 40 CFR Parts 64 and 70 as well as NRS Chapter 445B and NAC Chapter 445B). They document reports from permittees on actual production activity and emissions of pollutants on a calendar year basis. The files contain: quarterly and annual report forms (Bureau of Air Pollution Control, containing data fields on Unit#, description, type, operating hours, emissions measurement and stack information), notes and related documentation.

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that these records be microfilmed (See NRS 239.051).

Title: Facility Permit Files

RDA#: 2005066

Description:

Reviewed: 6/8/2005

This record series is used to document facilities that have received permits in accordance with the federal Clean Air Act and Amendments (42 U.S.C. §§ 7401 et seq.), NRS 445B.210 to 445B.300 and NAC 445B.001 to 445B.3497, or applications that were denied or found incomplete. The files may contain: (1) Permit Section (current and copies of previous permits); (2) Correspondence / Application Section (application, application technical review, compliance monitoring reviews, public hearing documentation, related correspondence); (3) Compliance Section (inspection reports, Notice of Alleged Violations, response from permitted source, compliance conference documentation, State Environmental Commission documentation [including appeal hearings, consent degree, decisions, etc.], emissions testing documentation and similar documentation); (4) Excess Emissions forms or written statements (Bureau of Air Pollution Control, containing data on: location of emission, amount, duration, identity of equipment causing the emission, documentation that emission control equipment was functioning and other data as required by NAC 445B.233).

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year in which the permit expired and was not renewed or was suspended / revoked and not renewed.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that these records be microfilmed (See NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Air Pollution Control

Schedule Number: 220403

Title: Fiscal Year Paid Invoices (Fees)

RDA#: 2005018

Description:

Reviewed: 6/8/2005

This record series is used to document payment of annual fees (including NAC 445B.275 fines) by owner/operators with permits (See NRS Chapter 445B and NAC Chapter 445B). The files contain: invoice copies, payment receipts (both of which detail the fee for emission violations, renewal of permits and similar information for each permit source), notes and related documentation.

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that these records be microfilmed (See NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

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Department Name: CNR: Bureau of Air Quality Planning

Schedule Number: 220401

Title: ARTAH Reports (CAPP)

RDA#: 2004124

Description:

Reviewed: 8/11/2004

This record series documents the Assessment of Risks Through the Analysis of Hazards (ARTAH) Reports required of former NRS 459.3836 through 459.386 that was repealed by SB 127 of the 2003 Legislature (Chapter 296 Statutes of Nevada 2003 at page 1613). These reports were produced by facilities that used hazardous materials.

Authorized Retention:

Transfer these records to the State Archives. See NAC 239.750.

Authorized Disposition:

Upon transferring these records to the State Archives, this RDA will be deleted from the agency specific records retention and disposition schedule.

Title: Facility Files (CAPP)

RDA#: 2005133

Description:

Reviewed: 11/9/2005

This record series documents the Chemical Accident Prevention Program's (CAPP) function in the registration of facilities that generate (but do not store, treat or dispose of) hazardous materials (See NRS 459.3818 to 459.3874 and NAC 459.952 to 459.95528). The files may include: (a) initial registration, annual renewals, assessment reports (summary of off-site consequences analysis, summary of five-year accident history, hazard assessments, analysis of worst-case release scenario, analysis of alternative release scenario, etc.), incident reports and compliance reports, all with related documentation and correspondence, and (b) copies of billing statements, invoices, fee receipts and related accounting documents.

Authorized Retention:

Retain the records listed under (a) in the description for a period of twenty (20) calendar years from the end of the calendar year in which they were created. Retain items listed under (b) in the description for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Authorized Disposition:

Transfer the records listed under (a) in the description to the State Archives. The items listed under (b) in the description may be disposed of in a normal manner, such as by dumping, deleting or recycling. These files may contain business and trade secret information which may be protected by NRS 459.3822.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Air Quality Planning

Schedule Number: 220401

Title: Lake Tahoe Data (Visibility & Meteorology Monitoring)

RDA#: 2005079

Description:

Reviewed: 8/10/2005

This record series is used to document the analytic data of ambient air quality around the Lake Tahoe Basin as required by the federal Clean Air Act (See 42 U.S.C. § 7410 et seq., 40 CFR Part 58, NRS Chapter 445B and NAC Chapter 445B). The files contain: Annual Visibility and Meteorology Monitoring Reports for Lake Tahoe (by contractors and Bureau staff), data disks, slides, photos, analytic data sheets and related documentation.

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Mobile Sources Files

RDA#: 2005081

Description:

Reviewed: 8/10/2005

This record series is used to document the development and revisions of standards, regulations and programs for the control of emissions from "mobile" sources (such as automobiles, heavy vehicles and mobile equipment) in accordance with the Clean Air Act (42 U.S.C. §§ 7401 et seq.), NRS Chapter 445B and NAC Chapter 445B. The regulations are developed in cooperation with the Department of Motor Vehicles and include (but are not limited to) NAC 445B.575 to 445B.774. The files may contain: minutes and reports from the State Inspection and Maintenance Committee, records from the Inspection & Maintenance Program, copies of records from the State Environmental Commission, records from the Heavy Diesel Testing Program, correspondence and related documentation.

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Monitoring Site Records

RDA#: 2005019

Description:

Reviewed: 8/10/2005

This record series is used to document the analytic data of ambient air quality from SLAMS (State or Local Air Monitoring Stations) as required by the federal Clean Air Act (See 42 U.S.C. § 7410, 40 CFR Part 58, NRS Chapter 445B and NAC Chapter 445B). The files contain: analytic reports of meteorological data and pollutant concentration levels from stationary monitoring sites throughout the state, notes and related documentation.

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Air Quality Planning

Schedule Number: 220401

Title: Open Burn Variance Files

RDA#: 2005082

Description:

Reviewed: 8/10/2005

This record series is used to document the variances granted for "open burn" permits in accordance with the Clean Air Act (42 U.S.C. §§ 7401 et seq.), NRS Chapter 445B and NAC Chapter 445B (See NAC 445B.22067). The files may contain: Request for Authorization for Open Burn Variance, "Go-No-Go" Checklist, Prescribed Fire Plan with attachments, copies of maps, Post-Burn Monitoring report, Follow-up Evaluation, Daily Fire Behavior Monitoring Sheet, computer printouts, Prescribed Fire Complexity Rating System Guide Worksheet, correspondence and related documentation.

Authorized Retention:

Retain for a period of five (5) calendar years from the end of the calendar year to which it pertains.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: State Environmental Commission Files (SEC)

RDA#: 2005084

Description:

Reviewed: 8/10/2005

These records are used to provide administrative support to the State Environmental Commission (SEC). These records do not constitute the official record of the SEC. The record may contain but is not limited to:

- * Copies of minutes and supportive documentation
- * Copies of proposed regulations
- * Related correspondence
- * Associated documentation

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Note: for the purposes of NRS 241.035 (the Open Meeting Law), the SEC is the office of record for the permanent record that is to be transferred to the State Archives for preservation.

Title: State Implementation Plan Files (SIP)

RDA#: 2005083

Description:

Reviewed: 8/10/2005

This record series is used to document the development and maintenance of a state implementation plan and programs for the control of air pollution in accordance with the Clean Air Act (42 U.S.C. §§ 7401 et seq., see especially 42 U.S.C. § 7410), 40 CFR Part 51, NRS Chapter 445B and NAC Chapter 445B. The files may contain: State Implementation Plan Assessment Report, staff reports, proposed regulations, proposed standards, records documenting program development, correspondence and related documentation.

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year to which it pertains.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CNR: Bureau of Corrective Actions

Schedule Number: 220411

Title: Brownfields Assessment Files

RDA#: 2004242

Description:

Reviewed: 12/6/2004

This record series documents the assessments of "Brownfields" projects funded under the Small Business Liability Relief and Brownfield's Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. The assessment projects are authorized and described in 42 U.S.C. § 9604 (k)(2). The files may contain documents under the following sections: "Targeted Brownfield Assessment " section; documents; applications, approval letter, WasteLAN (the name of the EPA database used to report these actions) coding sheet, "Exhibits" section; technical reports by applicant, site maps, and attachments, "Scope of Work" section; submittals by consultants, work plan, cost estimates, approvals, amendments and change orders, "Sampling and Analysis" section; consultant reports, site work correspondence, and "Finalized Reports" section; phase I and phase II reports (including drafts and finalized reports). Each section may also contain related correspondence.

Authorized Retention:

Retain these records for a retention period of ten (10) calendar years following the submission of the Final Expenditure Report to the EPA for the specific site.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Brownfields Clean-up Files

RDA#: 2004243

Description:

Reviewed: 12/6/2004

This record series documents the clean-up of "Brownfield" projects funded under the Small Business Liability Relief and Brownfields Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. The clean-up projects are authorized and described in 42 U.S.C. § 9604 (k)(3). The files may contain: applications, approval letter, WasteLAN (the name of the EPA database used to report these actions) coding sheet, clean-up plan, corrective action plan, final report and related correspondence. These files may also contain documents duplicated in the "Brownfield Assessment Files," "UST," "LUST" and "Petroleum Fund Claims" files.

Authorized Retention:

Retain these records for a retention period of ten (10) calendar years following the submission of the Final Expenditure Report to the EPA for the specific site.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Corrective Actions

Schedule Number: 220411

Title: Brownfields Contract Files

RDA#: 2004244

Description:

Reviewed: 12/6/2004

This record series documents the payment to contractors for assessment or clean-up activities of "Brownfields" projects funded under the Small Business Liability Relief and Brownfields Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. The files may contain: Voucher Detail reports (an IFS Advantage computer report), internal coding sheets, Contract Invoice Checklist, invoices with attached backup documentation and related correspondence.

Authorized Retention:

Retain these records for a period of ten (10) federal fiscal years from the submission of the Quarterly or Annual Financial Status Report to the EPA.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Certification Applications: Incomplete, Denied and Failed

RDA#: 2004249

Description:

Reviewed: 12/6/2004

This record series is used to document applications for certification in accordance with NRS 459.500, that were incomplete, denied or failed the required exam. The files may consist of: application, photo, signed statement of criminal proceedings and convictions, letters of reference, educational documentation, receipts for certification and exam registration fees, exam registration, certification checklist, exam score report, related correspondence and similar documents.

Authorized Retention:

Retain this record series for a period of two (2) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Certification Files

RDA#: 2004250

Description:

Reviewed: 12/6/2004

This record series is used to document individuals who received certifications in accordance with NRS 459.500 and NAC 459.970 to 459.9729. The files may consist of: application, photo, signed statement of criminal proceedings and convictions, copies of training certificates, receipts for certification and exam registration fees, certification checklist, copies of licenses from other licensing (certification) agencies, resumes, updates of work experience, renewal documents, copy of issued certificate, disciplinary decisions, letter of Enforcement, related correspondence and similar documents.

Authorized Retention:

Retain this record series for a period of six (6) calendar years (three renewal cycles) from the date of expiration, revocation or suspension of the certification.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Corrective Actions

Schedule Number: 220411

Title: Exam Files for Certification

RDA#: 2004252

Description:

Reviewed: 12/6/2004

This record series is used to document the registration for and testing of applicants for certification in accordance with NRS 459.500 and NAC 459.970 to 459.9729. The files may consist of: Proctor Instructions, list of candidates, sign-up sheet, registration forms (which verifies that exam fees were received), list of test results (name of individual with score), "Scantron" Analysis of the exam and similar documents.

Authorized Retention:

Retain this record series for a period of three (3) calendar years from the date of the completion of the test analysis.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Examinations for Certification

RDA#: 2004253

Description:

Reviewed: 12/6/2004

This record series is used to review and produce exams for certification in accordance with NRS 459.500 and NAC 459.970 to 459.9729. The files consist of: copies of the exams, "Scantron" Analysis of the exam, correspondence with contractor who reviews and produces the exams and similar documents.

Authorized Retention:

Retain this record series for a period of six (6) calendar years from the date of the completion of the test analysis.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722).

Title: Heating Oil Files

RDA#: 2004241

Description:

Reviewed: 12/6/2004

This record series is used to document claims from owners of unregulated heating oil tanks (residential and commercial) on the "Fund for Cleaning Up Discharges of Petroleum" (known as the "Petroleum Fund" for short) for clean-up of spills and/or removal of the tank in accordance with NRS 590.830 et seq. (See also NAC Chapter 590). The files may contain: application (signed by a certified environmental specialist), invoice claim, closure reports, related correspondence and similar documents. These files may be duplicated in and contain duplicate information as contained in "UST," "LUST" and "Petroleum Claim" files.

Authorized Retention:

Retain for a period of five (5) calendar years from the closure of the claim.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Corrective Actions

Schedule Number: 220411

Title: LUST (Leaking Underground Storage Tank) Files

RDA#: 2004226

Description:

Reviewed: 12/6/2004

This record series documents the investigation, reporting and monitoring of storage tanks that have leaked or have been reported of suspected leakage. The files may contain: Complaint/Spill Report forms (reports of all releases), Initial Site Characterization reports, free-product removal reports, investigation of soil and ground water reports, assessments, Corrective Action Plan, investigation reports, monitoring reports, storage tank system repair documentation, enforcement documentation, copies of financial surety records, related correspondence and similar documents.

Authorized Retention:

Retain this record series for a period of five (5) calendar years from the permanent closure of the storage tank and completion of all remedial action.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Petroleum Fund Claims

RDA#: 2004228

Description:

Reviewed: 12/6/2004

This record series documents the claims against the State Petroleum Fund for the clean-up and other corrective action by owners/operators of storage tanks that have leaked. The files may contain: copies of Complaint/Spill Report forms (reports of all releases), copies of Initial Site Characterization reports, investigation reports concerning soil and ground water, detailed assessments by certified environmental specialist (including cost remediation assessments), copies of Corrective Action Plans, monitoring reports, storage tank system repair documentation, copies of invoices, NDEP reports to the Board to Review Claims (cost-effectiveness, overruns, and similar), decision by the Board to Review Claims, copies of checks with related accounting records, proof of payment by owner/contractor, related correspondence and similar documents.

Authorized Retention:

Retain this record series for a period of three (3) fiscal years from the end of the fiscal year in which the claim was finalized.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Project Tracking (PT) Database

RDA#: 2004231

Description:

Reviewed: 12/6/2004

This PT database is used to give public access to corrective action cases administered by the Bureau of Corrective Action. Most of the data relating to cases is still found in the paper files of the Bureau. The data includes: facilities with federally regulated underground storage tanks, facilities which do not have federally regulated tanks, reported spills & discharges, remedial actions, dates, facility information and similar data.

Authorized Retention:

Update this database as needed, retaining backup copies as required by NRS 239.051.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Corrective Actions

Schedule Number: 220411

Title: Superfund Grant Administrative Records

RDA#: 2004229

Description:

Reviewed: 12/6/2004

This record series documents the main administrative record created under the "Superfund" (CERCLA, Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq.). The files may contain: grant financial records & reports, property records, procurement records, time & attendance records, compliance documentation, site-specific technical pre-remedial hour reports, related correspondence and similar documents (See 40 CFR 6700 for details of required project records).

Authorized Retention:

Retain these records for a period of period of ten (10) calendar years following the submission of the Expenditure Report to the EPA.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Superfund Site Specific Administrative Records

RDA#: 2004230

Description:

Reviewed: 12/6/2004

This record series documents the site specific records created under the "Superfund" (CERCLA, Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § 9601 et seq.) for the clean-up of contaminated sites. The files may contain: application, budget sheets (EPA CSF 424A), project narrative, site description, site specific statement of work , quality assurance plan, certifications, CERCLA assurances (all described in 40 CFR 35.6105), quarterly project reports (40 CFR 35.6650), notification of significant developments (40 CFR 35.6655) and other records as described in 40 CFR 35.6800 to 35.6820.

Authorized Retention:

Retain these records for a period retention period of ten (10) calendar years following the submission of the Final Expenditure Report to the EPA for the specific site.

Authorized Disposition:

Transfer these records to the State Archives.

Title: UST (Underground Storage Tank) Files

RDA#: 2004227

Description:

Reviewed: 12/6/2004

This record series documents the registration program for storage tanks. The files may contain: EPA Form 7530 "Notification for Underground Storage Tanks," Certificates of Enrollment (registration), receipts, Nevada Petroleum Invoices, Initial Site Characterization reports, corrosion protection documentation, leak detection system documentation, spill and overfill protection documentation, Corrective Action Plans, investigation reports, monitoring reports, storage tank system repair documentation, enforcement documentation, copies of financial surety records, closure or change in service notification, site assessments, related correspondence and similar documents.

Authorized Retention:

Retain this record series for a period of five (5) calendar years from the permanent closure of the storage tank and completion of all remedial activities.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Corrective Actions

Schedule Number: 220411

Title: Voluntary Clean-up Files

RDA#: 2004245

Description:

Reviewed: 12/6/2004

This record series documents the voluntary clean-up projects funded under the Small Business Liability Relief and Brownfields Revitalization Act that amended the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), found in 42 U.S.C. § 9601 et seq. and NRS 459.610 to 459.658 (See also NAC 459.973 to 459.9743). The files may contain: applications, approval letter, WasteLAN (the name of the EPA database used to report these actions) coding sheet, clean-up plan, quarterly monitoring reports, system design documents, project reviews and related correspondence.

Authorized Retention:

Retain these records for a retention period of ten (10) calendar years following the submission of the Final Expenditure Report to the EPA for the specific site.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

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Department Name: CNR: Bureau of Federal Facilities

Schedule Number: 220419

Title: Agreement in Principle (AIP) Files

RDA#: 2009020

Description:

Reviewed: 7/22/2009

These records are used to monitor the environmental, safety and health oversight activities at the NTS (Nevada Test Site) that do not fall under the FFACO. The record may include but is not limited to:

- * Safe Drinking Water
- * Water Pollution Control
- * Corrective action documentation (including investigations)
- * Low-Level and Mixed Low-Level Wastes
- * RCRA permits
- * Monitoring reports
- * Annual and quarterly reports (see AIP #19)
- * Supportive documentation
- * Related correspondence

Authorized Retention:

Retain these records for a period of twenty (20) calendar years from the date the case was closed.

Authorized Disposition:

Transfer these records to the State Archives.

Title: FFACO: General Files

RDA#: 2009012

Description:

Reviewed: 7/22/2009

These records are used to monitor the program that identifies sites of historic contamination and implements corrective actions at federal facilities under the Federal Facility Agreement and Consent Order (FFACO). The record may include but is not limited to:

- * FFACO agreement documentation
- * Quality assurance project plan
- * Sampling and analysis plan
- * Work plan
- * Fluid management plan
- * Waste management plan
- * Supportive documentation

Authorized Retention:

Retain these records for a period of twenty (20) calendar years from the date the plan or file was superseded.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Federal Facilities

Schedule Number: 220419

Title: FFACO: Industrial Site Files

RDA#: 2009013

Description:

Reviewed: 7/22/2009

These records document the investigation, monitoring and corrective actions taken relating to federal facilities and lands in Nevada used in direct support of nuclear testing operations (See FFACO, Appendix VI, Section 1.0). The record may include but is not limited to:

- * Facility descriptions
- * CAU (Corrective Action Unit) investigations
- * Public involvement plan
- * Corrective action strategy (including modifications)
- * Supportive documentation

Authorized Retention:

Retain these records for a period of twenty (20) calendar years from the date the CAU (Corrective Action Unit) was closed or from the date the post-closure monitoring was completed.

Authorized Disposition:

Transfer these records to the State Archives.

Title: FFACO: Off-Site Files

RDA#: 2009025

Description:

Reviewed: 7/22/2009

These records are used to identify and implement a monitoring system under the FFACO for groundwater contamination from underground nuclear testing activities at the two Nevada Off-Sites. The record may include but is not limited to:

- * Regional Evaluations
- * Sampling and Analysis results
- * Contamination characteristics
- * Computer modeling
- * Process validation
- * Related correspondence
- * Supportive documentation

Authorized Retention:

Retain these records for a period of twenty (20) calendar years from the date the CAU (Corrective Action Unit) was closed or the date the post-closure monitoring was completed, whichever is later.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Federal Facilities

Schedule Number: 220419

Title: FFACO: Soil Site Files

RDA#: 2009014

Description:

Reviewed: 7/22/2009

These records document the analysis of the contamination of surface and subsurface soils under the FFACO (See Appendix VI, Section 1.0). The record may include but is not limited to:

- * Site descriptions
- * Sampling and monitoring requirements
- * Drilling and subsurface sampling data
- * Evaluations
- * Supportive documentation

Authorized Retention:

Retain these records for a period of twenty (20) calendar years from the date the CAU (Corrective Action Unit) was closed or from the date the post-closure monitoring was completed.

Authorized Disposition:

Transfer these records to the State Archives.

Title: FFACO: Underground Test Area Files

RDA#: 2009015

Description:

Reviewed: 7/22/2009

These records document the identification and implementation of a monitoring system under the FFACO for groundwater contamination from historic underground nuclear testing. The record may include but is not limited to:

- * Regional evaluations
- * Sampling and Analysis results
- * Contamination characteristics
- * Computer modeling
- * Process validation
- * Supportive documentation

Authorized Retention:

Retain these records for a period of twenty (20) calendar years from the date the CAU (Corrective Action Unit) was closed or from the date the post-closure monitoring was completed.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Federal Facilities

Schedule Number: 220419

Title: Nevada Test Site (NTS), Bureau of Federal Facilities (BFF): Historical General Files RDA#: 2009019

Description:

Reviewed: 7/22/2009

These records provide an overall history of the establishment and operation of the BFF in regards to the historic nuclear testing at the NTS (Nevada Test Site), the TTR (Tonopah Test Range) and off-site locations in Nevada. The record may include but is not limited to:

- * Environmental Restoration Inventory Sites
- * Federal and state documentation concerning the establishment, functions and organization of the BFF
- * National Priority Listings (NPL) for NTS
- * Similar documentation

Authorized Retention:

Review these records on a continuous basis transferring outdated documentation to the State Archives.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.

Department Name: CNR: Bureau of Mining Regulation and Reclamation

Schedule Number: 220404

Title: Mining Reclamation Permit Files

RDA#: 2003215

Description:

Reviewed: 2/11/2009

This record series documents the reclamation actions of mining operations and exploration projects that have received permits in accordance with NRS Chapter 519A and NAC Chapter 519A. The record may contain but is not limited to:

- * Permit and related documentation
- * Monitoring reports
- * Closure documentation (including bond/surety information and recalculation & review documentation)
- * Related correspondence

Authorized Retention:

Retain these records for a period of thirty-five (35) calendar years from (a) the end of two bond recalculation and review periods or (b) the end of the calendar year in which the final redemption of the reclamation bond occurred or all reclamation activities have been satisfactorily completed, whichever occurs first.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that this record series be microfilmed (see NRS 239.051)

Title: Mining Reclamation: Bonding Files

RDA#: 2003219

Description:

Reviewed: 1/14/2004

This record series documents the financial assurances posted by corporations for reclamation of mining operations and exploration projects that are held in trust by the Division of Environmental Protection in accordance with NRS Chapter 519A and NAC Chapter 519A. The files hold the following sections: Bond Forms, Bonds (a copy of the letters of credit or surety bond -- the original is kept in a safe deposit box at a bank), Acceptance Letters, General Correspondence, Bond Release, reports for Corporate Guarantee qualification, Ratios and other documentation pertaining to Corporate Guarantees and bonding documentation in general.

Authorized Retention:

Retain these records for a period of twenty (20) calendar years from the end of the calendar year in which the final redemption of the reclamation bond occurred or all reclamation activities have been satisfactorily completed.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that this record series be microfilmed (see NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Mining Regulation and Reclamation

Schedule Number: 220404

Title: Mining Reclamation: Permit Files -- Incomplete or Denied

RDA#: 2003214

Description:

Reviewed: 1/14/2004

This record series documents applications for reclamation, "small miner" operations, regular mining operations and/or mining exploration permits for projects that are new and never permitted before and that were incomplete or never approved by the Division of Environmental Protection, the State Environmental Commission, and/or the Federal BLM (Bureau of Land Management). The files may contain: application, "plan of operations" (POO's), copies of maps, reclamation plans, diagrams, design plans, copies of specifications, letter of denial, staff determinations, lists of exceptions, appeal documentation, hearing documentation (before the State Environmental Commission), related Federal EPA documents, related correspondence and similar documentation.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Mining Regulation Permit Files

RDA#: 2003060

Description:

Reviewed: 2/11/2009

This record series documents mining operations for projects that received water pollution control permits (See NRS Chapter 445A) by the Division of Environmental Protection. The record may contain but is not limited to:

- * Permit documentation (including information regarding active projects from the previous permit renewal)
- * Permit enforcement documentation
- * Monitoring reports and related documentation
- * Plans and specifications
- * Spill reports and related documentation
- * Related correspondence

Authorized Retention:

Retain these records for a period of thirty-five (35) calendar years from the end of the calendar year in which (a) the project was abandoned, or (b) the permit expired, was suspended or revoked and not renewed, or (c) the permit was finally closed, whichever is later.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that this record series be microfilmed (see NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Mining Regulation and Reclamation

Schedule Number: 220404

Title: Mining Regulation: Permit Files -- Incomplete or Denied

RDA#: 2003059

Description:

Reviewed: 1/14/2004

This record series documents applications for water pollution control permits for mining operations that are new and never permitted before and that were incomplete or never approved by the Division of Environmental Protection, the State Environmental Commission, and/or the Federal EPA. The files may contain: application for Water Pollution Control Permit, copies of maps, operating plans, diagrams, design plans, copies of specifications, letter of denial, staff determinations, lists of exceptions, appeal documentation, hearing documentation (before the State Environmental Commission), related Federal EPA documents, related correspondence and similar documentation.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: AB 198 and CDBG Files

RDA#: 2003081

Description:

Reviewed: 8/13/2003

This records series is used to review grant applications of the 1991 AB 198 (Statutes of Nevada Chapter 559 "Board for Financing Water Projects") under authority of NRS 349.961, and the review of grant applications from the Economic Development Commission, Community Development Block Grant Program (CDBG) which involve water projects. Staff review the grant applications for their impact of drinking water and sanitation laws and regulations. The files include: copy of grant application, copies of laws and regulations, correspondence, report to the granting authority and similar documents.

Authorized Retention:

Retain records for three (3) fiscal years from the end of the fiscal year to which they pertain.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion. It is recommended that grant review project files that are submitted as applications for public water systems be incorporated into the proper public water system file (RDA 2003091) to preserve a complete history of that water project.

Title: Clearinghouse Review Files

RDA#: 2003082

Description:

Reviewed: 8/13/2003

This records series is used to review grant proposals sent from the Department of Administration, Budget and Planning Division, Clearinghouse and Planning Program. The Public Health Engineering and Sanitation Program receives these grant proposals for comment of impact of water and/or sanitation systems, and responds with a simple form. The files consist of: a transmittal letter from the Clearinghouse and Planning Program, copies of grant application, form response letter with related correspondence.

Authorized Retention:

Retain these records for a one (1) calendar year period from the end of the calendar year to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: Engineering Log

RDA#: 2003083

Description:

Reviewed: 8/13/2003

This records series is a computer software program used to reference information and monitor the receipt of maps and payment of fees associated with the review of subdivision plans. The software used is MS Access. Data includes the name of the subdivision, site address, code number (alpha numeric code assigned to the plans when they are received using a county code, a sequential number and fiscal year designation such as DO-0361-03), engineering company, project type, project code, receipt data for fees collected, date received, date assigned to BHPS-PHE (Bureau of Health Protection Services, Public Health Engineering Program) engineer, date of response to the plan review, status of review (approved, disapproved/denied, awaiting response), a note field and fields for resubmit.

Authorized Retention:

Update the database as needed.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting. The provisions for adequate off-site storage of backup tapes in accordance with NRS 239.051 must be adhered to. The provisions for security (see DoIT Information Technology Security Committee "Policies, Standards and Procedures" as well as NAC 239.698 and 239.699) must be accomplished.

Title: Environmental Information Management System (EIMS)

RDA#: 2003104

Description:

Reviewed: 8/13/2003

This records series is a computer software system used to reference information and monitor the Surface Water Assessment Program (SWAP) as authorized by 42 USC s.300j-13. The software was provided by the Ground Water Protection Council, a non-profit organization using a SQL based server. The electronic records include data on source water areas for public water systems, potential sources of contamination within those areas and susceptibility of water systems to contaminants.

Authorized Retention:

Retain the data for a ten (10) calendar year period from the beginning of June 2003. The provisions for adequate off-site storage of backup tapes in accordance with NRS 239.051 must be adhered to. The provisions for security (see DoIT Information Technology Security Committee "Policies, Standards and Procedures" as well as NAC 239.698 and 239.699) must be accomplished. A migration plan (for eventual transfer of the data to a newer system) must also be written (see NAC 239.698).

Authorized Disposition:

These records may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). Destroy this confidential data in a secure manner that will prevent reconstruction of the information, such as by overwriting, degaussing or physical destruction of the recording media (See NAC 239.722 and IT Security Committee standards (PSP's)). A security copy of this data must be produced in accordance with NRS 239.051 and the information on them must also be disposed of in a secure manner.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: EPA Quarterly and Annual Reports

RDA#: 2003105

Description:

Reviewed: 8/13/2003

This records series is used to document and administrate the Safe Drinking Water Act reporting requirements as detailed in 40 CFR 142.15 and elsewhere. The files may consist of: (a) Quarterly reports of (1) new violations, (2) new enforcement actions and (3) notification of variances and exemptions; (b) Annual reports of (1) additions and corrections to the inventory of public water systems and (2) a summary of the variances and exemptions, and; [c] Special reports including (1) those related to the Surface Water Rule (40 CFR 142.15 [c]), (2) total coliforms, (3) Quarterly reports on lead and copper, and many others, as well as; (d) printouts from the SDWIS database, related correspondence and similar documents.

Authorized Retention:

Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.
Reference: 40 CFR 142.15.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Potable Water Haulers (Trucks)

RDA#: 2003106

Description:

Reviewed: 8/13/2003

This records series is used to document the review and issuing process for permits to haul potable water (including bottled water) in accordance with NAC 445A.544 to 445A.590. The files may contain: applications, copy of permit, inspection reports, receipt for permit, orders for corrective action with related documents, related correspondence and similar documents.

Authorized Retention:

Retain these records for five (5) fiscal years from the end of the fiscal year to which they pertain.
Reference: NAC445A.588.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: Public Water System Files

RDA#: 2003107

Description:

Reviewed: 8/13/2003

This records series is used to document the State's oversight functions of public water systems as the primacy agency for the Federal Safe Drinking Water Act (and other related acts), established by 42 USC s.300g-2 et. Seq. The files contain a variety of records relating to monitoring, compliance, decisions, determinations, enforcement of violations, and similar activities as outlined in 40 CFR Parts 141, 142 and others. The files may contain: Sanitary Surveys, enforcement actions, state approvals, reports / determinations / decisions made by the State, Vulnerability Determinations, Monitoring Requirements, monitoring plans, reports of inspections, permits, correspondence, and many similar documents.

Authorized Retention:

Retain the most current records documenting compliance, monitoring and enforcement within the active file (regardless of their age). Superseded documents may be removed after a retention period of twelve (12) calendar years from the end of the calendar year to which they pertain. Retain records of inactivated public water systems for forty (40) calendar years from the end of the calendar year in which they were inactivated. Reference: 40 CFR Part 142.

Authorized Disposition:

It is recommended that this record series be microfilmed for vital records protection and Homeland Security purposes. These records may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Public Water System Files: Bacteriological Report File

RDA#: 2003101

Description:

Reviewed: 8/13/2003

This records series consists of bacteriological analysis reports on water quality for public water systems subject to the review of the Bureau of Health Protection Services (BHPS), Public Health Engineering, Safe Drinking Water Act Program. The record series consists of copies of "Laboratory Report Forms (lab slips)" and other lab reports.

Authorized Retention:

Retain these records for five (5) calendar years from the end of the calendar year to which they pertain. Reference: 40 CFR 142.14 (a) and 40 CFR 141.33 (a).

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: Public Water System Files: Chemical Report File

RDA#: 2003102

Description:

Reviewed: 8/13/2003

This records series consists of chemical analysis reports on water quality for public water systems subject to the review of the Bureau of Health Protection Services (BHPS), Public Health Engineering, Safe Drinking Water Act Program. The record series consists of copies of "Laboratory Report Forms (lab slips)" and other lab reports.

Authorized Retention:

Retain these records for ten (10) calendar years from the end of the calendar year to which they pertain. Reference: 40 CFR 142.14 (a) and 40 CFR 141.33 (a).

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Public Water System Files: Consumer Confidence Reports

RDA#: 2003103

Description:

Reviewed: 8/13/2003

This records series consists of copies of "Consumer Confidence Reports" from community water systems and certifications as required by 40 CFR 141.155 [c]. The files contain: copies of Consumer Confidence Reports, original certifications (that the report has been distributed to their customers), reports of violations, related correspondence and similar documents.

Authorized Retention:

Transfer these records to the State Archives after a retention of five (5) calendar years from the end of the calendar year to which they pertain. Reference: 40 CFR 142.14 (f)(3), 40 CFR 142.15 (a)(1) and 40 CFR 141.155 (h).

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Public Water System Files: Turbidity Report File (Surface Source Water)

RDA#: 2003111

Description:

Reviewed: 8/13/2003

This records series consists of laboratory reports on turbidity measurements of public water systems subject to the review of the Bureau of Health Protection Services (BHPS), Public Health Engineering, Safe Drinking Water Act Program in accordance with 40 CFR Part 141 and Part 142. The record series consists of copies of laboratory reports of turbidity measurements with related notes and correspondence.

Authorized Retention:

Retain these records for ten (10) calendar years from the end of the calendar year to which they pertain. Reference: 40 CFR 142.14 (a)(4)(I) and 40 CFR 142.14 (a)(4)(ii)[C](2).

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: Public Water System Files: Variances and Exemptions

RDA#: 2003112

Description:

Reviewed: 8/13/2003

This records series consists of copies of the variances and exemptions granted to public water systems by the State Board of Health. The files may contain: a copy of the variance or exemption -- all with associated attachments, related correspondence, and similar documents.

Authorized Retention:

Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain. Reference: 40 CFR 142.14 (e).

Authorized Disposition:

Transfer these records to the State Archives.

Title: Public Water System Plan Review Files

RDA#: 2003091

Description:

Reviewed: 8/13/2003

This records series is used to review plans for the construction or remodeling (improvement) of any public water system in the state as authorized by NRS 445A.885 and 445A.920. The files may contain: blueprints, plans, drawings, specifications, letter of approval or denial, copies of laws & regulations & codes, copies of use and construction permits, related correspondence and similar documents.

Authorized Retention:

Retain these records for ten (10) calendar years from the end of the calendar year in which the permit was issued. The records pertaining to plans which were denied and not resubmitted must be retained for three (3) calendar years from the end of the calendar year in which they were submitted.

Authorized Disposition:

These records may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: Safe Drinking Water Information System (SDWIS)

RDA#: 2003108

Description:

Reviewed: 8/13/2003

This records series is a computer software program used to reference information and monitor the Safe Drinking Water Program in the state. The software is an Oracle based system provided by the Federal Environmental Protection Agency. The data contained within the system includes: descriptions (or inventories) of over 650 public water systems, compliance decisions & determinations, enforcement actions (including reports of sanitary surveys and state approvals), chemical and bacteriological test reports and similar data.

Authorized Retention:

Update the database as needed, retaining the inventory of public water systems required by 40 CFR 142.14 [c] for a twelve (12) calendar year period.

Authorized Disposition:

These records may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion. The provisions for adequate off-site storage of backup tapes in accordance with NRS 239.051 must be adhered to. The provisions for security (see DoIT Information Technology Security Committee "Policies, Standards and Procedures" as well as NAC 239.698 and 239.699) must be accomplished.

Title: SDWA Program Files

RDA#: 2003115

Description:

Reviewed: 8/13/2003

This records series is used to document the SDWA (Safe Drinking Water Act) state primacy responsibility and requirements as outlined in 42 USC s.300g-2, 40 CFR 142.10, 142.11 and 142.16. The files may consist of: Safe Drinking Water / EPA (Federal Environmental Protection Agency) agreement with coversheet & attachments, state application with related documentation (see 40 CFR 142.11 (a)), copy of state SDWA policy and procedures (including enforcement procedures), State Plan for Provision of Water Under Emergency Conditions (40 CFR 142.10 (a)(5)), State Plan for Sanitary Surveys (40 CFR 142.16 (b)(3)), EPA Determination (that the state has met all requirements for the SDWA), related correspondence and similar documents.

Authorized Retention:

Retain for a period of ten (10) calendar years from the end of the calendar year to which they pertain. Reference: 42 USC s.300g-2, 40 CFR 142.10, 40 CFR 142.11 and 40 CFR 142.16.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: Sewage and Water System Plan Reviews - Hotels and Motels

RDA#: 2003092

Description:

Reviewed: 8/13/2003

This records series is used to review plans for the construction or remodeling (improvement) of facilities for public accommodations (Hotels, Motels, Boarding Houses, etc.) as authorized by NRS 447.185 and NAC 447.100 that are within their jurisdiction (some county health departments have this responsibility). The files may include: plans, equipment specifications, copies of permits, copy of any EPA complaints, letter of approval or denial, related correspondence and similar documents.

Authorized Retention:

Retain these records for three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.

Authorized Disposition:

These records may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Sewage and Water System Plan Reviews - Mobile Home Parks

RDA#: 2003093

Description:

Reviewed: 8/13/2003

This records series is used to review plans for the construction or remodeling (improvement) of Mobile Home Parks that are within their jurisdiction (some county health departments have this responsibility). The files may include: plans, equipment specifications, copies of permits, copy of any EPA complaints, letter of approval or denial, related correspondence and similar documents.

Authorized Retention:

Retain these records for three (3) calendar years from the end of the calendar year in which the permit was approved or denied and not renewed.

Authorized Disposition:

These records may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: Subdivision Plans

RDA#: 2003095

Description:

Reviewed: 8/13/2003

This records series is used to review tentative and final maps of proposed subdivisions for water and sewage system requirements in accordance with NRS 278.330 to 278.378. The tentative and final map files are separate from each other. The files may consist of: tentative maps of subdivisions (final maps are sent to the County Recorder when certified), water sampling analysis reports, soil analysis reports, letters from Division of Environmental Protection (Dept. of Conservation and Natural Resources) certifying the map, letters to local governments giving a notice of the incompleteness of the maps, transmittal letters, fee notes (fee receipt is noted on the tentative map), letter of approval or denial, related correspondence and similar documents.

Authorized Retention:

Retain completed and approved Tentative and Final files for ten (10) calendar years from the end of the calendar year in which the final approval was given and submitted to the County Recorder. Retain incomplete or denied Tentative files and incomplete or denied Final files for three (3) calendar years from the end of the calendar year in which the final action was taken. Reference: NRS 11.190 (3)(d), NRS 11.204 (2) and NRS 278.360.

Authorized Disposition:

These records may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: SWAP Files (Source Water Assessment Program)

RDA#: 2003109

Description:

Reviewed: 8/13/2003

This records series is used to document the State's Source Water Assessment Program under the Federal Safe Drinking Water Act (and other related acts) as established by 42 USC s.300j-13. The files contain the SWA (Source Water Assessment) documents that (1) delineate boundaries of assessment areas that supply public drinking water, (2) inventory contaminants (and potential contaminants) and (3) assess water system susceptibility to contamination. This information is made available to the public in accordance with 42 USC s.300j-13 (a)(7). The files may also contain: grant application (EPA), grant financial and programmatic reports, related correspondence and similar documents.

Authorized Retention:

Retain the paper records for a period of five (5) calendar years from the end of the Program (May 30, 2003) The digital version of all SWAP records placed onto an electronic system (such as an imaging system or website) may be retained for as long as administratively useful to the agency.

Authorized Disposition:

Transfer these records to the State Archives. Proper care of all electronic records in accordance with NRS 239.051, NAC 239.698, NAC 239.699 and NAC 239.760 should be taken, including security backups and a migration plan. Electronic records are also subject to the DoIT IT Security Committee's established Policy, Standards and Procedures.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: TRS (Township, Range and Section) Lab Reports

RDA#: 2003110

Description:

Reviewed: 8/13/2003

This records series contains copies of reports from laboratories on water samples of private wells.

Authorized Retention:

Retain these records for three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Water and Sewage Files - Federal Installations

RDA#: 2003114

Description:

Reviewed: 8/13/2003

This records series is used to monitor the water and sewage systems at the Federal Department of Energy's Nevada and Tonopah Test Sites. The records series may contain plans, plan reviews, inspection reports, lab test results, related correspondence and similar documents.

Authorized Retention:

Retain copies of bacteriological and chemical lab test results for ten (10) calendar years from the end of the calendar year in which the report was made and then dispose of them (see 40 CFR 141.33(a)).

Retain plan reviews for ten (10) calendar years from the end of the calendar year in which they reviewed (see NRS 11.204).

Authorized Disposition:

These records may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion. Transfer the "Agreement in Principle" with associated correspondence to the State Archives after a retention of ten (10) calendar years from the end of the calendar year in which the agreement was terminated, renewed, revised or became ineffective. Transfer field reports of on-site inspections of water and sewage systems, Sanitary Surveys & associated reports, reports of compliance & enforcement determinations, all with related correspondence to the State Archives after a retention period of ten (10) calendar years from the end of the calendar year to which they pertain (see 40 CFR 141.33[c]).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Safe Drinking Water

Schedule Number: 220417

Title: Water Operators Certification File

RDA#: 2003113

Description:

Reviewed: 8/13/2003

This records series is used to administer the certification process for operators of water systems as required by 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 (et. Seq.) and NAC 445A.617 to 445A.652. The files may contain: applications (new and renewal), copies of records documenting experience, test scores, continuing education documentation, letters to proctors, letters to applicant approving examinations, letters of denial to reinstate after expiration, related correspondence and similar documents.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the calendar year to which they apply.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to a formal action by the Committee to approve official state records.

Department Name: CNR: Bureau of Waste Management

Schedule Number: 220408

Title: Application for Hazardous Waste Permits (RCRA): Approved

RDA#: 2004126

Description:

Last Reviewed on: 08/11/2004

This record series documents the application of facilities that store, treat and/or dispose of hazardous materials in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also 40 CFR Parts 270 and 271, NRS Chapter 459 and NAC Chapter 459. The three ring binders may contain: (1) Waste Analysis Plan, Emergency Preparedness Plan, Closure Plan, Financial Assurance Plan, all with related and supportive documentation; (2) copy of permit, permit operating conditions, evaluation documentation, and similar documentation. Some of these records may contain confidential information per NRS 459.3822.

Authorized Retention:

Retain for a period of thirty-five (35) calendar years from the date of the closure of the facility.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that this record series be microfilmed (See NRS 239.051).

Title: Application for Hazardous Waste Permits (RCRA): Denied, Incomplete or

RDA#: 2004127

Description:

Last Reviewed on: 08/11/2004

This record series documents the applications that were never finalized for facilities that store, treat and/or dispose of hazardous materials in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also 40 CFR Parts 270 and 271, NRS Chapter 459 and NAC Chapter 459. The three ring binders may contain: (1) Waste Analysis Plan, Emergency Preparedness Plan, Closure Plan, Financial Assurance Plan, all with related and supportive documentation; (2) evaluation documentation, letter of deficiencies (or incompleteness), denial letter and similar documentation. Some of these records may contain confidential information per NRS 459.3822.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the calendar year in which the last action was recorded.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CNR: Bureau of Waste Management

Schedule Number: 220408

Title: Application for Solid Waste Permits: Denied, Incomplete or Withdrawn RDA#: 2004134

Description: Last Reviewed on: 09/08/2004

This record series documents the applications that were never finalized of facilities that store, treat and/or dispose of solid materials in accordance with the federal and state law and regulation (See 42 U.S.C. § § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444). The files and/or three ring binders may contain: (1) draft application, design plans, Emergency Preparedness Plan, Closure Plan, Financial Assurance Plan, all with related and supportive documentation: (2) evaluation documentation, letter of deficiencies, denial letter and similar documentation.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the calendar year in which the last action was recorded.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner.

Title: Biennial Reporting System (BRS) RDA#: 2004128

Description: Last Reviewed on: 08/11/2004

This record series documents the biennial reporting of facilities that generate hazardous waste in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also NRS Chapter 459 and NAC Chapter 459. The information is entered into the federal EPA reporting system and submitted electronically. The files may contain: Conditionally Exempt Small Quantity Generator Hazardous Waste Report, Biennial Report and Exception Report, and similar documents.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CNR: Bureau of Waste Management

Schedule Number: 220408

Title: Compliance Enforcement Case Files (RCRA): Approved

RDA#: 2004129

Description:

Last Reviewed on: 08/11/2004

This record series documents the compliance enforcement and monitoring of facilities that store, treat and/or dispose of hazardous materials in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also 40 CFR Parts 270 and 271, NRS Chapter 459 and NAC Chapter 459. The files may contain: Inspection reports, finding (or determination) of violations, Statement of Deficiencies and Plan of Correction, compliance reports, related correspondence and similar documentation.

Authorized Retention:

Retain these records for a period of five (5) calendar years from the date of the closure certificate (or other date of closure) for the facility.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Comprehensive Review and Evaluation Reports (Committee to Oversee the RDA#: 2004140

Last Reviewed on: 08/11/2004

Description:

This record series documents the investigation of accidents or incidents of significant danger to public health and safety in accordance with NRS 459.3862 et seq. The files may contain copies of records from facilities and/or government entities, investigative reports, compliance reports, final report (NRS 459.3868 (3)), summary of comments and recommendations and related correspondence. These records may contain "trade secret" information which has been declared confidential by NRS 459.3866 (5).

Authorized Retention:

Retain this record series for a period of five (5) calendar years from the end of the calendar year to which it pertains.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information.

Title: Financial Assurances for Solid Waste Permits

RDA#: 2004135

Description:

Last Reviewed on: 09/08/2004

This record series documents the financial assurances that are required for facilities that store, treat and/or dispose of solid materials in accordance with the federal and state law and regulation (See 42 U.S.C. § § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444). The files may contain: closure and post-closure plans (with amendments), cost estimates, bond documentation, insurance documentation, trust documentation, related correspondence and similar documentation.

Authorized Retention:

Retain for a period of thirty-five (35) calendar years from the date of the closure of the facility.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CNR: Bureau of Waste Management

Schedule Number: 220408

Title: Permit Record Files (RCRA)

RDA#: 2004130

Description:

Last Reviewed on: 08/11/2004

This record series documents the operating history of facilities that store, treat and/or dispose of hazardous materials that have received permits in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also 40 CFR Parts 270 and 271, NRS Chapter 459 and NAC Chapter 459. The files may contain the following sections: (1) General (containing general correspondence); (2) Permit Record (containing a copy of all permits, permit conditions, permit determinations, notice of deficiencies, technical review, public notices, public hearings, EPA comments, etc.); (3) Permit Modifications (containing requests for modifications, technical data and supportive documentation, determinations, EPA documentation, copies of all modification plans, etc.); (4) Inspections/Enforcement (containing compliance monitoring reports, Statement of Deficiencies and Plan of Correction, inspection reports, etc.); (5) CME [Compliance Monitoring Evaluations] (containing CME Reports, recommendations, responses, etc.); (6) Financial (containing permit fees, annual fees, financial test, liability documentation, trust documentation, closure and post-closure estimates and similar documentation); (7) Incident & Release (containing incident and release reports, operational issue documentation, manifest discrepancies and similar documents); (8) Closure Plans (containing closure and post-closure plans with related documentation). Some of these records may contain confidential information per NRS 459.3822.

Authorized Retention:

Retain for a period of thirty-five (35) calendar years from the date of the closure of the facility.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that this record series be microfilmed (See NRS 239.051).

Title: RCRA-Info and EPA Data Systems

RDA#: 2004132

Description:

Last Reviewed on: 08/11/2004

This record series is used to enter data into and access information from the EPA electronic record keeping systems in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). These electronic record keeping systems include RCRA-In for, ARIS and RCRIS. Information from various form (including the "Notification of Regulated Waste Activity" form) and reports are included in this record series.

Authorized Retention:

Update database as needed, and retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CNR: Bureau of Waste Management

Schedule Number: 220408

Title: Recycling Program Files

RDA#: 2004138

Description:

Last Reviewed on: 09/08/2004

This record series is used to administer the state-funded programs for recycling in accordance with NRS Chapter 444.040 et. seq. and NAC Chapter 444. The files may contain: applications, contracts, agreements, copies of RFP's, responses, evaluations, copies of financial and accounting records, performance reports with related documentation.

Authorized Retention:

Retain for a period of three (3) fiscal years from the end of the fiscal year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Solid Waste Disposal Files (Facility Files)

RDA#: 2004136

Description:

Last Reviewed on: 09/08/2004

This record series documents the operations of permitted facilities that store, treat and/or dispose of solid materials in accordance with the federal and state law and regulation (See 42 U.S.C. § § 6912 et seq., 40 CFR Parts 257 and 258, NRS Chapter 444 and NAC Chapter 444). The files may contain the following sections: (1) Permit (containing copies of location restrictions, permits, permit conditions, fact sheet, operating/management plans, facility plans, technical review, public notices, public hearings, EPA comments and related documentation); (2) Correspondence (containing general correspondence); (3) Inspections/Compliance (containing inspection reports, incident reports, notice of violations, plan of correction, monitoring reports, demonstrations, certifications, testing analysis, etc.); (4) Closure and Post-closure (containing plans, cost estimates, closure and post-closure monitoring (compliance) reports, topographical surveys, and related documentation).

Authorized Retention:

Retain for a period of thirty-five (35) calendar years from the date of the closure of the facility.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that this record series be microfilmed (See NRS 239.051).

Title: Solid Waste Disposal Reports

RDA#: 2004137

Description:

Last Reviewed on: 09/08/2004

This record series is used to report on solid waste by facilities that store, treat and/or dispose of solid waste materials in accordance with NRS Chapter 444 and NAC Chapter 444. The files may contain: quarterly, semi-annual and/or annual waste disposal (statistical) reports with related documentation.

Authorized Retention:

Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

Department Name: CNR: Bureau of Waste Management

Schedule Number: 220408

Title: Tire Recycling Facility Annual Reports

RDA#: 2011007

Description:

Last Reviewed on: 05/11/2011

These records document the annual reports of tire recycling facilities (See NAC 444A.390). The files may contain, but are not limited to:

- * Annual Reports
- * Related correspondence

Authorized Retention:

Retain these records for five (5) calendar years from the calendar year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Tire Recycling Facility Permit Files

RDA#: 2011006

Description:

Last Reviewed on: 05/11/2011

These records document the permit process for tire recycling facilities (See NRS 444.505 et. seq. and NAC 444A.280 et seq.). The files may contain, but are not limited to:

- * Application with supportive documentation (including renewals)
- * Evaluation documentation
- * Public review documentation
- * Monitoring records
- * Disciplinary documentation
- * Related correspondence

Authorized Retention:

Retain these records for thirty-five (35) calendar years from the expiration or revocation of the permit.

Authorized Disposition:

Transfer these records to the State Archives.

Title: Waste Disposal Information Sheets

RDA#: 2004133

Description:

Last Reviewed on: 08/11/2004

This record series is used to approve new individual "waste streams" (new customers that are requesting to transport hazardous waste to a storage, treatment and/or disposal facility) for a permitted facility in accordance with the Resource Conservation and Recovery Act (42 U.S.C. § § 6901 et seq.). See also 40 CFR Parts 270 and 271, NRS Chapter 459 and NAC Chapter 459. The files consist of an "Input" form (usually faxed or emailed to the Bureau) and any supportive documentation.

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Please refer to the General Records Retention and Disposition Schedule for records not found on this records retention schedule (including E-Mail and other common type records).

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.

Department Name: CNR: Bureau of Water Pollution Control

Schedule Number: 220406

Title: Individual (NV, NEV, UNEV) Permit Files

RDA#: 2004107

Description:

Reviewed: 8/11/2004

This record series documents projects that received State of Nevada ground water permits, National Pollutant Discharge Elimination System (NPDES, see 33 U.S.C. §§ 1341 et seq.) and Underground Injection Control (UIC) permits, in accordance with water pollution control statutes and regulations found in NRS Chapter 445A and NAC Chapter 445A. The files may contain: (1) "Permit File" containing issued permits, fact sheets, public notice documentation, letters from the agency, permittee correspondence, public comments and similar supporting documentation; (2) "Technical" containing engineering and technical plans submitted by applicant, technical review documentation, maps, operations / maintenance inspections, federal inspections, and related correspondence; (3) "Monitoring Reports" containing monitoring compliance reports with associated documentation; (4) "Permit Enforcement" containing documentation on enforcement actions (including notices, orders, suspensions and similar documents); (5) "Fees" containing permit fee receipts and related supporting documentation, and; (6) "Other" containing documentation pertaining to activities conducted under the permit. These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237.

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year in which (a) the permit expired, was suspended or revoked and not renewed; or (b) the permit was finally closed.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that this record series be microfilmed (see NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Water Pollution Control

Schedule Number: 220406

Title: ISDS (individual Sewage Disposal Systems) - Commercial Files

RDA#: 2003084

Description:

Reviewed: 8/13/2003

This records series is used to review plans for the construction or remodeling (improvement) of commercial sewage disposal systems as required by NRS 444.650 and NAC 444.750 to 444.8396. "Commercial" includes any business using its own sewage disposal system not connected to a community sewage system. The files may include: "Application for Permit to Construct a Residential or Commercial Individual Sewage System," sewage system plans & specifications (including any details on installation and/or use of wells), engineer plan, soil tests, transmittal letter, project review letter of approval or denial, copy of occupancy permit, related correspondence and similar documents.

Authorized Retention:

Retain these records for; (a) forty (40) calendar years from the end of the calendar year in which the permit was approved or (b); six (6) calendar years from the end of the calendar year in which the system failed. Permits that were not approved, or withdrawn, may be disposed of one (1) calendar year from the end of the calendar year in which the permit was received [reference NAC 444.786 (6)].

Authorized Disposition:

These records may be considered restricted under the state Homeland Security Act (NRS Chapter 239C). Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion. Inactive files may be sent to the State Records Center at any time. It is recommended that these records be microfilmed in accordance with NRS 239.051.

Title: Other General Permit Files

RDA#: 2004111

Description:

Reviewed: 8/11/2004

This record series documents projects approved under the General permits issued for maintenance / rolling stock and agriculture projects by the Bureau in accordance with statutes and regulations found in NRS Chapter 445A and NAC Chapter 445A. The files may contain: (1) "Project Information" containing Notice of Intent (NOI), fee receipts, letters from the agency, owner/operator correspondence, Notice of Termination (NOT) and similar supporting documentation; (2) "Technical" containing engineering and technical plans submitted by applicant, technical review documentation, maps, operations / maintenance inspections, federal inspections, and related correspondence; (3) "Permit Enforcement" containing documentation on enforcement actions (including notices, orders, suspensions and similar documents). These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237.

Authorized Retention:

Retain these records for a period of five (5) calendar years from the end of the calendar year in which the project was completed, terminated or was finally closed.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that this record series be microfilmed (See NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Water Pollution Control

Schedule Number: 220406

Title: Permits: Incomplete, Denied, Withdrawn & Application Process Never

RDA#: 2004113

Description:

Reviewed: 8/11/2004

This record series documents the permit applications that were never finalized, including those withdrawn, denied, and never completed. They may include many of the records within the various permit files of the Bureau, including, but not limited to: application, notification of incomplete application from Bureau, letter of determination (denial), requests for hearing, hearing documentation, supportive documentation and related correspondence

Authorized Retention:

Retain these records for a three (3) year period of time from the date of the last action.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: State Revolving Fund Loan Payments

RDA#: 1995039

Description:

Reviewed: 3/20/1995

Documentation of long-term (20 years) repayments of revolving federal loans granted for the purpose of constructing publicly owned wastewater treatment works.

Authorized Retention:

Retain these records for a period of three (3) years from the end of the grantee's fiscal year in which the income is earned. When grant support is ongoing, the records must be retained for a period of three years from the date the single or last expenditure is submitted to the awarding agency for the grant period. 40 CFR 31.42 (b) & (c).

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Storm Water General Permits - Terminated & Inactive Project Files

RDA#: 2007045

Description:

Reviewed: 3/12/2008

This record series documents projects & facilities approved under the Storm Water General permits issued for mining, industrial and construction projects by the Bureau in accordance with statutes and regulations found in NRS Chapter 445A and NAC Chapter 445A. The files may contain: (1) "Project Information" containing Notice of Intent (NOI), fee receipts, letters from the agency, owner/operator correspondence, Notice of Termination (NOT) and similar supporting documentation; (2) "Technical" containing engineering and technical plans submitted by applicant, technical review documentation, maps, operations / maintenance inspections, federal inspections, and related correspondence; (3) "Permit Enforcement" containing documentation on enforcement actions (including notices, orders, suspensions and similar documents).

Authorized Retention:

Retain these records for a period of five (5) calendar years from the end of the calendar year in which the project was completed, terminated or was finally closed.

Authorized Disposition:

Some of these records may contain confidential (such as Trade Secrets, See 40 CFR 122.7, NRS 445A.665 and NAC 445A.237) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Water Pollution Control

Schedule Number: 220406

Title: Subdivision Maps and Plans

RDA#: 2003095

Description:

Reviewed: 8/13/2003

This records series is used to review tentative and final maps of proposed subdivisions for water and sewage system requirements in accordance with NRS Chapter 445A, NAC Chapter 444, NRS Chapter 278 and NAC Chapter 278. The tentative and final map files are separate from each other. The files may consist of, but are not limited to:

- * Tentative maps of subdivisions (final maps are sent to the County Recorder when certified)
- * Water sampling analysis reports
- * Soil analysis reports,
- * Certifications with related correspondence and documentation
- * Letter of approval or denial
- * Related correspondence and similar documents

Authorized Retention:

Retain completed and approved Tentative and Final files for ten (10) calendar years from the end of the calendar year in which the final approval was given and submitted to the County Recorder. Retain incomplete or denied Tentative files and incomplete or denied Final files for three (3) calendar years from the end of the calendar year in which the final action was taken. Reference: NRS 11.190 (3)(d), NRS 11.204 (2) and NRS 278.360.

Authorized Disposition:

Some of these records may contain confidential (such as the Social Security Number) or sensitive (such as personal identifying) information, and these should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (See NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Subdivision Maps and Plans: Denied

RDA#: 2009022

Description:

Reviewed: 7/22/2009

This record series is used to review subdivision maps, including but not limited to tentative, final, parcel, and reversion to acreage submittals, of proposed subdivisions for water and/or sewage system requirements (See NRS Chapter 445A, NAC Chapter 445A, NAC Chapter 444, NRS Chapter 278 and NAC Chapter 278). These files may consist of, but are not limited to:

- * Maps, plans, technical review documentation, etc.
- * Fee receipts
- * Water sampling analysis reports, soil analysis reports
- * Denial letter with associated documentation
- * Related correspondence and similar documentation

Authorized Retention:

Retain these records for a period of three (3) calendar years from the end of the calendar year from the date of denial.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Water Pollution Control

Schedule Number: 220406

Title: Subdivision Maps and Plans: Incomplete or Withdrawn

RDA#: 2009021

Description:

Reviewed: 7/22/2009

This record series is used to review subdivision maps, including but not limited to tentative, final, parcel, and reversion to acreage submittals, of proposed subdivisions for water and/or sewage system requirements (See NRS Chapter 445A, NAC Chapter 445A, NAC Chapter 444, NRS Chapter 278 and NAC Chapter 278). These files may consist of, but are not limited to:

- * Maps, plans, technical review documentation, etc.
- * Fee receipts
- * Water sampling analysis reports, soil analysis reports
- * Related correspondence and similar documentation

Authorized Retention:

Retain these records for a period of one (1) calendar year from the end of the calendar year from the date of receipt.

Authorized Disposition:

Some of these documents may contain confidential information, such as the Social Security Number or other personal identifying information (NRS 239B.030), and should be destroyed in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, overwriting, etc. (NAC 239.722). All other documents may be disposed of in a normal manner, such as by dumping, recycling or deletion.

Title: Temporary Permit Files - Inactive

RDA#: 2004108

Description:

Reviewed: 8/11/2004

This record series documents temporary projects related to State of Nevada ground water and surface water discharge permits in accordance with water pollution control statutes and regulations found in NRS Chapter 445A and NAC Chapter 445A. The files may contain: (1) "Permit File" containing issued permits, fact sheets, fee receipts, letters from the agency, permittee correspondence and similar supporting documentation; (2) "Technical" containing engineering and technical plans submitted by applicant, technical review documentation, maps, operations / maintenance inspections, federal inspections, and related correspondence; (3) "Monitoring Reports" containing monitoring compliance reports with associated documentation and; (4) "Permit Enforcement" containing documentation on enforcement actions (including notices, orders, suspensions) and similar documents. These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237.

Authorized Retention:

Retain these records for a period of twenty (20) calendar years from the end of the calendar year in which; (a) the permit expired, was suspended or revoked and not renewed, or; (b) the permit was finally closed.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that this record series be microfilmed (See NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Water Pollution Control

Schedule Number: 220406

Title: Underground Injection Control General Permit Files

RDA#: 2004110

Description:

Reviewed: 8/11/2004

This record series documents projects & facilities approved under the Underground Injection Control General permits issued for large capacity septic systems and oil/water separators by the Bureau in accordance with statutes and regulations found in NRS Chapter 445A and NAC Chapter 445A. The files may contain: (1) "Project Information" containing Notice of Intent (NOI), fee receipts, letters from the agency, owner/operator correspondence, Notice of Termination (NOT) and similar supporting documentation; (2) "Technical" containing engineering and technical plans submitted by applicant, technical review documentation, maps, operations / maintenance inspections, federal inspections, and related correspondence; (3) "Permit Enforcement" containing documentation on enforcement actions (including notices, orders, suspensions and similar documents). These files may contain business and trade secret information which may be protected by 40 CFR 122.7, NRS 445A.665 and NAC 445A.237.

Authorized Retention:

Retain these records for a period of five (5) calendar years from the end of the calendar year in which the project was completed, terminated or was finally closed.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that this record series be microfilmed (See NRS 239.051).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.

Department Name: CNR: Bureau of Water Quality Planning

Schedule Number: 220407

Title: Data Files (Water Quality Monitoring)

RDA#: 2005072

Description:

Reviewed: 6/8/2005

This record series documents the testing of surface water sites to monitor water quality in accordance with the Water Pollution Control Act (also known as the Clean Water Act 33 U.S.C. § § 1251 et seq., see especially 33 U.S.C. § 1256 (e)(1) which requires state monitoring programs), NRS 445A.520 and NAC 445A.124 to 445A.127. The files may contain: Surface Water Survey Sample List, field data (Surface Water Survey Field Sheets), water chemistry reports, water bacteriological reports, Chain of Custody form for Water Chemistry Analysis and similar documents.

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives. It is recommended that these records be microfilmed (See NRS 239.051).

Title: Environmental Laboratory Records

RDA#: 2005063

Description:

Reviewed: 6/8/2005

This record series documents the application and certification of environmental laboratories for analysis of drinking water and wastewater in accordance with NRS 445A.860 to 445A.863, NAC Chapter 445A, 40 CFR Parts 136 & 141 and the Safe Drinking Water Act (See 42 U.S.C. § 300g-9 and 300j-12). The files may contain: (a) application, renewal application, receipts, laboratory performance data (See NAC 445A.54268), statement of deficiencies, inspection reports, on-site assessments, corrective action plans, revocation/suspension documentation (hearing records and supportive documentation) and related correspondence; (b) laboratory standard operating procedures, quality assurance plans and similar documents (See NAC 445A.54278); (c) personnel information (resumes, copies of diplomas & certifications, personnel lists, etc.), copies of transcripts and similar documents.

Authorized Retention:

Retain documents described in item (a) of the description for a period of ten (10) calendar years from the date of the expiration, revocation or suspension of the certification. Retain documents described under item (b) until superseded with a newer version. Retain documents described under item (c) until the certification or renewal process has been completed.

Authorized Disposition:

The records listed under items (a) & (b) may be disposed of in a normal manner, such as by dumping, deleting or recycling. The records listed under item (c) must either be returned to the submitting laboratory or destroyed in a secure manner, such as by shredding, degaussing, etc. (See NAC 239.722).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Water Quality Planning

Schedule Number: 220407

Title: Environmental Laboratory Records - Denied (Never Certified)

RDA#: 2005064

Description:

Reviewed: 6/8/2005

This record series documents the applications that were denied (never certified) of environmental laboratories for analysis of drinking water and wastewater in accordance with NRS 445A.860 to 445A.863, NAC Chapter 445A, 40 CFR Parts 136 & 141 and the Safe Drinking Water Act (See 42 U.S.C. § 300g-9 and 300j-12). The files may contain: (a) application, receipts, laboratory performance data (See NAC 445A.54268), inspection reports, on-site assessments, reapplication (See NAC 445A.54284) & associated documentaiton and related correspondence; (b) personnel information (resumes, copies of diplomas & certifications, personnel lists, etc.), copies of transcripts and similar documents.

Authorized Retention:

Retain documents described in item (a) of the description for a period of three (3) calendar years from the date of the last action in the file (See NAC 445A.54282). Retain documents described under item (b) until the application process has been completed.

Authorized Disposition:

The records listed under items (a) & (b) may be disposed of in a normal manner, such as by dumping, deleting or recycling. The records listed under item (c) must either be returned to the submitting laboratory or destroyed in a secure manner, such as by shredding, degaussing, etc. (See NAC 239.722).

Title: Project Files

RDA#: 2005015

Description:

Reviewed: 4/13/2005

This record series is used to document the grant awards for projects funded through the federal Environmental Protection Agency authorized by the Clean Water Act (33 U.S.C. § § 1251 et seq.) and particularly Section 319 (h) of the Act (33 U.S.C. § 1329 (h)). These projects are from state, local and federal government agencies, non-profit organizations, University Extension programs and a few private contractors. The files may contain: Section 1 General Correspondence, Section 2 Work Plan (project narrative, project reports, work plan revisions, photos, maps, plans, etc.), Section 3 Invoices (IFS printouts, invoices, contract invoice checklists, job order ledgers and related supportive documentation), Section 4 Match (budget summary with backup documentation) and Section 5 Contract (copy of contract, revisions and amendments).

Authorized Retention:

Retain for a period of six (6) calendar years from the date of completion of the project (final narrative and financial reports).

Authorized Disposition:

Transfer a copy of the project narrative reports and any relevant photos, maps and plans, to the State Archives after the retention period has been satisfied. All other documents may be disposed of in a normal manner, such as dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: Bureau of Water Quality Planning

Schedule Number: 220407

Title: Section 401 Water Quality Certification Files

RDA#: 2005075

Description:

Reviewed: 6/8/2005

This record series documents the certification of permits from federal agencies (including the U.S. Army Corps of Engineers) for water quality standards review in accordance with section 401 of the Clean Water Act (33 U.S.C. § 1341) and 40 CFR Part 121. The files may contain: project description, copy of maps, review & certification letter (which relates to an existing state Water Pollution Control Permit) and similar documents.

Authorized Retention:

Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Title: Standard Setting and Evaluation Files

RDA#: 2005020

Description:

Reviewed: 4/13/2005

This record series is used to review, analyze, establish and revise water quality standards in accordance with the Clean Water Act (33 U.S.C. § § 1251 et seq.), 40 CFR Part 131, NRS Chapter 445A and NAC 445A.118 to 445A.225. The files may contain: (a) analysis work papers (study materials, research materials, preliminary reports, etc.), Analysis/Action Report, and (b) drafts of proposed regulations, public notices, public workshop and hearing documentation, other Administrative Procedures Act documentation, and related correspondence.

Authorized Retention:

Retain for a period of twenty (20) calendar years from the end of the calendar year in which the adopted regulation was amended or deleted, or from the date a proposed regulation was abandoned (never adopted).

Authorized Disposition:

Transfer the records listed under (a) in the description to the State Archives. Records listed under (b) may be disposed of in a normal manner, such as by dumping, deleting or recycling.

Title: TMDL (Total Maximum Daily Load) Files

RDA#: 2005021

Description:

Reviewed: 4/13/2005

This record series is used to review, analyze and report on specified unique water bodies that have become affected by pollutants in accordance with the Clean Water Act (CWA, See 33 U.S.C. § § 1251 et seq.), 40 CFR Part 130, NRS Chapter 445A and NAC Chapter 445A. This data is used to create and report the CWA Section 303(d), CWA Section 305(b) and 40 CFR 130.7(B)(5) reports. The files include: evaluation reports, draft reports, analytical documentation and related correspondence.

Authorized Retention:

Retain for a period of ten (10) calendar years from the end of the calendar year to which it pertains.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

***The Committee to Approve Records Retention And Disposition
Schedules for Official State Records***

This Records Retention and Disposition Schedule has been approved by the Committee in accordance with NRS 239.080. The term "RDA" means Records Disposition Authorization, which is the control number given to an action by the Committee to approve official state records.

Department Name: CNR: Rocky Mountain Low-Level Radioactive Waste Board

Schedule Number: 1490000

Title: Rocky Mountain Low-Level Radioactive Waste Compact Records

RDA#: 1991739

Description:

Reviewed: 1/31/1992

This record series contains general information in regards to the Rocky Mountain Compact (see NRS 459.007) and may include: maps, copies of minutes, decisions, annual reports, briefing books, miscellaneous correspondence and related documents.

Authorized Retention:

Retain for a period of five (5) calendar years from the calendar year to which they pertain.

Authorized Disposition:

Transfer these records to the State Archives after the retention period has been satisfied.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

The Committee to Approve Records Retention And Disposition Schedules for Official State Records

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Department Name: CNR: Forestry Division

Schedule Number: 220505

Title: Fire Billings

RDA#: 2005001

Description:

Reviewed: 2/9/2005

This record series documents the billings for firefighting services by the Division to the Bureau of Land Management (in accordance with 43 U.S.C. § 1733), Federal Emergency Management Agency (in accordance with 15 U.S.C. § 2210), U.S. Forest Service (in accordance with 16 U.S.C. § 551a), and other governmental or private entities (See NRS 472.050, NRS 472.070, NRS 473.080 and NRS 474.550). The files may include: invoices, Fire Bill [Post Incident Reporting Checklist, Financial Summary, Personnel Cost Summary, Equipment Detail, Emergency Response Report, Resource (equipment) Order, Helitak Response, Crew Fire Report, etc.], federal forms, contractor reports, Document History Inquiry (final billing report), accounting documents and related correspondence.

Authorized Retention:

Retain this record series for a period of three (3) federal fiscal years from the end of the federal fiscal year in which the final billing report (Document History Inquiry) was completed.

Authorized Disposition:

This record series may be disposed of in a normal manner, such as dumping or recycling.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

***The Committee to Approve Records Retention And Disposition
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Department Name: CNR: Office of Fiscal Personnel Management

Schedule Number: 220402

Title: Superfund Grant Accounting Files

RDA#: 2005078

Description:

Reviewed: 8/10/2005

This record series documents the main administrative record created under the "Superfund" (CERCLA, the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. § § 9601 et seq.). The files may contain: copies of applications, copies of cooperative agreements (including revisions and amendments), grant financial records & reports, property records, procurement records, time & attendance records, site-specific technical pre-remedial hour reports, related correspondence and similar documents (See 40 CFR 6700 for details of required project records).

Authorized Retention:

Retain these records for a period of period of ten (10) calendar years following the submission of the Expenditure Report to the federal Environmental Protection Agency. See 40 CFR 35.6705.

Authorized Disposition:

These records may be disposed of in a normal manner, such as by dumping, recycling or deleting.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

***The Committee to Approve Records Retention And Disposition
Schedules for Official State Records***

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Department Name: CNR: State Parks

Schedule Number: 220826

Title: Arrests/Warrants

RDA#: 1997007

Description:

Reviewed: 6/16/1997

Court order documentation issued by the Justice and District Courts directing the arrest of individuals. Recall of arrest warrants issued by courts.

Authorized Retention:

Retain for a period of one (1) calendar year from the calendar year in which the disposition/recall is received.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722).

Title: Citation Dispositions

RDA#: 1997006

Description:

Reviewed: 6/16/1997

This record series consists of the disposition copy of Nevada Division of State Parks Visitor Protection Form (VP-7), Misdemeanor Citation and Complaint.

Authorized Retention:

Retain for a period of three (3) calendar years from the calendar year in which the citation was issued.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722).

Title: Internal Affairs Investigations

RDA#: 1997010

Description:

Reviewed: 6/16/1997

Open and closed case files under investigation by Internal Affairs. Documentation of allegations of criminal and administrative misconduct against Division employees. Tracks investigation process thru final report and corrective/disciplinary action.

Authorized Retention:

Retain for a period of three (3) calendar years from the closing/resolution of the investigation and subsequent action(s).

Authorized Disposition:

Transfer these records to the State Archives.

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

Department Name: CNR: State Parks

Schedule Number: 220826

Title: Offense/Incident Reports

RDA#: 1997005

Description:

Reviewed: 6/16/1997

These reports are prepared by the State Park Ranger Commissioned Peace Officers documenting an offense or incident, or assistance provided to outside law enforcement agencies. File includes VP-1 Offense/Incident Report, VP-7 NDSP Misdemeanor Citation & Complaint, statements, boating accident forms, traffic accident forms, arrests, and any other documentation issued by outside agencies and law enforcement agencies concerning that offense or incident. Each report is assigned a park number and incident number.

Authorized Retention:

Retain for a period of three (3) calendar years from the calendar year in which the citation was issued or date of the incident concerned.

Authorized Disposition:

Destroy these confidential records in a secure manner that will prevent reconstruction of the information, such as by shredding, degaussing, etc. (See NAC 239.722).

Notice: When an agency is notified or reasonably anticipates litigation, it must suspend the destruction or disposition of all records and comply with Federal Rule of Civil Procedure 26 and put in place a litigation hold to ensure the preservation of relevant documents. See the Retention Guidelines at the end of this records retention schedule.

The Committee to Approve Schedules for the Retention and Disposition of Official State Records

NRS 239.073 et seq.

Scott Anderson, Chairman

Retention Guidelines

A Records Retention and Disposition Schedule identifies the minimum time period the listed records must be retained in accordance with NRS 239.080, meaning records disposition must not occur before this retention time period expires. When the minimum retention period has been met, the recommended disposition of the records, such as destruction or transfer to the State Archives, may be initiated. You are advised to implement regular, routine disposition procedures and not to "selectively retain" some records longer than others. Certain events called "disposition holds" may occur that will require a stop to the regular destruction or dumping of records.

Disposition Holds include:

Audits.

When an audit of your agency is begun, all destruction of records in your legal custody must cease. During the audit process, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, the agency may begin to dispose of records in accordance with the approved records retention and disposition schedule.

Investigations.

When you are notified by a regulatory authority, a law enforcement agency, a court of record, the governor, the Legislature or other similar oversight entities that an investigation is being conducted, all records must be preserved until the investigation is over. You should consult with your legal counsel and/or the Attorney General's Office for specific advice.

Litigation.

When an agency receives notification or reasonably anticipates that a lawsuit has been filed against (or in behalf of) them, they should immediately stop the destruction or dumping of records and consult their legal counsel and/or the Attorney General's Office. The agency must comply with Federal Rule of Civil Procedure 26. All records pertaining to the litigation should be identified, separated from other files and protected. All destruction of records pertaining to the lawsuit must be stopped until the legal action has been resolved. When the litigation has been concluded (your legal counsel can advise you of this), all of the records pertaining to the lawsuit must be retained as required by an Agency Specific Records Retention Schedule or one of the General Records Retention and Disposition Schedules. Your legal counsel may advise you not to destroy any records in the legal custody of the agency until after the disposition of the litigation. You should seek the advice of your legal counsel. Records Management staff are also available for consultation on these issues.

Disposition Guidelines

Most records may be disposed of by normal means, such as recycling or deleting. Some record types are identified on retention schedules as "confidential" (See NRS 239.010) or "restricted" (See NRS 239C.090). These records must be destroyed in a secure manner that will prevent reconstruction or retrieval of the information (See NAC 239.722 for details). However, many other records may contain "sensitive" information that has not been declared by law or regulation to be confidential. Some types of "sensitive" information are described in NRS 205.4617 "Unlawful Acts Regarding Personal Identifying Information." Since serious consequences may result if these records fell into the wrong hands you are advised to destroy these records in accordance with the guidelines identified in NAC 239.722. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your legal counsel, the Attorney General's Office, or a records management officer.