



LIBRARY OF VIRGINIA

Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE SPECIFIC SCHEDULE NO. 440-004 Environmental Quality, Dept. of Land Protection and Revitalization, Division of Solid Waste

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS OFFICER

STATE APPROVAL

STATE ARCHIVIST

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: 6/8/2017

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.

7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Approvals and Authorizations</u> This series documents approvals and authorizations for Beneficial Use Determinations (BUD), educational compost exemptions, closure plan approvals for closure plans outside a permit, solid waste classification exemption variances, variances not associated with a permitted facility, and solid waste and medical waste alternate treatment technology authorization. This series may include but is not limited to: submittal records, associated correspondence, and final approval letters. 9VAC20-81-95.D.3; 9VAC20-81-97; 9VAC20-81-700 thru 760; 9VAC20-81-120	200083	3 Years after event	Non-confidential Destruction
<u>Equipment Certification - Personal Property Tax Exemption</u> This series documents efforts taken by individuals or corporations to certify recycling equipment for exemption from real or personal property taxes. This series may include, but is not limited to: applications, letters of certification, and supporting documentation. 9VAC15-30	200596	10 Years after approval	Confidential Destruction
<u>Equipment Certification - Waste Motor Oil</u> This series documents efforts taken by individuals or corporations to certify their waste motor oil burning equipment for a state income tax credit. This series may include, but is not limited: applications, letter of certifications, and supporting documentation - § 58.1-439.10.	200595	5 Years after approval	Confidential Destruction
<u>Equipment Certification: Recycling Tax Credit</u> This series documents efforts taken by individuals or corporations, other than Chaparral Steel, to certify their recycling machinery and equipment qualify for a state income tax credit. This series may include, but is not limited to: applications, letters of certification, and supporting documentation. 58.1-439.7	200050	10 Years after approval	Non-confidential Destruction



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<u>Equipment Certification: Recycling Tax Credit – Chaparral Steel</u> This series documents efforts taken by Chaparral Steel to certify their recycling machinery and equipment qualify for a state income tax credit. This series may include, but is not limited to: applications, letters of certification, and supporting documentation. 58.1-439.7	200051	20 Years after approval	Non-confidential Destruction
<u>Fossil Fuel Combustion Byproduct (FFCB) Records</u> This series documents the uses of fossil fuel combustion byproducts (FFCB) as material in construction projects. This series may include, but is not limited to: request submittals, correspondence, and project approval letter. 9VAC20-85 et al	000066	20 Years after project completion	Non-confidential Destruction
<u>Groundwater Corrective Action and Authorizations</u> This series documents submission related to groundwater plume delineation and groundwater corrective action. This series may include but is not limited to: Nature and Extent Study (NES), Assessment of Corrective Measures (ACM), Proposal for Presumptive Remedy (PPR), offsite plume notification, GPS exceedance notification, and interim Financial Assurance, Interim Measures (IM) proposal, Corrective Action Site Evaluation Report (CASE), Alternate Measures request (AMR), Corrective Action Completion Report (CACR), and Technical Infeasibility Report (TIR). 9VAC20-81-260	200085	0 Years after termination of post-closure care	Non-confidential Destruction



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<u>Groundwater Monitoring Program Development and Implementation</u> This series documents submission related to the establishment of a groundwater monitoring well network, monitoring program, and groundwater monitoring reports. This series may include, but is not limited to: monitoring well installation reports and certifications, well subsets, multi-disposal unit network requests/approvals, Alternate Source Demonstrations (ASD), Wetlands Demonstrations, statistically significant increases (SSI) notifications, Table 3.1 Column A detects notifications, notifications of returning to detection or first determination monitoring, background detects notification during first determination, as well as requests to delete previous Table 3.1 column A or B detects, proposals to establish groundwater protection standards (GPS), use Alternate Concentration Levels (ACLs), Semi-annual (SA) and Quarterly (QTL) Reports, First Determination Report (FDR), and Phase 2 Background Report and Annual Report (AR). 9VAC20-81-250	200086	0 Years after termination of post-closure care	Non-confidential Destruction
<u>Landfill Gas Monitoring Data and Correspondence</u> This series documents routine gas monitoring, landfill gas migration assessment, and remediation activities. This series may include, but is not limited to: initial notification of Lower Explosive Limit (LEL) exceedences, documentation of interim actions, assessments of gas migration, gas assessment and remediation correspondence, notification of return to compliance, and gas remediation termination requests.	200087	5 Years after creation	Non-confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Permitting Documents</u> This series documents final approved Part A and Part B applications and modifications, permit denials and permit modification denials, Design Reports and Plans, Operations & Maintenance Manuals, Technical Specifications, Groundwater Monitoring Plans, Closure/Post-Closure Care Plans, Construction Quality Assurance (CQA) submittals, and Certificates to Operate (CTO). This series may include, but is not limited to: variances associated with a permitted facility (including groundwater), public participation documents, financial assurance, Emergency Permits, experimental permits, temporary authorizations, alternate daily cover authorizations, permit-by-rules, Landfill Gas Management & Remediation Plans, Leachate Management Plans, as-built drawings and well installation report, Odor Management Plan, Research, Development and Demonstration (RDD) Plans, Corrective Action Plans, Corrective Action Monitoring Plans, Surface Water Monitoring Plans, 10-year permit/compliance reviews, financial assurance cost-estimates, and tax certification documentation for pollution control equipment. 9VAC20-81-700 thru 760; 9VAC20-81-260; 9VAC20-81-250; 9VAC20-81-160; 9VAC20-81-360; 9VAC20-81-410; 9VAC20-81-450; 9VAC20-81-460; 9VAC20-81-470; 9VAC20-81-480; 9VAC20-81-485; 9VAC20-81-550; 9VAC20-81-560; 9VAC20-120-710; 9VAC20-120-720; 9VAC20-120-730; 9VAC20-120-810	200088	0 Years after termination of post-closure care	Non-confidential Destruction
<u>Pre-Virginia Solid Waste Management Regulations (VSWMR) Closed Facilities</u> This series documents permitted solid waste landfills that closed prior to December 21, 1988 and are not subject to current Virginia Solid Waste Management Regulations. This series may include, but is not limited to: permits, drawings, inspection reports, photos, and environmental monitoring data.	000077		Permanent, In Agency



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<u>Solid Waste Facility Groundwater Files</u> Documents groundwater monitoring data, groundwater annual reports and related correspondence for solid waste management facilities. This information is used to determine the facility's compliance with Virginia Solid Waste Management Regulations and in the permit applications review process.	006139		Permanent, Archives
<u>Solid Waste Management Plans</u> This series documents the solid waste activity plans for designated planning units as required by planning regulations (9VAC-20-130). This series may include, but is not limited to: submitted Solid Waste Management Plans (SWMP), associated correspondence, and final plan approval letters.	200597	20 Years after approval	Non-confidential Destruction
<u>Solid Waste Management Plans - Unit Designations</u> This series documents the designation of Solid Waste Management Plan (SWMP) Units by the Director as required by planning regulations (9VAC-20-130). This series may include, but is not limited to: designation of planning units, associated correspondence, and final approval letters.	200598		Permanent, In Agency
<u>Termination of Post-Closure Care and Permit Revocation Records</u> This series documents partial and final termination of post-closure care and permit revocation. This series may include, but is not limited to: termination of post-closure case correspondence, Professional Engineer's Certification, Termination of Post-Closure Care Report, survey plat, deed restrictions, permit revocation correspondence, and permit revocation public participation waiver.	000076	50 Years after termination of post-closure care	Non-confidential Destruction



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<u>Waste Facility Compliance Inspections and Correspondence</u> This series documents compliance inspections of solid waste facilities or unpermitted facilities. This series may include, but is not limited to: inspection reports, forms and transmittal letters, photographs, supporting documentation and facility response, Notice of Violations (NOVs), warning letters (WL), referrals to enforcement, Solid Waste Information and Assessment (SWIA), and leachate monitoring data.	200089	10 Years after issuance	Non-confidential Destruction