



LIBRARY OF VIRGINIA

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

RECORDS RETENTION AND DISPOSITION SCHEDULE SPECIFIC SCHEDULE NO. 440-010 Environmental Quality, Dept. of Water Quality Monitoring and Planning

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 _____
EFFECTIVE SCHEDULE DATE: **JAN 11 2024**

Edwards Alvie
xqp92569

Digitally signed by: Edwards Alvie xqp92569
DN: CN = Edwards Alvie xqp92569 OU =
CDM Users, End Users, DEO
Date: 2023.10.22 13:52:48 -0500

STATE APPROVAL

STATE ARCHIVIST _____
COMPTROLLER OR DEPUTY _____

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 completed RM-3 Form must be approved by an agency-designated records officer before records can be destroyed.
4. Any records created prior to 1912 must be offered, in writing, to the Library of Virginia (LVA) before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA.
5. All known audits, requests for records pursuant to the Virginia Freedom of Information Act, § 2.2-3700, et seq., and retention schedule renegotiations regarding 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 and/or operational reformatting processes until all issues are resolved.
6. The retentions and dispositions listed on the attached page(s) apply regardless of format, e.g., paper, microfilm, electronic image, etc. Unless prohibited by law, records may be reformatted at the agency's 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. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency to do so.
7. Records custodians must ensure that confidential or privacy-protected information contained in records and non-records is ultimately destroyed to prevent unauthorized disclosure. Confidential destruction of paper is accomplished only through shredding, pulping, or burning. For electronic information, it is accomplished by overwriting the data or physically destroying the media. Merely deleting confidential or privacy-protected information is not sufficient. Documents containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
 8. Under the Virginia Public Records Act, § 42.1-79, the Library of Virginia is the official custodian and trustee of all state-agency records transferred to the State Archives, which may purge select records in accordance with professional archival practices in order to ensure efficient preservation and access.
 9. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year, as appropriate. Retention periods start at that time. Other event-based filing cutoffs (e.g., "after last action") must be defined and consistently applied by the agency.



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EFFECTIVE SCHEDULE DATE: 1/11/2024

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Field Studies Data</u> This series documents the data collected in field studies by regional staff for all programs, including watershed monitoring, Chesapeake Bay Program (CBP), Total Maximum Daily Load (TMDL) monitoring, and other special studies. This series may include, but is not limited to: worksheets. 9VAC25,10 +; COV 62.1-44.19:5	005572	10 Years after event	Non-confidential Destruction
<u>Pollution Complaints</u> This series documents pollution complaints and any actions taken to resolve them. This series may include, but is not limited to: correspondence and reports.	005569	5 Years after closed	Non-confidential Destruction
<u>Special Studies: Final Reports</u> This series documents the outcome of special studies completed by regional offices. This series may include, but is not limited to: final reports. COV 10.1-1183	005570	20 Years after project completion	Non-confidential Destruction
<u>Special Studies: Supporting Documentation</u> This series documents the work of special studies completed by regional offices. This series may include, but is not limited to: reports. COV 10.1-1183	005571	5 Years after project completion	Non-confidential Destruction
<u>Surface Water Management by Permittee</u> This series documents permittees' management of surface water stocks. This series may include, but is not limited to: reports. COV 10.1-1183	005577	5 Years after receipt	Non-confidential Destruction
<u>Water Quality Assessment and Monitoring Reporting</u> This series documents the compilation of the required biennial 305(b) and 303(d) report to the U. S. Environmental Protection Agency (USEPA). This series may include, but is not limited to: reports and other supporting documentation. 33USC1261 +; COV 62.1-44.19:5	005578	15 Years after event	Non-confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Watershed Cleanup</u> This series documents studies to attain and/or maintain watershed quality and clean-up, including the process of creating the studies and the outcomes and analyses of accomplishments thereof, programmatic guidance and planning for Total Maximum Daily Load (TMDL) implementation, Nonpoint Source Management, watershed cleanup, nesting rationales, and natural conditions rationales. This series may include, but is not limited to: plans, reports, articles, and correspondence.	200538	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Watershed Cleanup: No-Discharge Zones (NDZ) and Total Maximum Daily Loads (TMDL) Development</u> This series documents the process and outcome of watershed studies for the development and modification of Total Maximum Daily Loads (TMDL) and No-Discharge Zones (NDZ). This series may include, but is not limited to: applications, reports, articles, plans, and correspondence. COV 62.1-44.15 and .34	200627		Permanent, In Agency