

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
96#:						
Schedule #: 481 1#:Tannery Liaison Files						
In this file is kept a history of each tannery in the state including processes they use, problems they have had, disposal practices they use, and chemical analyses of their wastes. Also, notes from meetings, information on federal programs and contracts for professional services. Information on chromium and its effect on the environment and special projects including spreading of tannery sludge on agricultural land.	Paper	5/23/1986	Years 5	Years 2	Destroy	Current
Schedule #: 1078 7#:Legislative Liaison Information						
These files are kept for every legislative session. They contain such information as legislative documentation from the Governor's Office, Revisor's Office and public legislative hearings; testimony given on the bills; pertinent departmental notes on the bill; legislative language; etc. These records provide a history for the laws that are in place, as well as needed information on prior bills that did not become law, and that we may again try to request. It gives us the insight of why the bill did not pass, what our arguments for or against may have been, or what oppositions we may have faced. The information provides such things as names of the bills supporters, changes in language from current law, and information gathered from the department's policy and procedures staff.	Paper	1/10/2000	Years 5	Years 10	Destroy	Current
Schedule #: 1105 15#:Metallic Mineral Mining						
These files contain all the monitoring done in past years on the original conditions of the mining site. These are kept for the purpose of comparing them with new transfers or modifications that come to determine what needs to be done before the site can begin operation.	Paper	6/13/1994	Years 3	Years 5	Archives	Current
Schedule #: 1850 78#:Enforcement Working Papers, Drafts, and Reference Materials (Department Wide)						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department generates the records in this series in support of enforcement activities originating in all bureaus. Records in this series include: rough notes, calculations, non-circulated drafts, handwritten records transcribed into electronic form, and reference materials that do not contain annotations and which are included in a bibliography maintained in accordance with the schedule for Enforcement Case Files for each program. A record in this series may be destroyed 60 days after the creation of the record. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972.	Record Copy	10/20/2011	Months 2	No Retention 0	Destroy	Current
Schedule #: 1917 79#:Licensing and Permitting Working Papers						
The Department maintains the records in this series in support of all licensing and permitting activities. These records include: rough notes, calculations, non-circulated drafts, handwritten records that have been transcribed into electronic form, reference materials, written correspondence, including email, not critical to tracking final agency actions. The retention period begins upon the date the document is created. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule. Keep in agency for 60 days.	Mixed	10/29/2013	Days 60	No Retention 0	Destroy	Current
Schedule #: 1921 80#:Compliance and Technical Assistance Working Papers, All Programs						
The Department maintains the records in this series in support of all compliance and technical assistance activities. These records have no long-term value. Records include: Notes, calculations, non-circulated drafts, handwritten records that have been transcribed into electronic form, reference materials, written correspondence, including email, not critical to tracking final agency actions. The retention period begins upon document creation. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule. Keep in agency for 60 days.	Mixed	10/29/2013	Days 60	No Retention 0	Destroy	Current
Schedule #: 1932 81A:Rulemaking - Working Papers						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The department maintains records in this series in support of rulemaking proceedings under the authority of 38 M.R.S.A. § 341-H. Department program staff members generate records in this series as working documents during the rulemaking process.	Mixed	3/4/2014 Days	60	No Retention	0 Destroy	Current
Records in this series include: Rough notes, calculations, non-circulated drafts, handwritten records transcribed into electronic form, and reference materials that do not contain annotations. Materials considered in connection with formulation, proposal and adoption of rule, such as: reference materials, peer-reviewed articles, other states' rules, policies or statutes, Maine statute; enabling legislation, federal law, regulation or guidance document. Transitory records of preliminary input from outside parties, such as stakeholder group, workshop, task force or comment period, including: agenda; telephone logs; correspondence; audio file; and comments. Internal working drafts of rule, intra-departmental comments generated prior to posting of rule, and assistant Attorney General correspondence related to rule review and legal fine tuning. Copy of public notice. Memos filed with Legislative council with rulemaking notice and major substantive filing and with Legislature's Joint Standing Committee on Natural Resources and the Environment for revisions to State Implementation Plan under Clean Air Act. Opening statement. Correspondence notifying interested parties of adoption meeting. Memo to Secretary of State indicating that adopted rule is major substantive. Correspondence with department or Board of Environmental Protection rulemaking staff regarding hearing logistics. Interested persons list. Legislative resolve supporting final adoption of major substantive rules. Rulemaking tracking sheet.						
Records in this schedule may be destroyed 60 days after the effective date of the rule.						
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						

Schedule #: 1932 81B:Rulemaking - Rule Development Files

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The department maintains records in this series in support of rulemaking proceedings under the authority of 38 M.R.S.A. §341-H. Department program staff members generate records in this series during the rulemaking process. These records support rulemaking programs; these records may be consulted in filings with the U.S. Environmental Protection Agency (e.g. for delegated programs or State Implementation Plan filings), and subsequent rule amendments. Records in this series include: •Substantive records of preliminary input from outside parties such as stakeholder groups, workshops, task forces or comment period, including: meeting minutes, final reports, and straw proposals. •Board or Commissioner briefing materials, including: memo, statement of necessity and appropriateness, economic impact statement, cost-benefit analysis. •Governor's approval documentation. •Board memos, including posting, re-posting, and adoption memos. •Maine Administrative Procedure Act (MAPA) forms, including: MAPA II, III, IV, fact sheet, MAPA checklist and regulatory agenda amendments. •Public record of hearing or comment period, including: written comments; hearing transcripts or voice records; hearing sign-up sheets; hearing attendance sheets; department testimony; basis statement; including response to comments; and supplemental basis statement. •Posted proposed draft rule. •Revised draft rule submitted for adoption. •Materials incorporated by reference. •MAPA I, signed by commissioner and assistant Attorney General and stamped by the Secretary of State's Office. •Final adopted rule in legislative format. •Final adopted rule in final format. The retention period begins on the date the effective date of the rule. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.	Mixed	3/4/2014 Years	10	No Retention 0	Destroy	Current

Schedule #: 1932 81C:Rulemaking - Official Record, Rules Adopted by the Commissioner

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
The department maintains records in this series as the official record in the rulemaking proceedings that take place within the department and that are adopted by the commissioner under the authority of 38 M.R.S.A. §341-H. These records support all programs within the department that are governed by administrative rules. These records are maintained in the commissioner’s office by the department’s rulemaking staff. They are maintained as an official record of rulemaking proceedings. Records in this series include: •Minutes of department rulemaking meetings. •A copy of all materials distributed to department hearing officer and/or commissioner regarding rulemaking, including: Materials incorporated by reference, final adopted rule in legislative format, basis statement, including response to comments and supplemental basis statement, revised draft rule submitted for adoption, hearing transcripts, written comments, proposed draft rule, fact sheet, commissioner memos, including posting, re-posting and adoption memos, copy of public notice, hearing records, including hearing sign-up sheets, voice recording or transcript of hearing, written comments. •Copy of public notice. •Final adopted rule in legislative format and in final format. •MAPA I, signed by commissioner and assistant attorney general and stamped by Secretary of State’s office. The retention period begins on the date the rule is repealed or superseded. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.	Mixed	3/4/2014	Years	1	Years	19	Destroy	Current
96A:Air Quality								
Schedule #:	168	1#:Air Quality Data						
Quantitative determinations of all sampling sites in Maine's air surveillance network.	Roll Microfilm	3/3/1976	Years	0	No Retention	0	Archives	Current
Quantitative determinations of all sampling sites in Maine's air surveillance network. Note: See 1RF for disposition of microfilm.	Paper	3/3/1976	Years	5	No Retention	0	Destroy	Current
Schedule #:	168	11#:Air Quality Instrument Strip Charts						
Rolls of strip charts from continuous air monitors.	Paper	1/14/1977	Years	3	No Retention	0	Archives	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 168 4#:General Municipal Correspondence Communicating letters between bureau and Maine citizens.	Paper	3/3/1976 Years	3	No Retention 0	Destroy	Current
Schedule #: 168 5#:Inter-Departmental Correspondence Routine memoranda between the state agencies.	Paper	3/3/1976 Years	2	No Retention 0	Destroy	Current
Schedule #: 168 6#:Legislative Correspondence Regulations set forth by the Board must be enacted by the next regular or special session of the legislature.	Paper	3/3/1976 Years	4	Years 2	Archives	Current
Schedule #: 168 7#:Regional Planning Occasional correspondence with regional planning commission.	Paper	3/3/1976 Years	3	No Retention 0	Destroy	Current
Schedule #: 168 8#:Environmental Protection Agency Correspondence Correspondence with various divisions of the air branch.	Paper	11/3/1993 Years	2	Years 10	Destroy	Current
Schedule #: 168 9#:Out of State Correspondence Correspondence with other state and local agencies.	Paper	3/3/1976 Years	1	No Retention 0	Destroy	Current
Schedule #: 721 12#:TSP Air Filters Paper (glass, quart fiber filters) monitoring systems of particulates for D.E.P.	Paper	12/29/1989 Years	3	Years 50	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 813 13#:Hearing Records (D.E.P.) Regulation or licensing hearing records, may include: Transcripts, draft of regulations and related correspondence; also copies of advertisements.	Paper	12/6/1993	Years 5	Years 15	Archives	Current
Schedule #: 1757 15#:Enforcement Case Files (BAQ-Major Sources) The Department maintains the records in this series in support of enforcement activities originating in the Bureau of Air Quality (“BAQ”) under the authority of 38 M.R.S.A. § 347-A pertaining to “major sources” and “synthetic minor sources” as those terms are defined by the Federal Clean Air Act. Records in this series are used by Department enforcement staff, the Office of the Attorney General, and the U.S. Environmental Protection Agency to document and resolve violations of the laws and rules administered by the Department. Records in this series may include records documenting public tips, complaints and reports resulting in enforcement other than those included in the Working Papers, Drafts, Duplicates, and Reference Materials schedule, including correspondence, staff notes, telephone logs, tracking sheets and electronic databases, and any supporting records submitted by a complainant; inspection notices; records relied on to document violations that result in enforcement, or used to document aggravating or mitigating circumstances, including laboratory and test data, photographs, video recordings, field notes, and inspection reports; records documenting noncompliance response decision making including meeting minutes, meeting notes, tracking sheets and electronic database records; signed or initialed copies of enforcement referral memoranda that are sent to Department administrative enforcement staff, the District Court Enforcement manager, or the Office of the Attorney General; letters of warning and notices of violation issued, and any other written correspondence sent for the purpose of putting an alleged violator on notice of noncompliance that becomes the subject of enforcement; other correspondence, meeting notes, telephone logs, and memoranda concerning an enforcement matter; the last circulated review draft of an enforcement court document, agreement, or order, as annotated by the reviewers, including cover sheet, final penalty calculation and records documenting ability to pay and economic benefit; supplemental environmental projects and supporting records; records filed in the course of a court proceeding or adjudicatory hearing on an enforcement matter; copies of research materials, if annotated, or a bibliography of resources referenced in reaching enforcement decisions; written public comments received on an enforcement matter; records concerning completed resolution conditions including payments of penalties, corrective and mitigation actions, and completion of supplemental environmental projects. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972.	Record Copy	9/25/2009	Years 20	No Retention 0	Destroy	Current

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1757 16#:Enforcement Case Files (BAQ-Minor Sources)						
The Department generates the records in this series in support of enforcement activities originating in the Bureau of Air Quality (“BAQ”) under the authority of 38 M.R.S.A. § 347-A pertaining to “minor sources”, as that term is defined by the Federal Clean Air Act, and unlicensed sources. These records are not useful to the Department because final documents have replaced drafts, the records are duplicates of other records, or the records contain information found in other records maintained by the Department or which are publicly available. Records in this series include working records such as rough notes and calculations containing information which in relevant part is transcribed into another record subject to the schedules for Enforcement Case Files (BAQ—Minor Sources) or Final Enforcement Agreements and Orders (BAQ—Minor Sources); all drafts of records identified under the schedules for Enforcement Case Files and Final Enforcement Agreements and Orders unless expressly otherwise addressed in the schedules for Enforcement Cases Files (BAQ—Minor Sources) and Final Enforcement Agreements and Orders (BAQ—Minor Sources); all duplicates of records identified under the schedules for Enforcement Case Files (BAQ) and Final Enforcement Agreements and Orders (BAQ—Minor Sources); and reference resource materials that do not contain annotations and which are included in a bibliography maintained in accordance with the schedule for Enforcement Case Files (BAQ—Minor Sources). The retention periods in this series are retroactive to July 1, 1972.	Record Copy	9/25/2009 Years	20	No Retention	0 Destroy	Current
Schedule #: 1759 18#:Final Enforcement Agreements and Orders (BAQ - All Sources)						
The Department maintains the records in this series in support of enforcement activities originating in the Bureau of Air Quality (“BAQ”) under the authority of 38 M.R.S.A. § 347-A pertaining to all emission sources. Records in this series include final enforcement agreements and orders. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972.	Record Copy	9/25/2009 Years	20	No Retention	0 Archives	Current
Schedule #: 1901 90#:Facility or Project Licensing or Permitting Drafts, Air Emission Licensing						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series for Air Emission Licensing activities under the authority of 38 MRSA § 590.	Mixed	10/29/2013 Days	60	No Retention	0 Destroy	Current
Records in this series include: A facility or project's formal draft license or permit, including internal review comments.						
The retention period begins upon the date the license is issued.						
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule. Keep in agency for 60 days.						

Schedule #: 1902 19#:Facility or Project Licensing or Permitting Files, Air Emission Licensing

The Department maintains the records in this series in support of Air Emission Licensing activities under the authority of 38 M.R.S. § 590.	Mixed	1/6/2021 Years	15	No Retention	0 Destroy	Current
Records in this series include, but are not limited to, the following for facilities with an Air Emission License: License or permit applications with required supporting information and technical review documents, Documentation of review, including internal review sheets and external comments, Advisory opinion letters, Application acceptance/denial letters, Appeal process documents including supplemental information, comments, responses, findings of fact documents/recommendations, Public hearing transcripts, Submittals from interveners and interested parties. Final license or permit. Meeting notes.						
The retention period begins upon the date the license is surrendered or otherwise terminated.						
The retention periods in this series apply to records generated after July 1, 1972, and existing at the time of the effective date of this schedule.						

Schedule #: 1903 20#:Air Emission Modeling in Support of Air Licensing

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the record in this series in support of Air Emission Licensing activities under the authority of 38 M.R.S. § 590. Records in this series include, but are not limited to, air dispersion modeling protocols, approval letters, modeling results, and supporting technical support documents. The retention period begins upon the date of the most recent modeling action. The retention periods in this series apply to records generated after July 1, 1972, and existing at the time of the effective date of this schedule.	Mixed	1/6/2021 Years	50	No Retention 0	Destroy	Current

Schedule #: 1920 21A:Air Emission Compliance Videos with No Evidence of Violation

The Department maintains the records in this series in support of air quality compliance activities under the authority of 38 M.R.S.A. §§ 581–610-D. The videos are digital recording made by or received by the Bureau of Air Quality to document possible violations of visible emission regulations. The recordings are sometimes made by remote equipment with automatic timers and can run for as long as a month. The digital files can end up using a lot of digital memory. If the recordings contain evidence of a possible violation, they need to be retained as legal evidence. If they do not contain evidence of violations, the digital record can be deleted to free up computer memory. Records in this series include digital videos of air pollution events from licensed or unlicensed sources which do not document evidence of violation. The retention period begins upon the date the video is made. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule. Keep records in agency for 6 months.	Mixed	10/29/2013 Months	6	No Retention 0	Destroy	Current
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Schedule #: 1920 21B:Air Emission Compliance Videos with Evidence of Violation

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of air quality compliance activities under the authority of 38 M.R.S.A. §§ 581–610-D. The videos are digital recording made by or received by the Bureau of Air Quality to document possible violations of visible emission regulations. The recordings are sometimes made by remote equipment with automatic timers and can run for as long as a month. The digital files can end up using a lot of digital memory. If the recordings contain evidence of a possible violation, they need to be retained as legal evidence. Records in this series include digital videos of air pollution events from licensed or unlicensed sources which document evidence of violation. The retention period begins upon the date the video is made. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.	Mixed	10/29/2013 Years	5	No Retention 0	Destroy	Current

Schedule #: 1922 22#:Compliance and Technical Assistance Files, Air Emission Compliance of Licensed and Unlicensed Sources

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Air Emission Compliance of Licensed and Unlicensed Sources under the authority of 38 M.R.S.A. §§ 581–610-D.	Mixed	10/29/2013	Years 5	Years 5	Destroy	Current

Records in this series include:

Correspondence (e.g. general correspondence, letters of warning, notices of noncompliance), telephone logs, and email.

Meeting notes.

License holder submittals (e.g. compliance schedule items, annual and periodic reports, discharge incident reports, technical troubleshooting reports, stack test reports and protocols, deviation (excess emission) reports, and project notifications).

Non-license-holder submittals (e.g. notifications, registrations, compliance reports (annual and periodic) and updates, and data submittals).

Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of operations and maintenance plans, review of pollution prevention plans, master plan review and updating, review of construction plans and specifications, enforcement response plan reviews, technical assistance evaluation reports, and advisory reports).

Compliance inspection documents (e.g. inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs, maps, plans, and GPS data.

Complaint tracking files and records (e.g. complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents).

Noncompliance review documents.

Laboratory analytical results and monitoring results, sample records and sample receipts.

Guidance/policy documents, program SOPs, rule interpretations, applicability determinations and tracking sheets.
US Environmental Protection Agency (EPA) communications and reports, including EPA Laboratory Quality Assurance/Quality Control.
The retention period begins upon the date the record was created.
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.

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Description		Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #:	1923	23#:Compliance and Technical Assistance Files, Low Emission Vehicle Program Compliance					

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Low Emission Program Compliance.	Paper	10/29/2013	Years 10	No Retention 0	Destroy	Current
Records in this series include:						
Correspondence (e.g. general correspondence, letters of warning, notices of noncompliance), telephone logs, and email.						
Meeting notes.						
License holder submittals (e.g. compliance schedule items, annual and periodic reports, discharge incident reports, technical troubleshooting reports, stack test reports and protocols, deviation (excess emission) reports, and project notifications).						
Non-license-holder submittals (e.g. notifications, registrations, compliance reports (annual and periodic) and updates, and data submittals).						
Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of operations and maintenance plans, review of pollution prevention plans, master plan review and updating, review of construction plans and specifications, enforcement response plan reviews, technical assistance evaluation reports, and advisory reports).						
Compliance inspection documents (e.g. inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs, maps, plans, and GPS data.						
Complaint tracking files and records (e.g. complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents).						
Noncompliance review documents.						
Laboratory analytical results and monitoring results, sample records and sample receipts.						
Guidance/policy documents, program SOPs, rule interpretations, applicability determinations and tracking sheets.						
US Environmental Protection Agency (EPA) communications and reports, including EPA Laboratory Quality Assurance/Quality Control.						
The retention period begins upon the end of the reporting year.						
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						

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Description		Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #:	1924	24#:Compliance and Technical Assistance Files, Diesel Vehicle Program					

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Diesel Vehicle Program.	Paper	10/29/2013	Years 10	No Retention 0	Destroy	Current
Records in this series include:						
Correspondence (e.g. general correspondence, letters of warning, notices of noncompliance), telephone logs, and email.						
Meeting notes.						
License holder submittals (e.g. compliance schedule items, annual and periodic reports, discharge incident reports, technical troubleshooting reports, stack test reports and protocols, deviation (excess emission) reports, and project notifications).						
Non-license-holder submittals (e.g. notifications, registrations, compliance reports (annual and periodic) and updates, and data submittals).						
Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of operations and maintenance plans, review of pollution prevention plans, master plan review and updating, review of construction plans and specifications, enforcement response plan reviews, technical assistance evaluation reports, and advisory reports).						
Compliance inspection documents (e.g. inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs, maps, plans, and GPS data.						
Complaint tracking files and records (e.g. complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents).						
Noncompliance review documents.						
Laboratory analytical results and monitoring results, sample records and sample receipts.						
Guidance/policy documents, program SOPs, rule interpretations, applicability determinations and tracking sheets.						
US Environmental Protection Agency (EPA) communications and reports, including EPA Laboratory Quality Assurance/Quality Control.						
The retention period begins upon the date of the test.						
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						

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Description		Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #:	1925	25#:Compliance and Technical Assistance Files, Vehicle Inspection and Maintenance Program (Onboard Diagnostics) Compliance					

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Vehicle Inspection and Maintenance Program (Onboard Diagnostics) Compliance.	Paper	10/29/2013	Years 3	No Retention 0	Destroy	Current
Records in this series include:						
Correspondence (e.g. general correspondence, letters of warning, notices of noncompliance), telephone logs, and email.						
Meeting notes.						
License holder submittals (e.g. compliance schedule items, annual and periodic reports, discharge incident reports, technical troubleshooting reports, stack test reports and protocols, deviation (excess emission) reports, and project notifications).						
Non-license-holder submittals (e.g. notifications, registrations, compliance reports (annual and periodic) and updates, and data submittals).						
Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of operations and maintenance plans, review of pollution prevention plans, master plan review and updating, review of construction plans and specifications, enforcement response plan reviews, technical assistance evaluation reports, and advisory reports).						
Compliance inspection documents (e.g. inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs, maps, plans, and GPS data.						
Complaint tracking files and records (e.g. complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents).						
Noncompliance review documents.						
Laboratory analytical results and monitoring results, sample records and sample receipts.						
Guidance/policy documents, program SOPs, rule interpretations, applicability determinations and tracking sheets.						
US Environmental Protection Agency (EPA) communications and reports, including EPA Laboratory Quality Assurance/Quality Control.						
The retention period begins upon the date the forms are filed.						
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
96C:Land Resources						
Schedule #: 114 70#:Environmental Protection Agency Correspondence						
Subsidy Bond monies was made to several municipalities in 1980. This was a one-time thing.	Paper	2/4/1985	Years 5	Years 1	Archives	Current
Schedule #: 114 71#:Comprehensive Planning						
The Natural Resources Protection Act allows the Department of Environmental Protection to permit by rule certain development of natural resources. Files include: permit files; maps and pictures. When a landowner wants to do work that would affect the environment (such as construction of a building or addition; hauling in fill; evacuations, etc.) a municipal permit is sought. The municipality may refer the landowner to the DEP for its approval. If the landowner must submit an application to the DEP, and that application meets certain standards specified by the DEP, the landowner after 14 days may proceed with the project if he does not hear back from the DEP. This is called permit by rule.	Paper	12/7/1995	Years 2	Years 5	Destroy	Current
Schedule #: 133 4#:Site Location of Development Applications						
Application and supporting documents for permit to locate a state, municipal, quasi-municipal, educational, charitable, commercial or industrial development on a specific site. Per Sherry Berry Goodwin The DEP must now keep plans and designs of Stormwater Best Management Practices must be forever kept. This series already contains Stormwater practices so we can officially add this to the series. File folder may contain maps, sketches, photos, transcripts of hearings, recommendation relating to project, etc. File also used by Enforcement Division to enforce adherence to application as approved by Board of Environmental Protection. Retention counted from date of Board action or project completion.	Paper	9/13/2000	Years 5	Years 45	Archives	Current
Schedule #: 342 5:Subsidy Files						
Subsidy Bond monies was made to several municipalities in 1980. this was a onetime thing. These records should not be destroyed.	Paper	2/4/1985	Years 5	Years 1	Archives	Current
Schedule #: 965 6#:Complaint Tracking System Files						

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Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Enforcement Division of the Land Bureau checks all possible land violations. File includes: citizen complaint forms, notice of violations, location map and plans for violations, pictures, notes to file and copies of written settlements.	Paper	9/20/1991	Years 5	Years 15	Destroy	Current
Schedule #: 965 7#:Sand Dune Permits						
Activities on a sand dune must have a permit issued by the Land Bureau. File includes: plans, copy of application and related correspondence. In agency retention counted from issuance of permit.	Paper	9/13/2000	Years 3	Years 17	Archives	Current
Schedule #: 1070 8#:Hydro Dam Files						
All dams in Maine had to be registered through the Land Bureau on a bi-yearly basis. This program is now defunct, however, files must be kept for 10 more years in case project is re-instated again. Files include: Registration forms, related correspondence, news clippings about dams.	Paper	11/17/1993	Years 0	Years 10	Destroy	Current
Schedule #: 1071 10:N.R.P.A. Permits by Rule						
The Natural Resources Protection Act allows the Department of Environmental Protection to permit by rule certain development of natural resources. Files include: permit forms; maps and pictures.	Paper	11/4/1993	Years 2	Years 5	Destroy	Current
Schedule #: 1071 9#:N.R.P.A. (Natural Resources Protection Act) Permit Applications						
Nature Resources Protection Act files. Protection of sand dunes, streams, great ponds, coastal wetlands is done through the Land Bureau. Permits are issued for development of these natural resources. Files include: applications, plans, maps, and related correspondence.	Paper	12/7/1995	Years 2	Years 17	Destroy	Current
Schedule #: 1172 58#:Shoreline Zoning Ordinances						
Each town by law must have a shoreline zoning ordinances. DEP must oversee this program. Files include: ordinances, amendment, variances and related correspondence. Retention period begins at repeal of ordinance.	Paper	7/31/1995	Years 5	No Retention 0	Destroy	Current
Schedule #: 1845 73#:Final Enforcement Agreements and Orders (DLRR&DWM)						

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6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of enforcement activities originating in the Bureau of Land and Water Quality, Division of Land Resource Regulation and Division of Watershed Management, under the authority of 38 M.R.S.A. § 347-A. These records are produced in support of the Division of Land Resource Regulation's enforcement programs and the Office of the Attorney General. Records in this series are used by Department enforcement staff and the Attorney General's Office to document and resolve violations of the laws and rules administered by the Department. Records in this series include final enforcement agreements and orders. The retention period begins upon completion of the last required action. The retention periods in this series are retroactive to July 1, 1972.	Record Copy	10/20/2011 Years	5	Years 15	Archives	Current

Schedule #: 1846 74#:Enforcement Case Files(DLRR&DWM)

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of enforcement activities originating in the Bureau of Land and Water Quality, Division of Land Resource Regulation and Division of Watershed Management, under the authority of 38 M.R.S.A. § 347-A. These records are produced in support of the Division of Land Resource Regulation's enforcement programs and the Office of the Attorney General. Records in this series are used by Department enforcement staff and the Attorney General's Office to document and resolve violations of the laws and rules administered by the Department. Records in this series may include records documenting public tips, complaints and reports resulting in enforcement other than those included in the Working Papers, Drafts, Duplicates, and Reference Materials schedule, including correspondence, staff notes, telephone logs, tracking sheets and electronic databases, and any supporting records submitted by a complainant; inspection notices; records relied on to document violations that result in enforcement, or used to document aggravating or mitigating circumstances, including laboratory and test data, photographs, video recordings, field notes, and inspection reports; records documenting noncompliance response decision making including meeting notes, tracking sheets and electronic database records; signed or initialed copies of enforcement referral memoranda that are sent to Department administrative enforcement staff, the District Court Enforcement manager, or the Office of the Attorney General; letters of warning and notices of violation issued, and any other written correspondence sent for the purpose of putting an alleged violator on notice of noncompliance that becomes the subject of enforcement; other correspondence, meeting notes, telephone logs, and memoranda concerning an enforcement matter; the last circulated review draft of an enforcement court document, agreement, or order, as annotated by the reviewers, including cover sheet, final penalty calculation and records documenting ability to pay and economic benefit; supplemental environmental projects and supporting records; records filed in the course of a court proceeding or adjudicatory hearing on an enforcement matter; copies of research materials, if annotated, or a bibliography of resources referenced in reaching enforcement decisions; written public comments received on an enforcement matter; records concerning completed resolution conditions including payments of penalties, corrective and mitigation actions, and completion of supplemental environmental projects. The retention period begins upon completion of the last required action. The retention periods in this series are retroactive to July 1, 1972.	Record Copy	10/20/2011	Years 5	Years 15	Destroy	Current

96F:Office of the Commissioner

Schedule #: 697 2#:D.E.P. Laboratory Journals and Backup

Journals are kept for laboratory work done by the DEP. Back-up material is cost analysis reports to do the journals.	Paper	8/5/1988	Years	2	No Retention	0	Destroy	Current
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Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 961 4#:Salary Vouchers Time sheets completed every 2 weeks by all DEP employees, showing hours worked, sick leave, vacation, etc. in order to be issued a paycheck. (Federal auditors have 7 years to review actual salary vouchers.) Note: this is General Schedule material. A departmental schedule is needed to allow use of the Records Center, since unusual storage problems are created by the Federal requirement.	Paper	10/4/1991 Years	2 Years	5 Years	Destroy	Current
Schedule #: 1571 64#:Commissioners Correspondence Correspondence to and from the Commissioner of Environmental Protection	Paper	10/29/1999 Years	2 Years	0 Years	Archives	Current
Schedule #: 1579 1#:Toxics Packaging Exemption Requests These files contain regulatory requests for exemptions from State Law (Title 32, Chapter 26-A, Reduction of Toxics in Packaging) by manufacturers, suppliers and/or distributors. The files contain: letter from the company asking for relief/exemption, backup documentation for this request, responses to the request and related correspondence. Agency policy dictates that these exemption requests be maintained for years from the date the exemption is approved. If an exemption is granted, it is valid for up to 6 years, at which time another request for exemption must be made.	Paper	3/31/2003 Years	6 Years	0 Years	Destroy	Current
Schedule #: 1847 75#:Enforcement Case Files (TUR)						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of enforcement activities originating in the Toxic Use Reduction (TUR) Program under the authority of 38 M.R.S.A. § 347-A. Records in this series include records documenting the compliance or non-compliance of annual fee payment, biennial reduction reports and Pollution Prevention (P2) plan development and the resulting enforcement actions, if any, including correspondence, staff notes, and electronic databases, and any supporting records submitted by staff to include inspection notices; records relied on to document violations that result in enforcement, or used to document aggravating or mitigating circumstances, including laboratory and test data, photographs, video recordings, field notes, and inspection reports; records documenting noncompliance response decision making including meeting notes and electronic database records; signed or initialed copies of enforcement referral memoranda that are sent to Department administrative enforcement staff, the District Court Enforcement manager, or the Office of the Attorney General; letters of warning and notices of violation issued, and any other written correspondence sent for the purpose of putting an alleged violator on notice of noncompliance that becomes the subject of enforcement; other correspondence, meeting notes, telephone logs, and memoranda concerning an enforcement matter; the last circulated review draft of an enforcement court document, agreement, or order, as annotated by the reviewers, including cover sheet, final penalty calculation and records documenting ability to pay and economic benefit; supplemental environmental projects and supporting records; records filed in the course of a court proceeding or adjudicatory hearing on an enforcement matter; copies of printed research materials if annotated, or if not annotated the printed research materials or a bibliography of the printed research materials; written public comments received on an enforcement matter; records concerning completed resolution conditions including payments of penalties, corrective and mitigation actions, and completion of supplemental environmental projects. The retention period begins upon completion of the last required action in a final enforcement agreement or order. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to January 1, 1990.	Record Copy	10/20/2011 Years	10	No Retention 0	Destroy	Current

Schedule #: 1852 80#:Final Enforcement Agreementa and Orders (TUR)

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department generates the records in this series in support of enforcement activities originating in the Toxic Use Reduction (TUR) Program. These records are produced in support of the Department's TUR's enforcement programs and the Office of the Attorney General. Records in this series are used by Department enforcement staff and the Attorney General's Office to document and resolve violations of the laws and rules administered by the Department. Records in this series include final enforcement agreements and orders. The retention period begins upon completion of the last required action. The retention periods in this series are retroactive to July 1, 1972.	Record Copy	10/20/2011	Years10	No Retention0	Archives	Current
96D:Remediation & Waste Management						
Schedule #: 455 2#:Underground Storage Tanks Information						
Records are considered closed once tank is removed or properly abandoned. Records and files relating to enforcement of Maine's Underground Tank Statutes, the Federal RCRA, Subtitle I Statutes (Underground Tanks) and the DEP's Regulations for Registration, Installation, Operation, and Abandonment of Underground Oil Storage Facilities--Chapter 691.	Paper	9/16/2026	Contingent Upon Event - See Description	0	No Retention0	ArchivesCurrent
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system. The Department will transfer the originals of the scanned record to the Maine State Archives, retaining an electronic copy at the Department for reference purposes.						
Records are considered closed once tank is removed or properly abandoned. Records and files relating to enforcement of Maine's Underground Tank Statutes, the Federal RCRA, Subtitle I Statutes (Underground Tanks) and the DEP's Regulations for Registration, Installation, Operation, and Abandonment of Underground Oil Storage Facilities--Chapter 691.	Digital File	9/16/2026	Contingent Upon Event - See Description	0	No Retention0	ArchivesCurrent
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system. The Department will transfer the originals of the scanned record to the Maine State Archives, retaining an electronic copy at the Department for reference purposes.						

Schedule #: 710 11#:Spill Reports

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Files would include oil and hazardous material spill reports and analyses and manifests.	Paper	8/23/2017 Years	2	Years 10	Archives	Current
Schedule #: 710 3#:Generator Files						
Files may include inspection reports; groundwater information; contingency plans and related correspondence. Retention counted from closure.	Paper	1/5/1993 Years	5	Years 25	Archives	Current
Schedule #: 710 5#:Uncontrolled Sites						
Files may contain: invoice, work orders, transaction papers, engineering reports, maps, sample results, contracts, legal orders, work plans, cost recovery information, site clean up reports, application information, inspection reports and related correspondence. The legal orders are Administrative documents that require responsible parties to investigate and/or clean up sites. Retention counted from issuance of Administrative Order.	Paper	4/5/1988 Years	2	Years 20	Archives	Current
Schedule #: 710 7#:Manifest File (Oil & Hazardous Material Licensing)						
Manifests, discrepancy reports, hazardous waste quarterly reports for pre 10/1/87, and related correspondence. Keep in agency until file is closed.	Paper	3/16/1993 Years	0	Years 3	Destroy	Current
Schedule #: 710 7A:Manifest File (Oil & Hazardous Material Licensing) - Microfilm						
Manifests, discrepancy reports, hazardous waste quarterly reports for pre 10/1/87, and related correspondence.	Roll Microfilm	5/31/1996 Years	100	No Retention 0	Destroy	Current
Schedule #: 710 7B:Manifest File (Oil & Hazardous Material Licensing) - Backup Microfilm						
Manifests, discrepancy reports, hazardous waste quarterly reports for pre 10/1/87, and related correspondence. Backup film.	Roll Microfilm	5/31/1996 Years	0	Years 100	Destroy	Current
Schedule #: 710 8#:Annual and Quarterly Reports (Oil and Hazardous Material Licensing)						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Files may include: annual oil report forms, quarterly hazardous waste (after 10/1/87) and waste oil report froms, and related correspondence.	Paper	3/31/2021	Years 10	No Retention 0	Destroy	Current
Schedule #: 710 9#:Third Party Damage Claims						
Damage claim form, financial records, spill reports, arbitration transcripts and related correspondence.	Paper	5/16/2018	Years 5	No Retention 0	Destroy	Current
Records are scanned upon closure and a digital file is kept for 5 years in the agency and then destroyed. Paper copies are kept for 5 years in the agency and then destroyed.						
Damage claim form, financial records, spill reports, arbitration transcripts and related correspondence.	Digital File	5/16/2018	Years 5	No Retention 0	Destroy	Current
Records are scanned upon closure and a digital file is kept for 5 years in the agency and then destroyed. Paper copies are kept for 5 years in the agency and then destroyed.						
Schedule #: 883 12#:Technical Services Remediation Project Files						
Technical information generated from underground storage tank gasoline cleanups. Included in files: analysis sheets, design information, cost estimation, payment work and related correspondence. Keep in agency until project finished plus 2 years.	Paper	1/23/2003	Years 2	Years 15	Archives	Current
Schedule #: 1144 13#:Health and Safety Training Videos						
Videos used to train staff on safe handling of hazardous materials. These videos are created by the Department of Oil & Hazardous Materials to train their employees properly. Videos may be referenced ocassionally to create new videos.	Motion Picture	1/19/1995	Years 5	Years 10	Destroy	Current
Schedule #: 1153 13P:State EPA Program Authorization Files						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Applications to EPA for approval of various components to the State Hazardous Waste Program. Files include: Attorney General Statements, Program Descriptions, Copy of Rules, checklists, Memorandum of Agreement and Understanding, comments received, final decision. The purpose of the files is to document Federal approval of State's programs for the Department of Enviromental Protection.	Paper	1/26/1995	Variable - See Description	5 Years	20	Destroy	Current	
Schedule #: 1153 14#:Health Monitoring Files								
The purpose of thses files is to keep track of anyone who may have been exposed to a dangerous chemical while at work, so that if years later they come down with a disease of disabling degeneration, DDP has a record of their exposure. Files include logs of exposures to hazarous materials, lab reports, and other medical reports and related correspondence. Keep in agency until employee leaves state service.	Paper	3/19/2019	Years	30	No Retention	0	Destroy	Current
Schedule #: 1197 15#:Toxics Use Release Reports (TUR)								
These files track hazardous waste of various industries to try and effect Pollution Prevention Measurment and assiss a fee for this pollution. Files include: hazardous waste generators, toxics use and toxics release, fee worksheets and related correspondence.	Paper	2/28/1996	Years	3	Years	7	Destroy	Current
Schedule #: 1214 16#:Federal Lust Trust Grant Journaling Records and Invoices								
These are grant moneys from the Federal Government to fix leaky underground storage tanks (LUST). After fixing the tank the government wants these records to be kept for 12 years.	Paper	1/16/2019	Years	12	No Retention	0	Destroy	Current
Schedule #: 1264 18#:Operations and Maintenance on barges named "Avcocisco" & "Nepetenewesit"								
Operation and maintenance contracts and correspondence are necessary to assure compliance with USCG regulations for operation of oil spill recovery vessels. Vessels must go through annual inspection by Cosat Guard and scheduled drydocking (5 years). Coast Guard licenses and inspection are also maintained. Keep in agency current plus one contract back.	Paper	3/17/1998	Years	1	Years	0	Destroy	Current
Schedule #: 1264 19#:Maine Oil Spill Advisory Committee								

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Responsible for keeping records by statute Used as record for proceedings or Maine Oil Spill Advisory Committee. Minutes of meetings, notes, and other records of meetings	Paper	3/17/1998	Years 10	Years 0	Archives	Current
Schedule #: 1409 10:Preliminary State by State Assessment of Low Level Radio Active Wastes Shipped to Commercial Burial						
Preliminary state by state assessment of low-level radioactive wastes shipped to commercial burial grounds. Files include: Newsletters, documents and correspondence related to the formulation of a low-level radioactive waste compact; documents related to a U.S. Department of Energy grant for low-level radioactive waste studies; memo of agreement between DEP and State Planning Office re low-level radioactive waste activities; Nuclear Regulatory Commission materials licenses; design of low-level radioactive facilities.	Paper	11/8/1995	Years 5	Years 25	Archives	Current
Schedule #: 1674 20#:Lead & Asbestos Project Notification files						
Lead and Asbestos Abatement Program Project Notification records are the official record of all asbestos and lead abatement projects that occur in Maine. These are highly regulated projects due to the hazardous nature of the materials which pose a threat to worker and public health when disturbed. These files are used by the property owners, the legal community and DEP to determine the history of abatement in buildings, and to assess compliance and implement enforcement as appropriate. A typical file includes all project notifications from a specific licensed contractor for a specific month.	Paper	10/3/2007	Years 2	Years 10	Destroy	Current
Schedule #: 1676 21:Transportation of Petroleum Product Reports						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Maine Coastal and Inland Surface Oil Clean Up Fund is established by 38 MRSA § 551 and is funded from license fees assessed per barrel on unrefined crude oil and all other refined oil, including fuel oil, kerosene, gasoline, jet fuel and diesel fuel transported into the State of Maine. The fees are paid monthly to the DEP on the basis of records certified to the commissioner and upon receipt are credited to the Fund. The Ground Water Oil Clean Up Fund is established by 38 MRSA § 569-A and is funded from per barrel fees on gasoline, refined petroleum products and their by-products other than gasoline, liquid asphalt and fuel oil, kerosene, jet fuel and diesel fuel. The fee is assessed on the first transfer of those products by oil terminal facility licensees and on a person required to register with the commissioner who first transports oil into the State. The fees must be paid monthly on the basis of records certified to the commissioner. The Transportation of Petroleum Product Reports maintained by the DEP support these two Funds and are used by agency personnel for financial reference and by state auditors and contracted auditors. A typical file contains information regarding petroleum products transported into Maine, date of transfer, facility shipped from and to, type of product, number of barrels, payments received. The retention schedule for these records coincides with Revenue Services' retention of fuel tax records which is 6 years.	Paper	3/14/2008	Years 3	Years 3	Destroy	Current

Schedule #: 1677 22:Spill Prevention, Control and Countermeasures (SPCC) Plans

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Spill Prevention, Control and Countermeasures (SPCC) plans are retained by the department under 38 MRSA §1318-C, a hazardous matter spill, regardless of the quantity spilled, must be reported immediately to the State Police unless an SPCC plan has been filed with the DEP. Enforcement and Licensing units in the Remediation and Waste Management program will review the plans for possible violations in handling of hazardous waste. Also during a spill emergency, the Department's Response group will utilize the plan for identification of chemicals used by the company and company contacts. The report will consist of reportable quantity for each hazardous matter, containment and diversionary structures, inspection, maintenance and testing procedures for storage and containment areas, emergency response equipment and locations and a description of the capabilities of the equipment, description of employee training programs, description of areas in need of protection and method of protection, description of discharge detection devices and emergency warning systems. The report will also contain a list of on-site emergency coordinators and the qualifications of on-site trained employee responders, description of evacuation procedures and assembly points, notification procedures for federal, state and local officials, procedures for supplying written reports to the department, general response and clean-up protocols by substance or substance class, specific on-site containment, treatment or removal plans, a description of the record-keeping process for responses involving the implementation of this plan, a description and copies of mutual aid agreements and any agreements with clean-up contractors and a promulgation statement and date of plan adoption. The retention period for these reports will begin when the boxes are received by the Records Center.	Paper	3/14/2008	Variable - See Description	Years 10	Destroy	Current
Schedule #: 1756	25#:Solid Waste Product Management Programs					
Includes records from product management programs established pursuant to 38 MRSA Chapter 16 Sale of Consumer Products Affecting the Environment, including: mercury products, e-waste, and similar files from additional product management programs as enacted in this chapter of law. These files are used by program staff to track each entity's scope of responsibility and compliance under these laws. Typical files include: legal and contact information and product toxics content, sales, and recycling information from manufacturers; consolidator legal, contact and operational information; wholesaler and retailer contact, training and product recycling related information; end-of-life collection site contact, location and product handling information; and program reports.	Record Copy	9/24/2009	Years 9	Years 6	Destroy	Current
Schedule #: 1848	76#:Enforcement Case Files (Petroleum Underground & Aboveground Tanks)					

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of enforcement activities that originate regarding petroleum underground and aboveground storage tanks under the authority of 38 M.R.S.A. § 347-A. Records in this series include records documenting public tips, complaints and reports resulting in enforcement including correspondence, staff notes, telephone logs, tracking sheets and electronic databases, and any supporting records submitted by a complainant; inspection notices; records relied on to document violations that result in enforcement, or used to document aggravating or mitigating circumstances, including laboratory and test data (excluding site assessment and remediation activity reports, which are subject to a separate record retention schedule), photographs, video recordings, field notes, and inspection reports; records documenting noncompliance response decision making including meeting notes, tracking sheets and electronic database records; signed or initialed copies of enforcement referral memoranda that are sent to Department administrative enforcement staff, the District Court Enforcement manager, or the Office of the Attorney General; letters of warning and notices of violation issued, and any other written correspondence sent for the purpose of putting an alleged violator on notice of noncompliance that becomes the subject of enforcement; other correspondence, meeting notes, telephone logs, and memoranda concerning an enforcement matter; the last circulated review draft of an enforcement court document, agreement, or order, as annotated by the reviewers, including cover sheet, final penalty calculation and records documenting ability to pay and economic benefit; supplemental environmental projects and supporting records; records filed in the course of a court proceeding or adjudicatory hearing on an enforcement matter; copies of printed research materials if annotated, or if not annotated the printed research materials or a bibliography of the printed research materials; written public comments received on an enforcement matter; records concerning completed resolution conditions including payments of penalties, corrective and mitigation actions, and completion of supplemental environmental projects. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.	Record Copy	10/20/2011 Years	20	Years 10	Destroy	Current

Schedule #: 1849 77#:Final Enforcement Agreements and Orders (Petroleum Underground &Aboveground Tanks)

Department Series Report

6: Environmental Protection

Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of enforcement activities that originate regarding petroleum underground and aboveground storage tanks under the authority of 38 M.R.S.A. § 347-A. Records in this series include final enforcement agreements and orders. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.			Record Copy	10/20/2011	Years 20	Years 10	Archives	Current
Schedule #:	1851	79#:Final Enforcement Agreement and Orders (RWM&OHWF)						
The Department maintains the records in this series in support of enforcement activities that originate regarding hazardous waste generators and treatment, storage or disposal facilities under the authority of 38 M.R.S.A. § 347-A. Records in this series include final enforcement agreements and orders. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon the date of closure of the facility or upon completion of required remedial activities, whichever is later.			Record Copy	10/20/2011	Years 20	Years 20	Archives	Current
Schedule #:	1853	81#:Site Assessment and Remedial Action Reports (PetroleumUnderground&Aboveground Tanks)						
The Department maintains the records in this series in support of enforcement activities that originate regarding petroleum underground and aboveground storage tanks under the authority of 38 M.R.S.A. § 347-A. Records in this series include site assessment reports and reports summarizing remediation activities, including field screening data, soil boring logs, laboratory and test data, photographs and professional analysis, and conclusions and recommendations. This record series inventory applies only to oil enforcement cases concerning property and facilities that are not licensed or registered with the Department, including, but not limited to, enforcement cases concerning aboveground oil storage facilities, transportation facilities, auto salvage facilities, and unlicensed disposal activities. For oil enforcement cases located at facilities licensed or registered with the Department (e.g underground storage tanks (USTs), marine oil terminals, and pipelines), all site assessment reports and remedial action reports and summaries will be filed and maintained with the Department's facility licensing file. These records will be subject to the BRWM licensing file record retention schedule. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.			Record Copy	10/20/2011	Years 20	Years 10	Archives	Current
Schedule #:	1858	86#:Enforcement Case Files-Product Management Program and Lead and Asbestos Abatement						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records in this series include: records documenting public tips, complaints and reports resulting in enforcement including correspondence, staff notes, telephone logs, tracking sheets and electronic databases, and any supporting records submitted by a complainant; inspection notices; records relied on to document violations that result in enforcement, or used to document aggravating or mitigating circumstances, including laboratory and test data, photographs, video recordings, field notes, and inspection reports; records documenting noncompliance response decision making including meeting notes, tracking sheets and electronic database records; signed or initialed copies of enforcement referral memoranda that are sent to Department administrative enforcement staff, the District Court Enforcement manager, or the Office of the Attorney General; letters of warning and notices of violation issued, and any other written correspondence sent for the purpose of putting an alleged violator on notice of noncompliance that becomes the subject of enforcement; other correspondence, meeting notes, telephone logs, and memoranda concerning an enforcement matter; the last circulated review draft of an enforcement court document, agreement, or order, as annotated by the reviewers, including cover sheet, final penalty calculation and records documenting ability to pay and economic benefit; supplemental environmental projects and supporting records; records filed in the course of a court proceeding or adjudicatory hearing on an enforcement matter; copies of printed research materials if annotated, or if not annotated the printed research materials or a bibliography of the printed research materials; written public comments received on an enforcement matter; records concerning completed resolution conditions including payments of penalties, corrective and mitigation actions, and completion of supplemental environmental projects. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.	Record Copy	10/21/2011 Years	5	Years 5	Destroy	Current

Schedule #: 1859 87#:Enforcement Case Files- Licensed (or otherwise approved to operate) Landfills

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of enforcement activities that originate regarding licensed (or otherwise approved to operate) landfills under the authority of 38 M.R.S.A. § 347-A. Records in this series include: records documenting public tips, complaints and reports resulting in enforcement including correspondence, staff notes, telephone logs, tracking sheets and electronic databases, and any supporting records submitted by a complainant; inspection notices; records relied on to document violations that result in enforcement, or used to document aggravating or mitigating circumstances, including laboratory and test data, photographs, video recordings, field notes, and inspection reports; records documenting noncompliance response decision making including meeting notes, tracking sheets and electronic database records; signed or initialed copies of enforcement referral memoranda that are sent to Department administrative enforcement staff, the District Court Enforcement manager, or the Office of the Attorney General; letters of warning and notices of violation issued, and any other written correspondence sent for the purpose of putting an alleged violator on notice of noncompliance that becomes the subject of enforcement; other correspondence, meeting notes, telephone logs, and memoranda concerning an enforcement matter; the last circulated review draft of an enforcement court document, agreement, or order, as annotated by the reviewers, including cover sheet, final penalty calculation and records documenting ability to pay and economic benefit; supplemental environmental projects and supporting records; records filed in the course of a court proceeding or adjudicatory hearing on an enforcement matter; copies of printed research materials if annotated, or if not annotated the printed research materials or a bibliography of the printed research materials; written public comments received on an enforcement matter; records concerning completed resolution conditions including payments of penalties, corrective and mitigation actions, and completion of supplemental environmental projects. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.	Record Copy	10/21/2011	Years 2	Years 30	Destroy	Current

Schedule #:	1860	88#:Final Enforcement Case Files- Licensed (or otherwise approved to operate) Landfills
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The Department maintains the records in this series in support of enforcement activities that originate regarding licensed (or otherwise approved to operate) landfills under the authority of 38 M.R.S.A. § 347-A. Records in this series include final enforcement agreements and orders. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.	Record Copy	10/21/2011	Years 2	Years 30	Archives	Current
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Department Series Report

6: Environmental Protection

Description		Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #:	1861	89#:Final Enforcement Agreements and Orders (Non Hazardous Waste Transporters)					
The Department maintains the records in this series in support of enforcement activities that originate regarding non-hazardous waste transporters under the authority of 38 M.R.S.A. § 347-A. Records in this series include final enforcement agreements and orders. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.		Record Copy	10/21/2011	Years 3	Years 7	Archives	Current

Schedule #: 1862 90#:Enforcement Case Files (Non-Hazardous Waste Transporters)

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of enforcement activities that originate regarding non-hazardous waste transporters under the authority of 38 M.R.S.A. § 347-A. Records in this series include: records documenting public tips, complaints and reports resulting in enforcement including correspondence, staff notes, telephone logs, tracking sheets and electronic databases, and any supporting records submitted by a complainant; inspection notices; records relied on to document violations that result in enforcement, or used to document aggravating or mitigating circumstances, including laboratory and test data, photographs, video recordings, field notes, and inspection reports; records documenting noncompliance response decision making including meeting notes, tracking sheets and electronic database records; signed or initialed copies of enforcement referral memoranda that are sent to Department administrative enforcement staff, the District Court Enforcement manager, or the Office of the Attorney General; letters of warning and notices of violation issued, and any other written correspondence sent for the purpose of putting an alleged violator on notice of noncompliance that becomes the subject of enforcement; other correspondence, meeting notes, telephone logs, and memoranda concerning an enforcement matter; the last circulated review draft of an enforcement court document, agreement, or order, as annotated by the reviewers, including cover sheet, final penalty calculation and records documenting ability to pay and economic benefit; supplemental environmental projects and supporting records; records filed in the course of a court proceeding or adjudicatory hearing on an enforcement matter; copies of printed research materials if annotated, or if not annotated the printed research materials or a bibliography of the printed research materials; written public comments received on an enforcement matter; records concerning completed resolution conditions including payments of penalties, corrective and mitigation actions, and completion of supplemental environmental projects. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.	Record Copy	10/21/2011 Years	3	Years 7	Destroy	Current

Schedule #: 1863 91#:Enforcement Case Files-Unlicensed/Unapproved Solid Waste and Septage Facilities

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of enforcement activities that originate regarding unlicensed /unapproved solid waste and septage facilities and licensed (or otherwise approved to operate) solid waste and septage facilities, other than landfills under the authority of 38 M.R.S.A. § 347-A. Records in this series include: records documenting public tips, complaints and reports resulting in enforcement including correspondence, staff notes, telephone logs, tracking sheets and electronic databases, and any supporting records submitted by a complainant; inspection notices; records relied on to document violations that result in enforcement, or used to document aggravating or mitigating circumstances, including laboratory and test data, photographs, video recordings, field notes, and inspection reports; records documenting noncompliance response decision making including meeting notes, tracking sheets and electronic database records; signed or initialed copies of enforcement referral memoranda that are sent to Department administrative enforcement staff, the District Court Enforcement manager, or the Office of the Attorney General; letters of warning and notices of violation issued, and any other written correspondence sent for the purpose of putting an alleged violator on notice of noncompliance that becomes the subject of enforcement; other correspondence, meeting notes, telephone logs, and memoranda concerning an enforcement matter; the last circulated review draft of an enforcement court document, agreement, or order, as annotated by the reviewers, including cover sheet, final penalty calculation and records documenting ability to pay and economic benefit; supplemental environmental projects and supporting records; records filed in the course of a court proceeding or adjudicatory hearing on an enforcement matter; copies of printed research materials if annotated, or if not annotated the printed research materials or a bibliography of the printed research materials; written public comments received on an enforcement matter; records concerning completed resolution conditions including payments of penalties, corrective and mitigation actions, and completion of supplemental environmental projects. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.	Record Copy	10/21/2011 Years	2	Years 10	Destroy	Current

Schedule #: 1864 92#:Final Enforcement Agreements and Orders--Unlicensed/Unapproved Solid Waste and Septage Facilities

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of enforcement activities that originate regarding unlicensed /unapproved solid waste and septage facilities and licensed (or otherwise approved to operate) solid waste and septage facilities, other than landfills under the authority of 38 M.R.S.A. § 347-A. Records in this series include final enforcement agreements and orders. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.	Record Copy	10/21/2011 Years	2	Years 10	Archives	Current
Schedule #: 1865 93#:Final Enforcement Agreements and Orders-Product Management Program and Lead and Asbestos Abatement						
The Department maintains the records in this series in support of enforcement activities that originate regarding the Product Management Program and Lead and Asbestos Abatement Program under the authority of 38 M.R.S.A. § 347-A. Records in this series include final enforcement agreements and orders. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972. The retention period begins upon completion of the last required condition in a final enforcement agreement or order.	Record Copy	10/21/2011 Years	5	Years 5	Archives	Current
Schedule #: 1886 26#:DEP Home Heating Oil Tank Replacement Program						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The DEP spends over \$1.5 million each year cleaning up oil spills from home heating oil tanks at single family residences. This program replaces, free of charge, substandard home heating oil tanks at single family residences that meet low income guidelines. Problems may occur with the home heating oil tanks installed under this program and 99% of the time these problems will be resolved using only the data presented to use by the homeowner over the phone and the information contained in our database. But there is a likely change that DEP will need the information contained in one of the paper copies. In that situation, these records may prove valuable. Although the heating oil tank becomes the property of the homeowner, the DEP retains much of the responsibility for the tank for many years to come. For example, if the tank fails, DEP will be faced with the choice of replacement, possibility of cleaning up an oil spill for substandard tank repair. Because of this, DEP feels the need to retain the paper records associated with each tank installation for 2 primary reasons: 1) Verifying physical location of each tank installation should the homeowner claiming the tank was installed under the DEP Home Heating Oil Tank Replacement Program not appear in our database. The paper files will not only aid in determining the name and address of the installation but also the installing company and what accessories were supplied with the tank, allowing verification of what was actually installed and where it was installed. 2) Spotting of trends should problems appear. If, for example, a large number of tanks started failing prematurely or a large number of similar problems occurred, the paper copies would augment the Access database because of the detail contained in the paper records and only in the paper records. It is not feasible to enter all of the detailed information contained in the paper files into the computer database.	Paper	12/28/2012 Years	1	Years 19	Destroy	Current

Schedule #: 1904 94#:Facility or Project Licensing or Permitting Drafts, Hazardous Waste Treatment, Storage and Disposal Facility Licensing; and Biomedical Waste Treatment, Storage and Disposal Facility Licensing

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series for Hazardous Waste Treatment, Storage and Disposal Facility Licensing; and Biomedical Waste Treatment, Storage and Disposal Facility Licensing activities under the authority of 38 MRSA § 1306(1).	Mixed	10/29/2013 Days	60	No Retention	0 Destroy	Current
The licensing unit in the division of oil and hazardous waste facilities regulation is responsible for the processing of applications for hazardous waste treatment and storage facilities, waste oil storage facilities, universal waste, marine oil terminals, biomedical waste, rule promulgation, RCRA (Resource Conservation and Recovery Act, the principle federal law governing the disposal of hazardous waste) grant activities, closure of generators and licensed facilities and corrective action activities. The records are used for historical reviews of past decisions during rule promulgation and making grant commitment decisions. These records are also used for licensing renewal reviews; records are also indispensable for use when conducting facility closures and corrective action investigations or during change of land use. These records allow us to identify areas of concern that may need remediation from past operations of a facility and what potential health or environmental hazards may exist from present and past operations. Records in this series include: internal review routing sheet. The retention period begins upon the date the license is issued. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule. Keep in agency for 60 days.						

Schedule #:	1905	95#:Facility or Project Licensing or Permitting Files, Hazardous Waste Treatment, Storage and Disposal Facility Licensing; and Biomedical Waste Treatment, Storage and Disposal Facility Licensing
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Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Hazardous Waste Treatment, Storage and Disposal Facility Licensing and Biomedical Waste Treatment, Storage and Disposal Facility Licensing activities under the authority of 38 MRSA § 1306(1).	Paper	3/7/2018	Years 5	Years 20	Archives	Current

The licensing unit in the division of oil and hazardous waste facilities regulation is responsible for the processing of applications for hazardous waste treatment and storage facilities, waste oil storage facilities, universal waste, marine oil terminals, biomedical waste, rule promulgation, RCRA (Resource Conservation and Recovery Act, the principle federal law governing the disposal of hazardous waste) grant activities, closure of generators and licensed facilities and corrective action activities. The records are used for historical reviews of past decisions during rule promulgation and making grant commitment decisions. These records are also used for licensing renewal reviews; records are also indispensable for use when conducting facility closures and corrective action investigations or during change of land use. These records allow us to identify areas of concern that may need remediation from past operations of a facility and what potential health or environmental hazards may exist from present and past operations.

Records in this series include:

Correspondence, including letters, emails, faxes, memos, phone logs.

Draft license or order, public notice and comments.

License or permit application with required supporting information including: Copies of applications to other agencies, town information, facility information and technical review documents (including: maps, engineering plans and evaluations, designs, best management practices, sketches, photos, geological analysis/evaluation, groundwater data, and booming information).

Documentation of review (both internal and external review), including review comments and recommendation.

Advisory opinion letters.

Copy of license or permit fee paid.

Approval or denial letter.

Appeals process documents, including: supplemental information, comments, responses, findings of fact document/recommendations.

Public hearing transcripts.

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Submittals from interveners and interested parties.						
Final License or permit.						
Meeting notes.						
The retention period begins upon the date of facility closure.						
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						
Schedule #:	1906	96#:Facility or Project Licensing or Permitting Drafts, Oil Terminal Licensing and Waste Oil Treatment, Storage and Disposal Facility Licensing				
The Department maintains the records in this series for Oil Terminal and Waste Oil Facility Licensing activities under the authority of 38 MRSA § 1306(1).	Mixed	10/29/2013	Days	60	No Retention	0 Destroy Current
The licensing unit in the division of oil and hazardous waste facilities regulation is responsible for the processing of applications for hazardous waste treatment and storage facilities, waste oil storage facilities, universal waste, marine oil terminals, biomedical waste, rule promulgation, RCRA (Resource Conservation and Recovery Act, the principle federal law governing the disposal of hazardous waste) grant activities, closure of generators and licensed facilities and corrective action activities. The records are used for historical reviews of past decisions during rule promulgation and making grant commitment decisions. These records are also used for licensing renewal reviews; records are also indispensable for use when conducting facility closures and corrective action investigations or during change of land use. These records allow us to identify areas of concern that may need remediation from past operations of a facility and what potential health or environmental hazards may exist from present and past operations. Records in this series include: A facility or project's formal draft license or permit, including: internal review routing sheet and public notice, and comments. The retention period begins upon the date the license is issued. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule. Keep in agency for 60 days.						

Schedule #:	1907	97#:Facility or Project Licensing or Permitting Files, Oil Terminal Licensing; Waste Oil Treatment, Storage and Disposal Facility Licensing				
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Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series for Oil Terminal Licensing and Waste Oil Treatment, Storage and Disposal Facility Licensing activities under the authority of 38 MRSA § 545.	Mixed	7/25/2018	Years 5	Years 20	Archives	Current

The licensing unit in the division of oil and hazardous waste facilities regulation is responsible for the processing of applications for hazardous waste treatment and storage facilities, waste oil storage facilities, universal waste, marine oil terminals, biomedical waste, rule promulgation, RCRA (Resource Conservation and Recovery Act, the principle federal law governing the disposal of hazardous waste) grant activities, closure of generators and licensed facilities and corrective action activities. The records are used for historical reviews of past decisions during rule promulgation and making grant commitment decisions. These records are also used for licensing renewal reviews; records are also indispensable for use when conducting facility closures and corrective action investigations or during change of land use. These records allow us to identify areas of concern that may need remediation from past operations of a facility and what potential health or environmental hazards may exist from present and past operations.

Records in this series include:

Correspondence, including letters, emails, faxes, memos, phone logs.

License or permit application with required supporting information including: copies of applications to other agencies, town information, facility information and technical review documents (including: maps, engineering plans and evaluations, designs, best management practices, sketches, photos, geological analysis/evaluation, groundwater data, and booming information).

Documentation of review (both internal and external review), including review comments and recommendation.

Advisory opinion letters.

Copy of license or permit fee paid.

Approval or denial letter.

Appeals process documents, including: supplemental information, comments, responses, findings of fact document/recommendations.

Public hearing transcripts.

Submittals from interveners and interested parties.

Final License or permit.

Meeting notes.

The retention period begins upon the date of facility closure.

The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.

Schedule #: 1910 98#:Professional Licensing Files, Lead and Asbestos Abatement Professional Licensing

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series for licensing of Asbestos and Lead Abatement Professionals under the authority of 38 MRSA §§ 1273 and 1292. Records in this series include: Correspondence that drives a decision, application/renewal application, including required supporting documentation, copy of renewal notice, copy of check for renewal payment, documentation of training or education: copies of certification or record of approved courses or training taken, approval or denial letter, insurance certificate, driver information, final license, contingency reports, hazardous waste fund reports. The retention period begins upon the date the license expires. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.	Mixed	10/29/2013 Years	5	No Retention	0 Destroy	Current
Schedule #: 1911	99#:Professional Licensing Drafts, Hazardous Waste and Waste Oil Transporter Licensing; Biomedical Waste Transporter Licensing; Underground Oil Storage Tank Inspector Certification; Underground Oil Storage Tank Installer Certification					
The Department maintains the records in this series for licensing of Hazardous Waste and Waste Oil Transporters and Biomedical Waste Transporters and Certification of Underground Oil Storage Tank Inspectors and Underground Oil Storage Tank Installers under the Division of Solid Waste Management activities under the authority of 38 MRSA §§ 567 and 1304(1-A) and 32 MRSA § 10006. Records in this series include: General correspondence, including letters, emails, faxes, memos, phone logs, not related to licensing or certification decision. A facility or project's formal draft license or permit, including: internal review routing sheet, public notice and comments. The retention period begins upon the date the license is issued. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule. Keep in agency for 60 days.	Mixed	10/29/2013 Days	60	No Retention	0 Destroy	Current
Schedule #: 1912	100#:Professional Licensing Files, Underground Oil Storage Tank Inspector Certification and Underground Oil Storage Tank Installer Certification					

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series for licensing of Underground Oil Storage Tank Inspector Certification and Underground Oil Storage Tank Installer Certification activities under the authority of 38 MRSA § 567 and 32 MRSA § 10006. Records in this series include: correspondence that drives a decision; application/renewal application, including required supporting documentation; copy of renewal notice; copy of check for renewal payment; documentation of training or education: copies of certification or record of approved courses or training taken; approval or denial letter; insurance certificate; driver information; final license; contingency reports; and hazardous waste fund reports. The retention period begins upon the end of certification. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.	Mixed	10/29/2013 Years	2	Years 10	Destroy	Current
Schedule #: 1913	101#:Hazardous Waste Transporter Licensing and Biomedical Waste Transporter Licensing Files					
The Department maintains the records in this series for licensing of Hazardous Waste Transporter Licensing and Biomedical Waste Transporter Licensing under the Division of Hazardous Waste Management.	Mixed	10/29/2013 Years	2	Years 10	Destroy	Current
Records in this series include: correspondence that drives a decision, application/renewal application, including required supporting documentation; copy of renewal notice; copy of check for renewal payment; documentation of training or education: copies of certification or record of approved courses or training taken; approval or denial letter; insurance certificate; driver information; final license; contingency reports; and hazardous waste fund reports.						
The retention period begins upon the date the license is issued.						
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						
Schedule #: 1914	102#:Professional Licensing Files, Nonhazardous Waste Transporter Licensing					

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series for licensing of Nonhazardous Waste Transporter Licensing under the authority of 38 MRSA §1304(1-A).	Mixed	10/29/2013	Years 3	Years 5	Destroy	Current
Records in this series include:						
Correspondence that drives a decision.						
Application/renewal application, including required supporting documentation.						
Copy of renewal notice.						
Copy of check for renewal payment.						
Documentation of training or education: copies of certification or record of approved courses or training taken						
Approval or denial letter.						
Insurance certificate.						
Driver information.						
Final license.						
Contingency reports.						
Hazardous waste fund reports.						
The retention period begins upon the date the license expires.						
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						

Schedule #: 1915 103#:Hazardous Waste Fund, Quarterly Hazardous Waste and Waste Oil Transporter Reports

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of the Hazardous Waste Fund under the authority of 38 MRSA 1919-B through 13919-L.	Mixed	10/29/2013	Years 2	Years 10	Destroy	Current

Records in this series include:

Quarterly Report Forms for Transporters of Hazardous Waste

Quarterly Report Forms for Transporters of Waste Oil

The retention period begins upon document creation.

The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.

Schedule #: 1918 104#:Facility or Project Licensing or Permitting Files, Product Management Activity Approvals

The Department maintains the records in this series in support of Product Management Activity Approvals under the authority of 38 MRSA §§ 1610, 1661-A, 1662, 1665-A and B, 1672 and 2143.	Mixed	10/29/2013	Years	10	No Retention	0	Destroy	Current
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Records in this series include: correspondence, including letters, emails, faxes, memos, phone logs; license or permit application with required supporting information including: Copies of applications to other agencies, town information, facility information and technical review documents (including: maps, engineering plans and evaluations, designs, best management practices, sketches, photos, geological analysis/evaluation, groundwater data, and booming information); a facility or project's formal draft license; documentation of both internal and external review, including formal draft license or permit, internal review routing sheet, public notice, review comments and recommendation; advisory opinion letters; copy of license or permit fee paid; approval or denial letter; appeals process documents, including: supplemental information, comments, responses, findings of fact document/recommendations; public hearing transcripts; submittals from interveners and interested parties; final license or permit; meeting notes.

The retention period begins upon the date approval expires.

The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.

Schedule #: 1928 105A:Compliance and Technical Assistance Files, Nonhazardous Waste Transporter Compliance

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Nonhazardous Waste Transporter Compliance under the authority of 38 MRSA § 1304 (1-A).	Mixed	10/29/2013	Years 3	Years 5	Destroy	Current

Records in this series include:

Correspondence (e.g. general correspondence, letters of warning, notices of noncompliance), telephone logs, and email.

Meeting notes.

License holder submittals (e.g. compliance schedule items, annual and periodic reports, technical troubleshooting reports).

Non-license-holder submittals (e.g. notifications, registrations, compliance reports (annual and periodic) and updates).

Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of operations and maintenance plans, review of pollution prevention plans, master plan review and updating, review of construction plans and technical assistance evaluation reports).

Compliance inspection documents (e.g. inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs, maps, plans, and GPS data).

Complaint tracking files and records (e.g. complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents).

Noncompliance review documents.

Laboratory analytical results and monitoring results, sample records and sample receipts.

Guidance/policy documents, program SOPs, rule interpretations, applicability determinations and tracking sheets.
US Environmental Protection Agency (EPA) communications and reports, including EPA Laboratory Quality Assurance/Quality Control.
The retention period begins upon the date the license is issued.
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.

Schedule #: 1928 105B:Compliance and Technical Assistance Files, Nonhazardous Waste Transporter Manifests

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Nonhazardous Waste Transporter Compliance under the authority of 38 MRSA § 1304 (1-A). Records in this series include nonhazardous waste transport reports. The retention period begins upon the date the Department receives the report. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.	Mixed	4/29/2014 Years	1	Years 3	Destroy	Current

Schedule #: 1929 106#:Compliance and Technical Assistance Files, Hazardous Waste and Waste Oil Transporter Compliance; Biomedical Waste Transporter Compliance

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Hazardous Waste and Waste Oil Transporter Compliance and Biomedical Waste Transporter Compliance under the authority of 38 MRSA § 1304(1-A). The licensing unit in the division of oil and hazardous waste facilities regulation licenses transporters of hazardous waste, biomedical waste and waste oil. Licensing staff use these file to conduct background investigations during the license renewal process and upon request for environmental enforcement actions in Maine and upon request from states outside Maine. Records in this series include: Correspondence (e.g. general correspondence, letters of warning, notices of noncompliance) telephone logs, and email. Meeting notes. License holder submittals (e.g. compliance schedule items, annual and periodic reports, technical troubleshooting reports). Non-license-holder submittals (e.g. notifications, registrations, compliance reports (annual and periodic) and updates). Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of operations and maintenance plans, review of pollution prevention plans, master plan review and updating, review of construction plans and specifications, and technical assistance evaluation reports. Compliance inspection documents (e.g. inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs, maps, plans, and GPS data. Complaint tracking files and records (e.g. complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents). Noncompliance review documents. Laboratory analytical results and monitoring results, sample records and sample receipts. Guidance/Policy Documents, program SOPs, rule interpretations, applicability determinations and tracking sheets. US Environmental Protection Agency (EPA) communications and reports, including EPA Laboratory Quality Assurance/Quality Control. The retention period begins upon termination of license.	Mixed	10/29/2013	Years 20	Years 10	Archives	Current

Department Series Report

6: Environmental Protection

Description		Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.							
Schedule #:	1930	107#:Compliance and Technical Assistance Files, Underground Oil Storage Tank Inspector Compliance and Underground Oil Storage Tank Installer Compliance					

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Underground Oil Storage Tank Inspector Compliance and Underground Oil Storage Tank Installer Compliance under the authority of 38 MRSA § 567 and 32 MRSA § 10006. Records in this series include: Correspondence (e.g. general correspondence, letters of warning, notices of noncompliance), telephone logs, and email. Meeting notes. License holder submittals (e.g. compliance schedule items, annual and periodic reports, technical troubleshooting reports). Non-license-holder submittals (e.g. notifications, registrations, compliance reports (annual and periodic) and updates). Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of operations and maintenance plans, review of pollution prevention plans, master plan review and updating, review of construction plans and specifications, and technical assistance evaluation reports). Compliance inspection documents (e.g. inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs, maps, plans, and GPS data). Complaint tracking files and records (e.g. complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents). Noncompliance review documents. Laboratory analytical results and monitoring results, sample records and sample receipts. Guidance/policy documents, program SOPs, rule interpretations, applicability determinations and tracking sheets. US Environmental Protection Agency (EPA) communications and reports, including EPA Laboratory Quality Assurance/Quality Control. The retention period begins upon expiration of license/certificate. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.	Mixed	10/29/2013	Years 2	No Retention 0	Destroy	Current

Department Series Report

6: Environmental Protection

Description		Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #:	1931	108#:Compliance and Technical Assistance Files, Oil Terminal Compliance; Hazardous Waste Treatment, Storage and Disposal Facility Compliance; and Biomedical Waste Treatment, Storage and Disposal Facility Compliance					

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Oil Terminal Compliance; Hazardous Waste Treatment, Storage and Disposal Facility Compliance; and Biomedical Waste Treatment, Storage and Disposal Facility Compliance under the authority of 38 MRSa § 1306(1). The licensing unit in the division of oil and hazardous waste facilities regulation is responsible for the processing of applications for hazardous waste treatment and storage facilities, waste oil storage facilities, universal waste, marine oil terminals, biomedical waste, rule promulgation, RCRA (Resource Conservation and Recovery Act, the principle federal law governing the disposal of hazardous waste) grant activities, closure of generators and licensed facilities and corrective action activities. The records are used for historical reviews of past decisions during rule promulgation and making grant commitment decisions. These records are also used for licensing renewal reviews; records are also indispensable for use when conducting facility closures and corrective action investigations or during change of land use. These records allow us to identify areas of concern that may need remediation from past operations of a facility and what potential health or environmental hazards may exist from present and past operations. Records in this series include: Correspondence (e.g. general correspondence, letters of warning, notices of noncompliance), telephone logs, and email. Meeting notes. License holder submittals (e.g. compliance schedule items, annual and periodic reports, technical troubleshooting reports). Non-license-holder submittals (e.g. notifications, registrations, compliance reports (annual and periodic) and updates). Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of operations and maintenance plans, review of pollution prevention plans, master plan review and updating, review of construction plans and specifications, and technical assistance evaluation reports). Compliance inspection documents (e.g. inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs, maps, plans, and GPS data). Complaint tracking files and records (e.g. complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents). Noncompliance review documents.	Mixed	10/29/2013	Years 20	Years 10	Archives	Current

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Laboratory analytical results and monitoring results, sample records and sample receipts.								
Guidance/Policy Documents, program SOPs, rule interpretations, applicability determinations and tracking sheets.								
US Environmental Protection Agency (EPA) communications and reports, including EPA Laboratory Quality Assurance/Quality Control.								
The retention period begins upon facility closure.								
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.								
Schedule #:	1966	109#:Compliance and Technical Assistance Files, Product Management and Safer Chemicals Program Compliance						
The Department maintains the records In this series In support of Product Management and Safer Chemicals Program Compliance under the authority of 38 MRSA §§ 1610, 1661-A, 1662, 1665-A, 1665-8, 1672 and 1695. Records In this series Include: correspondence, Including: telephone logs, email, letters, including: general, letter of warning (LOW), notice of noncompliance and notice of violation (NOV); non-license-holder submittals, including: Notifications, registrations, copy of fee paid, compliance reports (annual and periodic) and updates, product labeling plans, product manufacturer determinations and supporting documentation, producer responsibility plans and implementation documentation, and data submittals; technical reviews, including: documentation of technical assistance visits, technical assistance review / recommendation reports, and advisory reports; compliance inspection documents, including: inspection reports, inspection checklists, Inspection field notes, field determinations, notice of inspection, compliance audit forms, photographs, maps, plans, and GPS data; complaint tracking files and records, including: complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents; guidance / policy documents, rule Interpretations, applicability determinations and tracking sheets. The retention period begins upon the date the document is created. The retention periods in this series generated after July 1, 1972 and apply to records existing at the time of the effective date of this schedule.	Mixed	3/5/2014	Years	10	No Retention	0	Destroy	Current
Schedule #:	1969	110A:Compliance and Technical Assistance Files, Lead and Asbestos Project Notification Files						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Lead or Asbestos Management Regulations under the authority of 38 MRSA §§ 1273 and 1292. Records in this series include project notifications submitted to the Department by any entity that carries out an asbestos or lead activity subject to the notification requirements of either the lead or asbestos management regulations. The retention period begins upon the date the notification is received. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972.	Mixed	8/4/2014 Years	2	Years 8	Destroy	Current

Schedule #: 1969 110B:Compliance and Technical Assistance Files, Lead and Asbestos Compliance /Technical Assistance Files

The Department maintains the records in this series in support of Asbestos and lead Abatement Compliance under the authority of 38 MRSA §§ 1273 and 1292. Records in this series Include: Correspondence, including: telephone logs, email, letters, including: general, letter of warning (LOW), notice of noncompliance, notice of violation (NOV), and compliance Initiative letter (CIL). Meeting notes. Compliance inspection documents, including: inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs. Complaint tracking files and records, including: complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents. Noncompliance review documents. laboratory analytical results and monitoring results, sample records and sample receipts. Guidance / Policy Documents, rule Interpretations, applicability determinations and tracking sheets. US Environmental Protection Agency (EPA) communications and reports, including EPA laboratory Quality Assurance / Quality Control. The retention period begins upon the date the inspection is completed. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972.	Mixed	8/4/2014 Years	5	No Retention	0	Destroy	Current
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Schedule #: 2092 111:Brownfields (The Small Business Liability Relief and Brownfields Revitalization Act)

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Brownfields are "Real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant." Essentially, a Brownfield site is a property where re-development is impeded because of contamination, real or perceived. The key benefits of Brownfields redevelopment include: the protection of public health and the environment through cleanup of commercial/industrial properties, slowing of "urban sprawl" by encouraging reuse of properties, increased tax revenues, use of existing infrastructure (e.g. roads, rail, water, sewer), and the revitalization of declining commercial/industrial based communities. Documents that can be found in a typical Brownfield file include: Municipal Brownfield Site Assessment Application, Municipal Brownfields Request for Remedial Assistance Application, Brownfields Cleanup Revitalization Loan Fund Subgrant Agreement as well as general correspondence and various reports from laboratories and consultants. Records are considered closed once a closure decision has been made and no further actions are to be taken. Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system. The Department will transfer the originals of the scanned record to the Maine State Archives, retaining an electronic copy at the Department for reference purposes.	Paper	9/16/2026	Years 3	No Retention0	Archives	Current

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Brownfields are "Real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant." Essentially, a Brownfield site is a property where re-development is impeded because of contamination, real or perceived. The key benefits of Brownfields redevelopment include: the protection of public health and the environment through cleanup of commercial/industrial properties, slowing of "urban sprawl" by encouraging reuse of properties, increased tax revenues, use of existing infrastructure (e.g. roads, rail, water, sewer), and the revitalization of declining commercial/industrial based communities. Documents that can be found in a typical Brownfield file include: Municipal Brownfield Site Assessment Application, Municipal Brownfields Request for Remedial Assistance Application, Brownfields Cleanup Revitalization Loan Fund Subgrant Agreement as well as general correspondence and various reports from laboratories and consultants. Records are considered closed once a closure decision has been made and no further actions are to be taken. Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system. The Department will transfer the originals of the scanned record to the Maine State Archives, retaining an electronic copy at the Department for reference purposes.	Digital File	9/16/2026	Years3	No Retention0	Archives	Current

Schedule #: 2093 112:VRAP (Voluntary Response Action Program)

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The VRAP allows applicants to voluntarily investigate and cleanup properties to the Department's satisfaction, in exchange for protections from Department enforcement actions. The VRAP is intended to encourage the cleanup and redevelopment of contaminated properties within the state. Documents that can be found in a typical VRAP file include: VRAP Application, No Action Assurance Letter, Commissioner's Certification of Completion of Remedial Actions, Affidavits, Declaration of Environmental Covenants, Application for Assistance, Invoices as well as general correspondence and various reports from laboratories and consultants. Records are considered closed once a closure decision has been made and no further actions are to be taken. Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system. The Department will transfer the originals of the scanned record to the Maine State Archives, retaining an electronic copy at the Department for reference purposes.	Paper	9/16/2026	Years3	No Retention0	Archives	Current
The VRAP allows applicants to voluntarily investigate and cleanup properties to the Department's satisfaction, in exchange for protections from Department enforcement actions. The VRAP is intended to encourage the cleanup and redevelopment of contaminated properties within the state. Documents that can be found in a typical VRAP file include: VRAP Application, No Action Assurance Letter, Commissioner's Certification of Completion of Remedial Actions, Affidavits, Declaration of Environmental Covenants, Application for Assistance, Invoices as well as general correspondence and various reports from laboratories and consultants. Records are considered closed once a closure decision has been made and no further actions are to be taken. Archival digital records will be retained by the agency until records are considered closed and have fulfilled their in-agency retention time. After the in-agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system. The Department will transfer the originals of the scanned record to the Maine State Archives, retaining an electronic copy at the Department for reference purposes.	Digital File	9/16/2026	Years3	No Retention0	Archives	Current

Schedule #: 2097 113:Landfills (Landfill Remediation and Closure Program)

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Maine has about 414 municipal landfills that include current licensed operating sites, closed sites or inactive sites that no longer take municipal waste but never went through an approved closure process. Most were unlicensed sites that threatened ground and surface water quality because of inappropriate siting, inadequate design or improper operation. The slow rate of closures during the late 1970's and early to mid 1980's showed the need for the state to provide assistance to municipalities for the proper planning and closure of these sites. To address this problem, the Maine Legislature created the Landfill Closure and Remediation Program.	Paper	4/4/2018	Years 5	Years 20	Archives	Current

Documents that can be found in a typical Landfill Closure file include: Annual Monitoring Reports, Landfill Reimbursement Approvals, and Application for Reimbursement of Closed Landfill Remediation Costs as well as general correspondence and various reports from laboratories and consultants.

Schedule #:	2104	114:Spill Reimbursement Cases						
Spill Reimbursement Cases are part of a separate program related to Third Party Damage Claims (710/9#) and Technical Services Remediation Project Files (883/12#). These files are financial in nature and focus specifically on instances where the State D.E.P. endeavors to collect the entirety of remediation costs from an individual and/or business. Unlike Third Party Damage Claim files, where the individual and/or business has applied for (and has been granted) Department Fund coverage to pay for remediation costs (minus a deductible), Spill Reimbursement Cases focus on individual and/or business that have either not applied for Department Fund coverage, been denied Department Fund coverage, or have failed to pay the deductible in six months, thus revoking Department Fund coverage: in which case the individual and/or business is solely responsible for reimbursing the State for remediation costs.	Paper	5/16/2018	Years	5	No Retention	0	Destroy	Current

Documents that can be found in Spill Reimbursement Cases are: 1st Billing Letters, 2nd Billing Letters as well as general correspondence.

See paper media description.	Digital File	5/16/2018	Years 5	No Retention	0	Destroy	Current
Records are scanned upon closure and a digital file is kept for 5 years in the agency and then destroyed. Paper copies are kept for 5 years in the agency and then destroyed.							

96E:Solid Waste Management

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 758 1#:Monitoring and Technical Results						
Technical information such as laboratory and field analyses, quality assurance and quality control information when monitoring land fills and solid waste sites	Paper	1/5/1993	Years 2	Years 13	Archives	Current
Schedule #: 758 2#:Policies and Procedures, Solid Waste						
Policies and procedures relating to solid waste matters, such as information relating to legislation, technical options, reports transcripts, correspondence and rulemaking.	Paper	4/1/1992	Years 2	Years 13	Destroy	Current
Schedule #: 758 3#:Solid Waste Applications						
Applications for facilities; town information and related technical data, review comments, reports, letters, memos, etc.	Paper	1/5/1993	Years 2	Years 13	Archives	Current
Schedule #: 1967 4#:Compliance and Technical Assistance Files, Solid Waste Landfill Compliance & Technical Assistance						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Solid Waste Landfill Compliance & Technical Assistance under the authority of 38 MRSA § 1306(1). Records in this series include: Correspondence, including: telephone logs, email, letters, including general correspondence about compliance activities; Meeting notes; License holder submittals, including: compliance schedule items, annual and periodic reports, environmental monitoring results and reports, technical reports, and site change submittals not subject to licensing action; Non-license-holder submittals, including: compliance reports (annual and periodic) and updates, environmental monitoring data submittals and reports; technical reports; and site change submittals not subject to licensing action; Technical reviews, Including: documentation of technical assistance visits, technical assistance review / recommendation reports, review of corrective action plans, review of operations and maintenance plans, review of annual reports; review of construction plans and specifications, enforcement response plan reviews, technical assistance evaluation reports, and advisory reports; Compliance inspection documents, including: Inspection reports, inspection checklists, inspection field notes, notice of inspection, compliance audit forms, photographs, maps, plans, GPS data, and construction documentation; Complaint tracking files and records, including: complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents; Project review documents not subject to licensing actions; Laboratory analytical results and monitoring results, sample records and sample receipts; Guidance / Policy Documents, rule interpretations, applicability determinations and tracking sheets; Communications and reports from federal/state/local authorities other than the Department. The retention period begins upon the date the landfill, or the cell/phase of the landfill covered by pertinent files, is closed. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972.	Mixed	7/23/2014	Years 2	Years 28	Destroy	Current

Schedule #: 1968 5A:Facility or Project Licensing or Permitting Files, Solid Waste Landfill Licensing

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series In support of Solid Waste Landfill Licensing under the authority of 38 MRSa § 1306(1); Records in this series include: Correspondence, including letters, emails, faxes, memos, phone logs; Meeting notes; License or permit applications with required supporting information including: Copies of applications to other agencies, town information) facility information and technical review documents (including: maps) engineering plans and evaluations) designs, best management practices) sketches) photos, hydrogeological analysis/evaluation, and surface water/groundwater data; Documentation of review (both Internal and external review), including review comments and recommendations; Advisory opinion letters; Copies of license or permit fees paid; Approval or denial letters; Public meeting/hearing transcripts; Submittals from intervenors and interested parties; and Final licenses or permits; The retention period begins upon the date of landfill final closure certification. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972.	Mixed	7/23/2014	Years 2	Years 28	Archives	Current

Schedule #: 1968 5B:Facility or Project Licensing or Permitting Drafts and Appeals, Solid Waste Landfill Licensing

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series for Solid Waste Landfill Licensing under the authority of 38 MRSA §1306(1). Records in this series Include: A facility or project's formal draft licenses or permits, including: internal review routing sheet and public notice; Comments received on the formal draft licenses or permits; Appeals to Board of Environmental Protection (BEP) process documents, including: the filed appeals, including any supplemental information, comments, responses from other parties, BEP Chair rulings made prior to the appeals being heard by the BEP, Department staff meeting notes, and correspondence, draft BEP findings of fact document/recommendations for inclusion in the BEP packet, final BEP decision on the appeals, including any changes made to the final license or permit issued by the Department; Court appeals process documents, including: the filed appeals, including any supplemental information, comments, responses from other parties, judicial rulings made prior to the appeals being heard by the court, the indexed application materials prepared for the court by the Department, Department staff meeting notes, and correspondence, final judicial decision on the appeals, including any changes made to the final license or permit issued by the Department. The retention period for drafts begins upon the date a draft permit or license is created. The retention period for appeals begins upon the date an appeal is filed either with the BEP or a court. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972.	Mixed	7/23/2014 Years	1	Years 4	Archives	Current

96B:Water Quality Management

Schedule #: 1010 27#:Administrative Files (Water Quality Control)

Documents the history of the Bureau of Water Quality Control. Files include: workplans, 305B reports, (which gives water quality of different lakes and rivers), quarterly reports (EPA), annual reports (EPA) and correspondence.	Paper	4/12/1993 Years	1	No Retention	0	Archives	Current
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Schedule #: 1010 29#:Quality Assurance, Quality Control - Annual Test

U.S. Environmental Protection Agency sends licensed waste water treatment plants samples of polluted water. The treatment plants are required to analyze those samples and tell EPA what pollutants are in the samples and in what quantities. By this scheme the treatment plants demonstrate their ability or inability to analyze any wastewater, including their own, which they are required to do as part of their license. Files include: Correspondence to and from EPA and test results.	Paper	4/12/1993 Years	3	Years	7	Destroy	Current
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Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1010 30#:Underground Injection Control Program (UIC) An underground injection well is any means of disposing of fluid waste into or onto the ground. It includes septic systems, cesspools, drywells, deep well injection etc. We have surveyed and created a registry of various industries to see if they have such disposal methods, and with the exception of septic systems for conventional domestic type sewage, are eliminating these discharges one by one. Files include: survey forms, field reports, and any related correspondence. Keep in agency until after entered into computer; destroy only after computer database is scheduled.	Paper	4/12/1993	Contingent Upon Event - See Description	0 Years	10	Destroy Current
Schedule #: 1010 31#:Grant Reports The U.S. Environmental Protection Agency grants award funds to the Maine Department of Environmental Protection for water quality management program. The state must then match the federal funds and contribute a fixed proportion to meet the overall cost of the project. The Department maintains an individual file on each of these grants awards in a separate, different series. In this "Grant Reports" series are found the only comprehensive historic record in one place of all grants over the years. This series shows what proportion of the funding was from state or federal sources, and what proportion of the funds were expended on personnel services, all other, or capital. Files include: grant applications, grant awards. Keep in agency until closed out, plus 1 year.	Paper	4/12/1993	Years	1 Years	10	Destroy Current
Schedule #: 1037 33#:Overboard Discharge System Licensing Files						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Records are considered closed once DEP confirms the system has been removed from the property and the final inspection is complete. Records will be transferred to the Maine State Archives at the end of each calendar year for those systems removed within that year.	Mixed	9/18/2025	Contingent Upon Event - See Description	0	No Retention	Archives	Current
The Department issues licenses which are valid for five years, to residential and commercial individuals to discharge wastewater, after adequate treatment into surface and subsurface waters of the state. Licensing files contain a copy of the license, permitting files, site evaluations, compliance inspection forms, correspondence, informal enforcement actions and tax maps.							
Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system. Archives will hold the “record copy” of the document and any agency copies will be considered reference copies.							
Archival paper records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to the Maine State Archives.							

Schedule #: 1037 34#:Bowater, Water Quality Attainability Analysis File

Under the Clean Water Act all waters must be legally classified and have designated uses associated with those classes, e.g. classes AA, A,BC. If an industry causes the water to not meet its designated uses, e.g. fishable, swimable, then there is a legal procedure open to possibly justify the industrial use over the legal, designated use. The legal procedure is: use attainability analysis. Keep in agency until completed. (Bowater has hydroelectric dams on the west branch of the Penobscot River which cause the river to not meet some of its legally designated uses. This file series documents the studies Bowater did to justify allowing the dams to remain and remain in operation.	Paper	5/25/1993	Contingent Upon Event - See Description	0	Years	2	Archives	Current
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Schedule #: 1037 35#:Water Quality Planning Grant Program (604(B)

Records of monies received from the Clean Water Act (604(b) passed through and distributed to local State planning organizations for Water Quality Planning projects and final product. This is an ongoing program as long as EPA has the funds. Files include: Letters of Agreement, payment tracking, assorted correspondence and final report. Keep in agency until project completed.	Paper	5/25/1993	Contingent Upon Event - See Description	0	Years	10	Destroy	Current
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Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Schedule #: 1037 36#:Construction Grant Projects The EPA gives out grants to towns and cities to assist them in the construction of wastewater treatment facilities. The Division of Engineering and Technical Assistance is the liaison between the two. Files include: Application, correspondence to and from EPA, correspondence, from EPA to DEP and towns, record of payments made to towns, and construction plans of wastewater treatment facilities. Keep in agency until finalized.	Paper	5/25/1993	Contingent Upon Event - See Description	0 Years	5	Destroy Current
Schedule #: 1038 37#:STORET, Water Quality Data Storet - (Storage and Retrieval) There are stations set up on rivers within the State which take samples to check water quality. This information is written on STORET sheets and this information is then entered into a computer. Files include: sample results and station information and location. Keep in agency until entered and verified on computer; do not destroy until computer database is scheduled.	Paper	5/13/1993	Contingent Upon Event - See Description	0 No Retention	0	Destroy Current
Schedule #: 1038 38#:Tax Exemption Certifications Maine State Law allows individuals and organizations who must construct and operate sewage treatment facilities to claim tax exemptions. Exemption can be claimed against the State's Sales and Use Tax as well as Municipal Property Tax. DEP is the agency charged with evaluating and certifying that a facility should be allowed an exemption. These records must be kept and be available indefinitely, unless the facility is physically demolished, because the exemption against municipal property tax is perpetual. Files include: application, copy of certification, copy of check for payment, and general correspondence. Keep in agency until facility demolished.	Paper	5/13/1993	Contingent Upon Event - See Description	0 Years	100	Destroy Current
Schedule #: 1038 40#:Late DMR (Discharge Monitoring Reports) Letters Copies of letters sent to waste discharge facilities who are late sending their Discharge Monitoring Reports.	Paper	5/13/1993	Years	20 Years	10	Destroy Current
Schedule #: 1038 42#:COF (Color, Odor, Foam & Dioxin)						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
An ongoing project involved in reducing paper mills from putting bleach into waters (rivers) in Maine. These is no set time frame for this project, other than when all the paper mills have been surveyed and reductions achieved. Keep in agency until completed. Files include: reports on color, odor, foam and dioxin from various paper mills.	Paper	5/13/1993	Contingent Upon Event - See Description	0	Years 2	Archives Current
Schedule #: 1039 43#:Advisory Opinion File						
Records are considered inactive once the facility is closed and the license has been terminated/retired. Formal agency letters of opinion stating whether people or companies need or do not need a license to do what they propose. Also includes New Hampshire Point Sources (residential, commercial, municipal and industrial discharges of treated waste water which go into streams and rivers which then flow into Maine).	Mixed	3/5/2026	Years	20	No Retention	0 Archives Current
Schedule #: 1039 47#:99 Files (Larger Licensed Sewage Treatment Plants)						
Records are considered closed once resolved. The 99 File series contain the most current and ongoing information on larger licensed sewage treatment plants, public and private. The predominant information in these files are monthly report of operation wastewater treatment facilities, inspection reports, a copy of latest license, formal enforcement documents, if any, (e.g. Consent agreement/decrece) and related correspondence.	Digital File	3/5/2026	Years	15	No Retention	0 Destroy Current
Schedule #: 1039 48#:Complaints Received						
Reports of suspected illegal discharges to water bodies, which are reported to Water Bureau staff from the public, other state agencies or town officials. Records will be considered closed once resolved.	Digital File	4/13/2026	Years	10	No Retention	0 Destroy Current
Schedule #: 1039 49#:Sanitary Surveys						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Records are considered closed once the issue has been resolved. When there are multiple reports of illegal sewage discharges to a waterbody in a particular town, a survey is done to determine how many illegal discharges there are, their sources, what they drain into (e.g. storm sewers, drainage ditches, directly into surface waters), and who is responsible. The information obtained is used to require people, municipalities, industries, businesses to terminate the illegal discharges or license and treat the discharges or if voluntary cooperation is not forth coming, to prosecute the violation.	Mixed	3/5/2026	Years 15	No Retention 0	Destroy	Current
Schedule #: 1040 51#:Discharge Monitoring Reports Monthly information required by the Environmental Protection Agency and the DEP. Forms containing information obtained from sampling effluents from waste treatment facilities. These are mandatory as a condition of the waste discharge license.	Paper	4/12/1993	Years 3	Years 7	Destroy	Current
Schedule #: 1040 52#:Non-Compliance Review (NCR) On a monthly basis the NCR committee reviews significant discharge violations at waste water treatment facilities and try to develop some course of action to achieve compliance of waste discharge license limits. Keep in agency 5 years from date of meeting.	Paper	4/12/1993	Years 5	Years 5	Destroy	Current
Schedule #: 1040 53#:Operator Certification Training Each licensed sewage treatment plant operator must review his/her state license every 2 years. In order to be relicensed the licensee must show proof of appropriate approved refresher training and in some cases prove their work experience. This file series has an individual file folder for each licensee containing a list of accomplished, approved courses; a renewal application and an approval/denial letter.	Paper	4/12/1993	Years 2	No Retention 0	Destroy	Current
Schedule #: 1040 54#:Operator Certification Renewal Form						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Each sewage treatment plant operator must have a minimum number of appropriate approved courses of study to sit for the licensing exam and become licensed. After initial licensing each licensee must take a minimum number of approved refresher or new courses in order to be relicensed every 2 years. Files include: copy of renewal notice, copy of check for renewal payment, and a record of courses they take to meet the requirement. Retention is counted from expiration of license.	Paper	4/12/1993 Years	3	No Retention 0	Destroy	Current
Schedule #: 1040 55#:Wastewater Treatment Plant Operator Files						
Each sewage treatmentn plant operator must have a state license to operate. In order to initially obtain that license, he/she must complete an application, show educational qualification, and in some cases document pertinent work experience. This series contains a file for each applicant or licensee containing the application, individual education records, work experience, a copy of the license fee check and a copy of the initial license certificate. Keep in agency until inactive plus 2 years.	Paper	4/12/1993 Years	2	No Retention 0	Destroy	Current
Schedule #: 1040 56#:Site and Sewer Extension Review						
There are two avenues for data to reach this file series. First, by State law, any municipality contemplating the construction of a new sewer or a sewer extension must submit its plans to DEP for review and approval. Second, under the Site Location Law administered by the DEP Land Bureau any contemplated project, public or private, exceeding a threshold size must be submitted to DEP Land Bureau for review, approval and permitting. If such a project includes a new or expanded sewer line, that aspect of the project is forwarded by the Land Bureau to the Water Bureau for Water Bureau review, comment and approval. Such reviews, from either source, are necessary so that DEP can be certain that licensed sewage treatment plants will not receive more wastewater than the plants can effectively treat. Information includes engineering plans and drawings showing what is proposed and a response letter saying DEP approves, approves with specific modifications, or disapproves the proposal.	Paper	4/12/1993 Years	5	Years 5	Destroy	Current
Schedule #: 1191 60#:Whole Effluent Toxicity (Wet Test) and Priority Pollutant						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status		
Records will be considered closed once the facility has closed or the facility is no longer required to do Wet Testing. Records will be transferred at the end of each calendar year, for those that closed within that year. The purpose of these records is to document effluent test results for all waste discharge licensees subject to Department regulations Chapter 530. Records include whole effluent toxicity test results and priority pollutant scan results. Archival digital records will be retained by the agency until records are considered closed and have fulfilled their In Agency retention time. After the In Agency retention time is met, records will be transferred to LibSafe, the Maine State Archives digital preservation system.	Digital File	12/30/2025	Contingent Upon Event - See Description	0	No Retention	Archives	Current	
Schedule #: 1300	62#:Pretreatment License Files of the Clean Water Act							
These files are to insure compliance within the license limit for the discharge of processed water in publicly owned treatment plants. Files include copies of licenses, inspection records, monitoring records and related correspondence. A new license is issued every 5 years. Mixed records consist of paper and digital files.	Mixed	2/18/2026	Years	6	No Retention	0	Destroy	Current
Schedule #: 1856	84#:Final Enforcement Agreements and Orders (DWQM)							
The Department maintains the records in this series in support of enforcement activities originating in the Bureau of Land and Water Quality, Division of Water Quality Management (DWQM)under the authority of 38 M.R.S.A. § 347-A pertaining to all licensed and unlicensed sources. Records in this series include final enforcement agreements and orders. The retention period begins upon completion of the last required action in a final enforcement agreement or order. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972.	Record Copy	10/21/2011	Years	25	No Retention	0	Archives	Current
Schedule #: 1857	85#:Formal Enforcement Case Files (DWQM)							

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of enforcement activities originating in the Bureau of Land and Water Quality, Division of Water Quality Management (DWQM) under the authority of 38 M.R.S.A. § 347-A pertaining to all licensed and unlicensed sources. Records in this series include records documenting public tips, complaints and reports resulting in enforcement including correspondence, staff notes, telephone logs, tracking sheets and electronic databases, and any supporting records submitted by a complainant; inspection notices; records relied on to document violations that result in enforcement, or used to document aggravating or mitigating circumstances, including laboratory and test data, photographs, video recordings, field notes, and inspection reports; records documenting noncompliance response decision making including meeting minutes, meeting notes, tracking sheets and electronic database records; signed or initialed copies of enforcement referral memoranda that are sent to Department administrative enforcement staff, the District Court Enforcement manager, or the Office of the Attorney General; letters of warning and notices of violation issued, and any other written correspondence sent for the purpose of putting an alleged violator on notice of noncompliance that becomes the subject of enforcement; other correspondence, meeting notes, telephone logs, and memoranda concerning an enforcement matter; the last circulated review draft of an enforcement court document, agreement, or order, as annotated by the reviewers, including cover sheet, final penalty calculation and records documenting ability to pay and economic benefit; supplemental environmental projects and supporting records; records filed in the course of a court proceeding or adjudicatory hearing on an enforcement matter; copies of printed research materials if annotated, or if not annotated the printed research materials or a bibliography of the printed research materials; written public comments received on an enforcement matter; records concerning completed resolution conditions including payments of penalties, corrective and mitigation actions, and completion of supplemental environmental projects. The retention period begins upon completion of the last required action in a final enforcement agreement or order. The retention periods in this series apply to records existing at the time of the effective date of this schedule and are retroactive to July 1, 1972.	Record Copy	10/21/2011 Years	5	Years 5	Destroy	Current

Schedule #: 1896 86#:Professional Licensing Drafts, Wastewater Treatment Plant Operator Licensing

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series for licensing of Wastewater Treatment Plant Operators under the authority of 32 MRSA § 4173.	Mixed	10/29/2013	Months 6	No Retention 0	Destroy	Current
Records in this series include: General correspondence, including letters, emails, faxes, memos, phone logs, not related to licensing or certification decision and a facility or project's formal draft license or permit, including: internal review routing sheet, public notice and comments. The retention period begins upon the date the license is issued or renewed. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule. Keep in agency for 6 months.						

Schedule #: 1897 87#:Professional Licensing Files, Wastewater Treatment Plant Operator Licensing

The Department maintains the records in this series for licensing of Wastewater Treatment Plant Operators under the authority of 32 MRSA § 4173.	Mixed	10/29/2013	Years 2	No Retention 0	Destroy	Current
Records in this series include: Correspondence that drives a decision, application/renewal application, including required supporting documentation, copy of renewal notice, copy of check for renewal payment, documentation of training or education: copies of certification or record of approved courses or training taken, approval or denial letter, insurance certificate, driver information, final license, contingency reports, hazardous waste fund reports. The retention period begins upon the date the license becomes inactive. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						

Schedule #: 1898 88#:Facility or Project Licensing or Permitting Drafts, Industrial Storm Water Permitting

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series for Industrial Storm Water Permitting under the authority of 38 MRSA § 413. The Industrial Stormwater Unit of the Division of Watershed Management administers multi-sector general permits for stormwater discharges associated with industrial activity. The United States Environmental Protection Agency has delegate authority for issuing industrial stormwater permits to Maine DEP. A permit has 29 different sectors, each of which has specific requirements. These records are generated during the process of writing a permit and do not need to be retained beyond the issuance of the permit. Records in this series include: A facility or project's formal draft license or permit, including: internal review routing sheet and public notice. Comments. The retention period begins upon the date the permit is issued. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule. Keep in agency 60 days.	Mixed	10/29/2013 Days	60	No Retention 0	Destroy	Current

Schedule #: 1899 89#:Facility or Project Licensing or Permitting Files, Industrial Storm Water Permitting

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Industrial Storm Water Permitting under the authority of 38 MRSA § 413. The Industrial Stormwater Unit of the Division of Watershed Management administers multi-sector general permits for stormwater discharges associated with industrial activity. The United States Environmental Protection Agency has delegate authority for issuing industrial stormwater permits to Maine DEP. A permit has 29 different sectors, each of which has specific requirements. These records are made available to people in the public sector and federal, state and local officials in order to ensure compliance with a permit. Records in this series include: Correspondence, including letters, emails, faxes, memos, phone logs. License or permit application with required supporting information including: Copies of applications to other agencies, town information, facility information and technical review documents (including: maps, engineering plans and evaluations, designs, best management practices, sketches, photos, geological analysis/evaluation, groundwater data, and booming information). Documentation of review (both internal and external review), including review comments and recommendation. Advisory opinion letters. Copy of license or permit fee paid. Approval or denial letter. Appeals process documents, including: supplemental information, comments, responses, findings of fact document/recommendations. Public hearing transcripts. Submittals from interveners and interested parties. Final License or permit. Meeting notes. The retention period begins upon the date the permit is issued. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.	Mixed	10/29/2013	Years 10	No Retention 0	Destroy	Current

Department Series Report

6: Environmental Protection

Description			Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status	
Schedule #:	1908	91#:Facility or Project Licensing or Permitting Drafts, Waste Discharge Licensing and Permitting (all discharge groups) and Underground Injection Licensing by Rule Draft Documents							
The Department maintains the records in this series for Waste Discharge Licensing and Permitting (all discharge groups) and Underground Injection Licensing by Rule under the authority of 38 MRSA § 413.			Mixed	10/29/2013	Years 5	No Retention	0	Destroy	Current
Records in this series include:									
A facility or project’s formal draft license or permit, including: internal review routing sheet and public notice.									
Comments.									
The retention period begins upon issuance of associated final license or permit. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.									
Schedule #:	1909	92#:Facility or Project Licensing or Permitting Files, Waste Discharge Licensing or Permitting (all discharge groups) and Underground Injection License by Rule - final documents							

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series for licensing and permitting of Waste Discharge Licensing or Permitting (all discharge groups) and Underground Injection License by Rule under the authority of 38 MRSA § 413.	Mixed	10/29/2013	Years 5	No Retention 0	Destroy	Current
Records in this series include:						
Correspondence, including letters, emails, faxes, memos, phone logs.						
License or permit application with required supporting information including: Copies of applications to other agencies, town information, facility information and technical review documents (including: maps, engineering plans and evaluations, designs, best management practices, sketches, photos, geological analysis/evaluation, groundwater data, and booming information).						
Documentation of review (both internal and external review), including review comments and recommendation. Advisory opinion letters.						
Copy of license or permit fee paid.						
Approval or denial letter.						
Appeals process documents, including: supplemental information, comments, responses, findings of fact document/recommendations.						
Public hearing transcripts.						
Submittals from interveners and interested parties.						
Final license or permit.						
Meeting notes. The retention period begins upon the permanent closure of the facility or termination of the Waste Discharge License. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						

Schedule #: 1916 93#:Facility or Project Licensing or Permitting Files, Sand and Salt Pile Program

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Sand and Salt Pile Permitting or variance from siting or operation rules under the authority of 06-096 CMR 574.	Mixed	10/29/2013	Years 15	Years 5	Destroy	Current

Records in this series include: correspondence, including letters, emails, faxes, memos, LOW's, NOV's, phone logs; license or permit application with required supporting information including: copies of applications to other agencies, town information, facility information and technical review documents (including: maps, engineering plans and evaluations, designs, best management practices, sketches, photos, geological analysis/evaluation, groundwater data, and booming information); documentation of review (both internal and external review), including review comments and recommendation; advisory opinion letters; copy of license or permit fee paid; approval or denial letter; appeals process documents, including: supplemental information, comments, responses, findings of fact document/recommendations; public hearing transcripts; submittals from interveners and interested parties; final License or permit; and meeting notes.

The retention period begins upon the date the variance is issued.

The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.

Schedule #: 1919 94#:Compliance and Technical Assistance Files, All Facilities and Dischargers (unless a more specific schedule applies)

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of compliance and technical assistance activities conducted pursuant to 38 MRSA 413 (unless a more specific schedule applies).	Mixed	10/29/2013	Years 8	No Retention 0	Destroy	Current
Records in this series include:						
Correspondence (e.g. general correspondence, letters of warning, notices of noncompliance, compliance initiative letters, late discharge monitoring report letters), telephone logs, and email						
Meeting notes.						
License holder submittals (e.g. 530 certification letters, compliance schedule items, annual and periodic reports, discharge monitoring reports, discharge incident reports, technical troubleshooting reports, and project notifications).						
Non-license-holder submittals (e.g. notifications, registrations, compliance reports (annual and periodic) and updates, and data submittals.						
Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of wet weather plans, review of operations and maintenance plans, review of pollution prevention plans, master plan review and updating, review of construction plans and specifications, sewer use ordinance reviews, local limits document reviews, enforcement response plan reviews, nine minimum control standard reviews, review of regulated programs (Approved Pretreatment Communities), technical assistance evaluation reports, and advisory reports).						
Compliance inspection documents, including: inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs, maps, plans, GPS data, and sanitary surveys.						
Complaint tracking files and records, including: complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents.						
Noncompliance review documents.						
Laboratory analytical results and monitoring results, sample records and sample receipts.						
Guidance/policy documents, program SOPs, rule interpretations, applicability determinations and tracking sheets.						
US Environmental Protection Agency (EPA) communications and reports, including EPA Laboratory Quality Assurance / Quality Control						
The retention period begins upon the date that the compliance or assistance activity						

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
is completed. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						
Schedule #:	1926	95#:Compliance and Technical Assistance Files, Underground Injection Control Program				

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Underground Injection Control Compliance under the authority of 38 M.R.S.A. § 413.	Mixed	10/29/2013	Years 15	Years 5	Destroy	Current

Records in this series include:

Correspondence (e.g. general correspondence, letters of warning, notices of noncompliance, compliance initiative letters, late discharge monitoring report letters), telephone logs, and email.

Meeting notes.

License holder submittals (e.g. 530 certification letters, compliance schedule items, annual and periodic reports, discharge monitoring reports, discharge incident reports, technical troubleshooting reports, and project notifications).

Non-license-holder submittals (e.g. notifications, registrations, compliance reports (annual and periodic) and updates, and data submittals).

Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of wet weather plans, review of operations and maintenance plans, review of pollution prevention plans, master plan review and updating, review of construction plans and specifications, sewer use ordinance reviews, local limits document reviews, enforcement response plan reviews, nine minimum control standard reviews, review of regulated programs (Approved Pretreatment Communities), technical assistance evaluation reports, and advisory reports).

Compliance inspection documents, including: inspection reports, inspection checklists, inspection field notes, field determinations, notice of inspection, compliance audit forms photographs, maps, plans, GPS data, and sanitary surveys.

Complaint tracking files and records, including: complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents.

Noncompliance review documents.

Laboratory analytical results and monitoring results, sample records, and sample receipts.

Guidance/policy documents, program SOPs, rule interpretations, applicability determinations and tracking sheets.
US Environmental Protection Agency (EPA) communications and reports, including EPA Laboratory Quality Assurance / Quality Control.
The retention period begins upon the date that the compliance or assistance activity is completed.

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						
Schedule #:	1927	96#:Compliance and Technical Assistance Files, Industrial Stormwater				

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
The Department maintains the records in this series in support of Industrial Storm Water compliance under the authority of 38 MRSA § 413. The Industrial Stormwater Unit of the Division of Watershed Management administers Maine's Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity. A permit has 29 different sectors of industry activity, each of which has specific requirements. These records are used to evaluate a permitted source's compliance with their associated requirements.	Mixed	10/29/2013	Years 5	No Retention 0	Destroy	Current

Records in this series include:

Correspondence (e.g. general correspondence, compliance initiative letter, letters of warning, inspector notices of violations, facility inspection reports, field determination letters), telephone logs, and email.

Meeting notes (e.g. pre-application meetings that take place either onsite or at the facility, meetings related to unique facility specific issues, joint meetings with U.S. Environmental Protection Agency (EPA) about a specific facilities compliance issues, meeting with other programs related to technical assistance, Non-Compliance Review monthly meeting notes and Quarterly Non-Compliance Review with EPA.)

License holder submittals (e.g. compliance schedule items, annual quarterly site inspection and visual monitoring reports, corrective action reports, discharge incident reports, technical troubleshooting reports, and project notifications).

Non-license-holder submittals (e.g. , field determination letters, facility notifications, compliance schedule items).

Technical reviews (e.g. documentation of technical assistance visits, technical assistance review/recommendation reports, review of operations and maintenance plans, review of Stormwater Pollution Prevention Plans and corresponding records, review of construction plans and specifications, and enforcement response plan reviews).

Compliance inspection documents, including: inspection reports, inspection checklists, inspection field notes, field determinations, facility photographs, and GPS data.

Complaint tracking files and records, including: complaint forms, complaint letters (Inbound), complaint reports, and complaint investigation documents.

Noncompliance review documents.

Laboratory analytical results and monitoring results, sample records and sample receipts.

Department Series Report

6: Environmental Protection

Description	Media	Last Updated	In Agency Retention	Rec Center Retention	Disposition	Status
Guidance/policy documents, program SOPs, rule interpretations, applicability determinations and tracking sheets. US Environmental Protection Agency (EPA) communications and reports. The retention period begins upon the expiration date of the permit to which the compliance or assistance activity is related. The retention periods in this series apply to records generated after July 1, 1972 and existing at the time of the effective date of this schedule.						
101#:Board of Environmental Protection						
Schedule #: 255 1#:Minutes of Board Meetings						
Records are considered closed once minutes are voted on and approved. Records include, but are not limited to, Board agendas and minutes, reference material, supporting documentation and supplemental evidence. The agency will retain digital files to be used as a reference copy. All records for each meeting will be transferred to the Maine State Archives, no matter the media format.	Mixed	10/28/2024	Years	1	No Retention	0 Archives Current
Mixed media consists of paper, digital files, CD's and thumb drives.						