



Department of Natural Resources and Environmental Control

Retention Schedule

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INTRODUCTION

It is the duty of the Delaware Public Archives (DPA) to administer, implement and enforce all provisions of the Delaware Public Records Law. In order to fulfill its obligation to the citizens of this state, the DPA is fully committed to providing assistance, expertise, and guidance to agencies to ensure that their records are properly managed and disposed of using collaboratively developed and legally binding guidelines. These procedures are outlined in the Retention Schedule Instructions.

Contained within this document are the approved General Records Retention Schedules that list the records commonly used by the Department of Natural Resources and Environmental Control

This schedule is used in conjunction with the agency specific records retention schedule. If a record series is not located on one of the retention schedules within this document or on a State General Retention Schedules, please contact the Information Resource Specialist (Analyst) that is assigned as the liaison to your agency.

The listed retention periods are the minimums necessary under normal conditions. However, they do not override federal or state law, litigation requirements or good judgment. Records may need to be retained beyond the recommended retention periods due to audits, litigation, or changes in legal statute (see Audit/Legal/Statutory Requirements). Records required beyond the recommended retention periods must be retained until cleared by the appropriate authority. As a reminder, Delaware Public Records Law requires the consent of the State Archivist prior to the disposal of any state agency records (Title 29 Delaware Code, §504).

The DPA has assigned an Information Resources Specialist (Analyst) to each state agency. The agency Analyst is a valuable asset that should be consulted frequently regarding policies and procedures or to provide technical advice to the agency's management team, records officers or authorized agents. Furthermore, the DPA recommends that agencies survey their record collections on an annual or semi-annual basis in order to identify records that may be moved to off-site storage, destroyed, or imaged in compliance with the General Records Retention Schedule and Agency Specific Retention Schedules. By following the retention instructions as set forth by retention schedule, an agency may achieve significant savings in space and labor, ensure the preservation and security of valuable documents, and protect against liability for improper handling of official records.

SCHEDULE FORMAT

Below is an explanation of the format of the Records Retention Schedule:

Series #	Series Numbers are alphanumeric designations assigned by an Information Resource Specialist (DPA Analyst) to identify the agency's records (Record Series).
Series Title and Description	The Series Title is the title most commonly used by an agency to identify records or items based on their filing arrangement or how they are maintained as a unit. The Description identifies typical documents found within the record; it explains their function, purpose and possible relationships to other records and organizations.
Confidential / Vital	<p>Confidential: Confidential records are records that are not open to the public in order to protect the privacy rights of individuals or the security arrangements of locations, persons, places and items as defined by law. Federal and State statutes and regulations determine a record's confidentiality status. Restrictions to public inspection of confidential records may apply to the entire record or to discrete portions of information enclosed in the record. It is the agency's responsibility to identify records containing confidential information. Confidential records should always be handled to ensure the security of the information within.</p> <p>Vital: Vital Records are those records that are required to ensure that an agency is able to function during an emergency, disaster, and recovery operations. Furthermore, they are records that are crucial to protecting the legal and financial rights and interests of an agency and of the individuals directly affected by its activities. The agency is responsible for identifying which of their records are vital. The primary protection method for vital records is through duplication and dispersal. These records should be identified in record backup plans, contingency plans, migration strategies (eRecords), to ensure measures are in place to safeguard these records. (e.g. COOP)</p>
Retention and Instructions	Specific instructions directing the minimum retention period and disposition actions for each record series. Instructions indicate length of time that the record should be retained by the agency, the location of the records, and the events or time-period that must occur before disposition of the record series can be effected. Retention periods must abide by the minimum of time determined by state and federal statute; however, records may be retained longer as warranted by best business practices. Exceptions to the retention instructions are noted.
Date Approved/ Revised	Date that the record series was added or revised
Agency Notes	Notes regarding the development of a retention schedule that include Statute requirements and other references to assist the agency records officers and management teams in future development or modification of the schedule
Retention Schedule Modification History	Provides a brief history of the record retention schedule, including the development and modification may occur to the record series.

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D. DEPARTMENT OF TRANSPORTATION AGENCY SPECIFIC RECORDS RETENTION SCHEDULE

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Energy and Climate	12/16/2016
Waste and Hazardous Substance	2/20/2017
Water Resources	9/20/2017
Office of Natural Resources	
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STATE OF DELAWARE
DELAWARE PUBLIC ARCHIVES

Record Group: **1620**

Agency: **NATURAL RESOURCES AND ENVIRONMENTAL CONTROL**

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Division: **OFFICE OF THE SECRETARY**

SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION AND INSTRUCTIONS	DATE APPROVED / REVISED
	COMMUNITY SERVICES			
ECE-001	COMPLAINTS/INVESTIGATION RECORDS Original complaints received and investigated by Environmental Protection Officers including activities, responses, summonses, arrest, witness statements, interview sheets, tape recordings, results of laboratory tests and similar reports and documents.	CONFIDENTIAL	Retain at agency 100 years on database; delete.	2/20/2017
ECE-002	ARREST FILES Copy of complaints, action taken and court results.	CONFIDENTIAL	Retain at agency 5 years; destroy.	2/20/2017
ECE-003	LEGAL ACTION FILES Files which need further action and which will be taken to Superior Court.	CONFIDENTIAL	Under the DNREC Department of Justice for action.	2/20/2017
ECE-004	CORRESPONDENCE		Please refer to the State General Administrative Retention Schedule	2/20/2017
ECE-005	INTERNAL AFFAIRS CASE FILES Records relating to internal affairs investigations of alleged office misconduct, from initiation and investigation through disposition of case.	CONFIDENTIAL	Retain at agency 5 years after separation; transfer to State Records Center.	2/20/2017
ECE-006	GENERAL AND OPERATIONAL ORDERS Official orders, policy statement and directives governing the organization of the department or the procedures and standards of behavior for its officers.	CONFIDENTIAL	Retain at agency until no longer needed; transfer to Delaware Public Archives for permanent preservation.	2/20/2017

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ECE-007	PHYSICAL FORCE RECORDS Consist of written reports made by any police officer or an employee of a detention facility who applies physical force to a prisoner or a detainee. Contain statements of force used and the circumstances under which it was used.	CONFIDENTIAL	Retain at agency 5 years after incident; destroy.	2/20/2017
ECE-008	SPECIAL OPERATION ORDERS Orders and advance plans for police response, control and staffing for scheduled special events or other occurrences not related to an investigation records. The files may include crowd or traffic control for sporting events, parades, demonstrations, strikes, concerts, etc.		Retain at agency 3 years after completion of the covered operation; destroy.	2/20/2017
ECE-009	PHOTOGRAPH/VIDEO FILES OF COMPLAINTS/INVESTIGATIONS Photographs and videos of evidence.	CONFIDENTIAL	Retain at agency 100 years after completion of investigation; destroy.	2/20/2017
ECE-010	WEAPONS ISSUANCE FILES Records of any armaments issued to police officers.		Retain at agency 5 years after separation; destroy.	2/20/2017
ECE-011	SMALL BUSINESS OMBUDSMAN Regulatory Advisory Service (RAS) final reports (sent via email with hard copy placed in project folder), incinerator ban applicability status decisions (applications and attachments).		Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation.	2/20/2017
ECE-012	REGULATORY DEVELOPMENT Regulations done electronically through Registrar's office DNREC uses electronic 1-SAN-Start Action Notice, 2 – Register Notice, 3 – Regulatory Flexibility Analysis, 4 – Actual Regulation Amendment with Strike through and underline.		Retain at agency 3 year after regulations are approved; transfer to Delaware Public Archives for permanent preservation.	2/20/2017

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	FREEDOM OF INFORMATION ACT (FOIA) REQUEST		Please refer to the State General Administrative Retention Schedule	2/20/2017
	PUBLICATIONS		Please refer to the State General Administrative Retention Schedule	2/20/2017
	MINUTES OF OFFICIAL STATE COMMITTEES, COMMISSIONS, BOARDS AND COUNCILS		Please refer to the State General Administrative Retention Schedule	2/20/2017
	ANNUAL REPORTS		Please refer to the State General Administrative Retention Schedule	11/26/1984 2/20/2017
	DELAWARE COASTAL PROGRAMS			
DCP-001	FEDERAL CONSISTENCY Application letter, contact log, federal consistency data base form, support material (i.e. Environmental Impact Statement (EIS), Environmental Assessment (EA), other permit applications), reviewer's notes, meeting notes, correspondence, consistency determination letter.	VITAL	Retain at agency for 5 years or until no longer needed; purge Federal Consistency Data Base Form, reviewer's notes; transfer to Delaware Public Archives for permanent preservation. NOTE: 15 CFR 921 – 930.157 ; 7 DE Admin Code 5104	1984 10/13/2014
DCP-002 (OSEA-001)	GRANTS - COASTAL MANAGEMENT PROGRAM AND ESTUARINE RESEARCH RESERVE PROJECT FILES (COASTAL MANAGEMENT AND COASTAL ENERGY IMPACT PROGRAM PROJECT FILES) Grants, maps, correspondence, copies of contracts and memoranda of agreement and progress reports to National Oceanic and Atmospheric Administration (NOAA) resulting from grants to the Coastal Management and Delaware National Estuarine Research Reserve (DNERR) Coastal and Estuarine Land Conservation Program.		Retain at agency for 3 years after final payment; successful audit; destroy. NOTE: 15 CFR 921 – 930.157 ; 7 DE Admin Code 5104	10/13/2014
DCP-003	PROGRAM EVALUATIONS Evaluations, Public Comment, Correspondence resulting from Section 312 of Coastal Zone Management Act (CZMA)		Retain at agency 6 years (i.e. 2 evaluation cycles); transfer to Delaware Public Archives for permanent preservation. NOTE: 15 CFR 921 – 930.157 ; 7 DE Admin Code 5104	10/13/2014

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DCP-004	PROGRAM DOCUMENTS Annual Grant Reports and progress reports with support materials, Section 309 CZMA , Assessments and Strategies Development, Delaware Coastal Management Program (DCMP) Policy Document, DNERR Management Plan, Program Updates, Routine Program Implementations, Coastal Non-Point Source Pollution Control Program, Performance Measures Report, MOAs and MOU's.		Submit 2 copies to Archives upon publication via Delaware Documentation; retain at agency 10 years (i.e. 2 update cycles); transfer to Delaware Public Archives for permanent preservation. NOTE: 15 CFR 921 – 930.157 ; 7 DE Admin Code 5104	10/13/2014
DCP-005	PROGRAM RESEARCH DATA Data is recorded on field data sheets, field notebooks and entered into XLS spreadsheets for data analysis. Data collected for the following: Long Term Water Quality, Long Term Weather, Surface Elevation, Horseshoe Crab Spawning Survey, etc.		Retain paper copies 5 years after scanned and verified; destroy paper copies: maintain data permanently.	1984 10/13/2014
	PUBLICATIONS		Please refer to the State General Administrative Retention Schedule	
	CORRESPONDENCE		Please refer to the State General Administrative Retention Schedule	
	SURVEYS/MAPS (AERIAL PHOTOS)		Please refer to the State General Administrative Retention Schedule	
	PHOTOGRAPHS		Please refer to the State General Administrative Retention Schedule	
	MOTION PICTURES / VIDEO RECORDINGS / SOUND RECORDINGS		Please refer to the State General Administrative Retention Schedule	
	ENVIRONMENTAL APPEALS BOARD AND COASTAL ZONE INDUSTRIAL CONTROL BOARD			

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EAB-001	ENVIRONMENTAL APPEALS BOARD EAB appeals occur when a company/entity/organization/individual disagrees with an action coming from DNREC i.e.: secretary's order/permit/public hearing etc. The board is represented by a Deputy Attorney General. A hearing is scheduled with a court reporter transcribing the hearing. The Board through their DAG writes the decision; the decision can be appealed or accepted. If it has not been appealed, the Boards decision can overturn any action of the Secretary or DNREC. The files may contain appeal letter, legal notice, and final decisions by the board, correspondence, chronologies and transcripts.		Retain at agency 3 years after close of case; transfer to Delaware Public Archives for permanent preservation.	2/20/2017
CZB-001	COASTAL ZONE INDUSTRIAL CONTROL BOARD CZICB appeals occur when a company/entity/organization/individual disagrees with an action coming from DNREC i.e.: secretary's order/permit/public hearing etc. The board is represented by a Deputy Attorney General. A hearing is scheduled with a court reporter transcribing the hearing. The Board through their DAG writes the decision; the decision can be accepted or appealed. If it has not been appealed, the Boards decision can overturn any action of the Secretary or DNREC. The files may contain status decisions, permits, legal notices, appeals, records, enforcement issues, correspondence and regulations.		Retain at agency 3 years after close of case; transfer to Delaware Public Archives for permanent preservation.	2/20/2017
	ENVIRONMENTAL AND FOIA COORDINATOR			

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION AND INSTRUCTIONS	DATE APPROVED / REVISED
EFC-001	ENVIRONMENTAL CASE FILES These files document the resolution of incidents of violations as addressed by DNREC. The DOJ assist all divisions in dealing with these violations <ol style="list-style-type: none"> 1. Environmental Violation Incidents 2. Administrative Enforcement Actions 3. Secretary Orders 4. Settlement Agreements 5. Appeals to Superior Court 6. Freedom of Information Request 	CONFIDENTIAL	Retain at agency 3 years after close of case; transfer to Archives for permanent preservation.	2/20/2017
	ENVIRONMENTAL FINANCE			
FA-001	CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY (CPCN) FILES		No longer retained by DNREC files moved to Public Service Commission as of July 1, 2001	1/22/2002
FA-002	CANCELLED LOAN APPLICATIONS Cancelled applications at some stage in the process for a septic, well, poultry and dairy applicants.	CONF	Retain at agency 3 years; destroy.	5/1/2000 2007 2/20/2017
FA-003	PAID OFF LOANS Paid loans for septic, well, poultry and dairy applicants a mortgage satisfaction letter and a copy of the payoff check.	CONF	Retain at agency 5 years after closure; successful audit; destroy.	2007 2/20/2017
FA-004	ACTIVE LOANS Active loans to the septic, well, poultry and dairy industries. Deed, survey, zoning map, homeowner's insurance policy, application for permit, loan lien search Ground Water Discharge section permit, appraisal, plot plan, septic design, pre-approval notice, request for initial inspection, site evaluation, credit bureau, contractor bids, intergovernmental vouchers, invoices, fees, income statement, pay stub, tax returns, mortgage, note agreement of terms, acknowledgement of loan, driver's license, settlement statement and final approval.	CONF	Retain in agency until loan is satisfied; move to FA-003 PAID OFF LOANS.	2007 2/20/2017

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FA-005	CONSTRUCTION PROJECT FILE - FEDERAL GRANTS Construction management documents may contain application, funding, project plans and specifications, drawings, commitment, authorization to bid, construction management loan closing, reimbursements, disbursements and final acceptance.		Retain at agency 3 years after the date of the last expenditure report for the last funding period; successful audit; transfer to Delaware Public Archives for permanent preservation. 40 CFR 35	2007 2/20/2017
FA-006	FEDERAL GRANTS FILES Grant documents including financial copies, application, acceptance letter, award letter and amendments.		Retain at agency 3 years after the date of the last expenditure report for the last funding period; successful audit; destroy. 40 CFR 35	2007 2/20/2017
FA-007	PURCHASE ORDERS		Please use the State General Accounting and Finance Retention Schedule	
FA-008	PAYMENT VOUCHERS		Please use the State General Accounting and Finance Retention Schedule	
FA-009	INTERGOVERNMENTAL VOUCHERS		Please use the State General Accounting and Finance Retention Schedule	
FA-010	EXPENDITURE CORRECTION		Please use the State General Accounting and Finance Retention Schedule	
FA-011	REPORTS OF CASH RECEIPTS		Please use the State General Accounting and Finance Retention Schedule	
FA-012	PERSONAL EXPENSE REIMBURSEMENTS		Please use the State General Accounting and Finance Retention Schedule	
FA-013	DEPOSIT SLIPS		Please use the State General Accounting and Finance Retention Schedule	
FA-014	AUDIT REPORTS, STATE		Please use the State General Accounting and Finance Retention Schedule	
FA-015	RECEIPTS/RECEIPT BOOKS		Please use the State General Accounting and Finance Retention Schedule	
FA-016	LEAVE AVAILABLE REPORTS		Please use the State General Accounting and Finance Retention Schedule	
FA-017	GRANTS ACTIVITY REPORTS		Please use the State General Accounting and Finance Retention Schedule	

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FA-018	MINUTES OF WATER INFRASTRUCTURE ADVISORY COUNCIL (WIAC) MEETINGS Original official records of the proceedings of meetings. May include agendas and other supporting documents.		Retain originals at agency 2 years; successful audit; transfer to Delaware Public Archives for permanent preservation. 29 De Code 8011(a)	2/20/2017
FA-019	VERBATIM RECORDINGS OF WATER INFRASTRUCTURE ADVISORY COUNCIL (WIAC) Recordings of meetings made exclusively for note taking or transcription of official meetings or proceedings. The transcribed records are to be retained under FA-018.		Retain at agency until transcribed and approved; delete or destroy.	2/20/2017
FA-020	LEGAL ADVERTISEMENTS - CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY (CPCN), WASTEWATER FACILITIES ADVISORY COUNCIL (WFAC)		No longer retained by DNREC Files moved to Public Service Commission	1/22/2002
FA-021	TELEPHONE LOGS		Please use the State General Administrative Retention Schedule	
FA-022	VEHICLE OPERATIONS FILES		Please use the State General Administrative Retention Schedule	
FA-023	EQUIPMENT MAINTENANCE FILES		Please use the State General Administrative Retention Schedule	
FA-024	WARRANTY FILES		Please use the State General Administrative Retention Schedule	
FA-025	RECORDS MANAGEMENT FILES		Please use the State General Administrative Retention Schedule	
FA-026	PERSONNEL RECORD, DEPARTMENTAL		Please use the State General Personnel Retention Schedule	
FA-027	MASTER FILES		Please use the State General Electronic Retention Schedule	
FA-028	PRINT RECORDS		Please use the State General Electronic Retention Schedule	
FA-029	CONTINGENCY BACKUP RECORDS		Please use the State General Electronic Retention Schedule	
	PUBLIC HEARING OFFICE			

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PH-001	<p>PUBLIC HEARING RECORDS</p> <p>Document hearings conducted by the Public Hearing Officer on behalf of the Secretary regarding environmental matters. Decisions may be subsequently appealed to the Environmental Appeals Board (see Series WRPS-007), Coastal Zone Industrial Control Board (see Series WRPS-005), or Superior Court (Record Group 1217). Arranged as follows:</p> <p>Regulatory Proceedings</p> <ul style="list-style-type: none">• Public Notice• Hearing Transcript• Correspondence• Draft and Final Regulations• Hearing Officer's Report of Memorandum• Secretary's Order• Exhibits - photos, videos, maps, charts,• Plans, etc. <p>Permit Administrative Enforcement and other Proceedings.</p> <ul style="list-style-type: none">• Public Notice• Hearing Transcript• Correspondence• Draft and Final Regulations• Hearing Officer's Report of Memorandum• Secretary's Order• Exhibits photos, videos, maps, charts, plans,• etc.		<p>Retain at agency 3 years after close of case; transfer to Delaware Public Archives for permanent preservation.</p> <p>Retain at agency 3 years after close of case; transfer to State Records Center 50 years; destroy.</p>	<p>10/15/1995 2/20/2017</p>

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Agency Notes:

1. [Delaware Public Records Law is Title 29, Chapter 5](#)
2. The destruction of Electronic Records requires an authorized Destruction Notice from the DPA. Please refer to DPA policy.
3. If data system(s) replaces hard copy and the records have differing retention periods and agency software does not readily permit selective deletion, then delete records after the longest retention period has expired.
4. Contingency backup records should be maintained apart from the master file or data system in a secure offsite facility.
5. If any data is necessary to reconstruct the master file or required for audit, it should be listed on an agency approved records retention schedule
6. "Electronic record" means a record created, generated, sent, communicated, received or stored by electronic means.
7. Model Guidelines for Electronic Records on DPA's website for additional guidance concerning the maintenance, and disposition of electronic records.

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
ECE-001	COMPLAINTS/INVESTIGATION RECORDS	changed retention from 5 years to 100 years	2/20/2017
ECE-005	INTERNAL AFFAIRS CASE FILE	created new series	2/20/2017
ECE-006	GENERAL AND OPERATIONAL ORDERS	created new series	2/20/2017
ECE-007	PHYSICAL FORCE RECORDS	created new series	2/20/2017
ECE-008	SPECIAL OPERATION ORDERS	created new series	2/20/2017
ECE-009	PHOTOGRAPH/VIDEO FILES OF COMPLAINTS/INVESTIGATIONS	created new series	2/20/2017
ECE-010	WEAPONS ISSUANCE FILES	created new series	2/20/2017
ECE-011	SMALL BUSINESS OMBUDSMAN	created new series	2/20/2017
ECE-012	REGULATORY DEVELOPMENT	created new series	2/20/2017
DCP-001	FRDERAL CONSISTENCY	updated	10/13/2014
DCP-002	GRANTS-COASTAL MANAGEMENT PROGRAM		
(OSEA-001)	AND ESTUARINERESARCH RESERVE PROJECT FILES (COASTAL MANAGEMENT AND COASTAL ENERGY IMPACT PROGRAM PROJECT FILES)	Changed name and retention instructions	10/13/2014
DCP-003	PROGRAM EVALUTIONS	created new series	10/13/2014
DCP-004	PROGRAM DOCUMENTS	created new series	10/13/2014
DCP-005	PROGRAM RESEARCH DATA	created new series	10/13/2014
EAB-001	ENVIRONMENTAL APPEALS BOARD	created new series	2/20/2017
CZB-001	COASTAL ZONE INDUSTRIAL CONTROL BOARD	created new series	2/20/2017
EFC-001	ENVIRONMENTAL CASE FILES	created new series	2/20/2017
FA-001	CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY (CPCN) FILES	moved to Public Service Commission	1/22/2002
FS-002	CANCELLED APPLICATIONS	changed retention from 5 years to 3 years	2/20/2017
FA-018	WASTEWATER FACILITIES ADVISORY COUNCIL	changed to	7/7/1994 TO 8/16/2005
	WASTEWATER FACILITES AND SURFACE WATER MANAGEMENT ADVISORY COUNCIL	changed to	8/17/2005 TO 5/17/2006
	CLEAN WATER ADVISORY COUNCIL	changed to	9/6/2006 TO 6/19/2013
	WATER INFRASTRUCTURE ADVISORY COUNCIL		

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The above changes are according to 29 DE Code 80 (8011(a))

FS-020	LEGAL ADVERTISEMENT-CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY (CPCN), WASTEWATER FACILITIES ADVISORY COUNCIL (WFAC)	moved to Public Service Commission	1/22/2002
PH-001	PUBLIC HEARING RECORDS	changed retention from 6 months to 3 years	2/20/2017

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AQ-001 ECAD-001 ECAW-001	AIR CONSTRUCTION PERMITS <u>Natural Minor Air Construction Permits:</u> Air permit application, additional information requests, company response, technical memo, calculations, modeling results, advertisement documentation, comments received, Construction Permit, Public Hearing documents, RAS (Regulatory Advisory Service) review, coastal zone review, permit cancellation request, permit cancellation, and other correspondence. <u>Federally Enforceable Air Construction Permits:</u> Federally Enforceable Air permit application, additional information requests, company response, technical memo, calculations, modeling results, advertisement documentation, comments received, draft construction permit, final construction permit, Public Hearing documents, RAS review, coastal zone review, permit cancellation request, permit cancellation, and other correspondence. <u>NSR (New Source Review) Air Construction Permits:</u> Air permit application, additional information requests, company response, technical memo, calculations, modeling results, advertisement documentation, comments received, draft NSR Permit, final NSR construction permit, Public Hearing documents, RAS review, coastal zone review, permit cancellation request, permit cancellation, other correspondence, and advertisement documentation.		<p>Retain at agency until operating permit is cancelled; destroy.</p> <p>7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70</p> <p>Retain at agency for life of facility transfer to Delaware Public Archives for permanent preservation.</p> <p>7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70</p> <p>Retain at agency for life of facility transfer to Delaware Public Archives for permanent preservation.</p> <p>7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70</p>	5/30/2017

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AQ-002 ECAD-001 ECAW-001	AIR OPERATING PERMIT <u>Natural Minor Air Operating Permits:</u> Technical memo, air permit, advertisement documentation, modification request, comments received, Public Hearing documents, permit cancellation request, permit cancellation, emission credit documents, EAB (Environmental Appeals Board) documents, and other correspondence <u>SM Air Operating Permits:</u> Technical memos, draft air permit, final air permit, advertisement documentation, comments received, modification request, Public Hearing documents, permit cancellation request, permit cancellation, emission credit documents, EAB documents, and other correspondence <u>Title V Air Operating Permits:</u> TV Air permit application, additional information requests, company response, technical memo, calculations, advertisement documentation, comments received, draft TV permit, proposed TV permit, final TV permit, Public Hearing documents, permit cancellation request, and permit cancellation, emission credit documents, EAB documents, and other correspondence. <u>Title V Air Operating Permit Modifications:</u> TV Air permit modification application, additional information requests, company response, technical memo, calculations, advertisement documentation, comments received, draft TV permit, proposed TV permit, final TV permit, Public Hearing documents, and other correspondence. <u>Air Registrations:</u> Air registration request, additional information requests, company response, technical memo, calculations, modeling results, registration, registration cancellation request, registration cancellation, and other correspondence.		Retain at agency 5 years after cancellation/supersession; destroy. 7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70 Retain at agency 5 years after cancellation/supersession; destroy. 7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70 Retain at agency for life of facility transfer to Delaware Public Archives for permanent preservation. 7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70 Retain at agency 5 years after supersession; destroy. 7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70 Retain at agency 5 years after cancellation/supersession; destroy. 7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70	5/30/2017

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AQ-003 ECAD-002 ECAW-002 ECAW-003	AREA SOURCE PERMITS <u>Dry Cleaner Air Permits:</u> Dry cleaner permit application, additional information requests, company response, technical memo, calculations, advertisement documentation, comments received, dry cleaner permit, Public Hearing documents, permit cancellation request, permit cancellation, and other correspondence. <u>Autobody Air Permits:</u> Autobody source category permit application, additional information requests, company response, technical memo, calculations, modeling results, advertisement documentation, comments received, autobody permit, Public Hearing documents, permit cancellation request, permit cancellation, and other correspondence. <u>Gasoline Delivery Vessels:</u> Gasoline Delivery permit application, additional information requests, company response, technical memo, calculations, , advertisement documentation, Comments received, Public Hearing documents, permit cancellation request, permit cancellation, and other correspondence.		Retain at agency 5 years after cancellation/supersession; destroy 7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70 Retain at agency 5 years after cancellation/supersession; destroy. 7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70 Retain at agency 5 years after cancellation/supersession; destroy. 7 Del Admin C. § 1102 40 CFR 51.110 40 CFR 70	5/30/2017
AQ-004 ECAD-001 ECAW-001	AIR COMPLIANCE <u>Air CMS (Compliance Monitoring Strategy) plan inspections:</u> Inspection report, company reports, letter to company, additional information requests, company response <u>Air non-CMS plan inspections:</u> Inspection report, company reports, letter to company, additional information requests, company response <u>Air Area source inspections:</u> Inspection report, company reports, letter to company, additional information requests, company response		Retain at agency 10 years; destroy. Retain at agency 10 years; destroy. Retain at agency 10 years; destroy.	5/30/2017

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AQ-005 ECAD-001 ECAD-008 ECAW-001	AIR ENFORCEMENT Notice of Violations, Technical memo, posting memo, enforcement package, administrative orders, legal referrals, EIP (Economic Incentive Programs) proposals, EIP documentation, Public Hearing documents, and Enforcement tracking documents.	Confidential	Retain at agency for Life of facility; transfer to Delaware Public Archives for permanent preservation.	5/30/2017
AQ-006 ECWR-004	STACK TESTS <u>Air Compliance Stack Tests:</u> Protocol submittal, Protocol letter to company, Stack test report from company, Review memo. <u>RATA/CGA Tests:</u> Protocol submittal, Protocol letter to company, RATA/CGA (Relative Accuracy Test Audit / Cylinder Gas Audits) test report from company, Review memo.		Retain at agency 10 years; destroy. 7 Del Admin C. § 1127 40 CFR 52.2633 Retain at agency 5 years; destroy. 7 Del Admin C. § 1127 40 CFR 52.2633	5/30/2017
AQ-007	EPA DOCUMENTS TOPs (Title V Operating Permit System) Report, CMS (Compliance Monitoring Strategy) plan, State framework review documents, Title V review documents, EPA/DAQ (Division of Air Quality) MOU for Title V, EPA/DAQ Enforcement MOU, and data verification documents.		Retain at agency 5 years, (after supersession of MOU), destroy.	5/30/2017

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION AND DISPOSITION INSTRUCTIONS	DATE APPROVED / REVISED
AQ-008 ECAD-012 ECAW-008	LEGAL ACTIONS <u>Petitions:</u> 126 Petitions, 176 Petitions, EPA Legal Petitions <u>Appeals:</u> State Regulations, Federal Regulations <u>MOUs:</u> OTC (Ozone Transport Commission), RGGI (Regional Green House Gas Initiative), ZEV (Zero Emission Vehicle), Interagency, Inspection		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	5/30/2017
AQ-009 ECAD-012 ECAW-008	COMMENTS <u>Land Use:</u> PLUS (Preliminary Land Use Service) application letters, Kent County Quality of Life, Sussex County TAC (Technical Advisory Committee) Letters, NEPA- EIA(National Environmental Policy Act, Environmental Impact Assessment) <u>Freight Plans:</u> Comment letter to MPO (Metropolitan Planning Organization) <u>Other State Analysis (Regs):</u> Comments to another state's proposed action <u>Federal Rules & Guidance:</u> Comments to the Federal Agencies		Retain at agency 5 years; destroy.	5/30/2017

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL / VITAL	RETENTION AND DISPOSITION INSTRUCTIONS	DATE APPROVED / REVISED
AQ-010 ECAD-005 XECAD-001	POINT SOURCE INVENTORY <u>Point Sources:</u> Emission Statements <u>Non-point Sources:</u> Periodic Emissions Inventory Report <u>VOC Reports:</u> Monthly Auto body, AIM (Architectural and Industrial Maintenance) , Consumer product reports <u>GHG Inventory Report:</u> Annual Report, supporting data		Retain at agency; replace as updated.	11/27/1997 5/30/2017
AQ-011 ECAD-012 ECAW-008	REGULATION DEVELOPMENT <u>Clean Power Plan:</u> Initial submittal, status letter, final submittal, CEIP (Clean Energy Incentive Program) lean Power Plan. <u>Regulation Development:</u> SAN (Start Action Notice), Legal notice, proposed regulation submitted to the DE Register, submitted written comments, workshop supported materials, written comments received, technical response document, Secretary's order, Secretary's memo to DE legislators, Hearing Officer's Report, memo to general assembly, Hearing transcript, exhibits, EPA submittal letter, RFA (Regulatory Flexibility Act statement), RIS (Regulatory Impact Statement).		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	5/30/2017

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AQ-012 ECAD-012 ECAD-017 ECAD-018 ECAW-004	MOBILE Permits: Certified Emission Repair Technician Application, Certified Automotive Service Excellence Level 1 (ASE-L1) certification, correspondence, list of certified mechanics, CERT permit. Vehicle I&M(Inspection and Maintenance): Annual report, QA/QC (Quality Analysis/Quality Control) Audit report, Remote Sensing Report, Waiver audits, EPA Comment Letters, Waiver application, calibration gas certification records, manometer calibrations records. LEV/ZEV: Annual NMOG (Nonmethane Organic Gas) reports.		Retain paper copies until scanned and verified; retain at agency for 8 years; destroy. Retain at agency 5 years; destroy. 7 Del Admin C. § 1126 7 Del Admin C. § 1133 , 7 Del Admin C. § 1140 Retain paper copies until scanned and verified; retain at agency for 5 years; destroy. 7 Del Admin C. § 1140	5/30/2017
AQ-013 ECAD-012 ECAW-008	CONFORMITY DETERMINATIONS General: NEPA (National Environmental Policy Act), Comment letters on EIAs, Offset documentation. Transportation: Conformity Determinations, Letters of concurrence.		Retain at agency 5 years, scan to CD. 7 Del Admin C. § 1135 40 CFR 51 subpart W Retain at agency 5 years, scan to CD. 7 Del Admin C. § 1132 40 CFR 93.105 40 CFR 93.122(a)(4)(ii) 40 CFR 93.125(c)	5/30/2017

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AQ-014	<p>GRANTS</p> <p><u>DERA (Diesel Emission Reduction Act):</u> Notice of Intent, work plan, quarterly reports, MOUs, contracts with project developers.</p> <p><u>105 Grant:</u> Work plan, quarterly reports, EPA National Performance Audit Program (NPAP), Network Quality Assurance Project Plans (QAPP), Instrument Standard Operating Procedure (SOP), EPA Technical System Audit, Annual Network Plan, 5-Year Monitoring Network Assessment, Data Quality Assessment.</p> <p><u>103 Grant:</u> Work plan, quarterly reports, EPA Performance Evaluation Program (PEP), Network Quality Assurance Project Plans (QAPP), and Annual Network Plan.</p>		Retain at agency 4 years; after completion of project; successful final audit; destroy.	5/30/2017
<p>AQ-015 ECAD-009 ECAD-012 ECAD-015 ECWT-011</p>	<p>ADMINISTRATIVE</p> <p>Air contracts, RFPs, received proposals, ECM document listing, safety plans, emergency plans, policies and procedures, emergency standby plans.</p>		Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation.	<p>11/26/1997 5/30/2017</p>
AQ-016	<p>OUTREACH</p> <p><u>Air Quality Forecasts:</u> Forecaster's annual report</p> <p><u>Envirothon:</u> Guidance documents</p> <p><u>Environmental Justice:</u> EJ SCREEN Assessment</p> <p><u>Listening Sessions:</u> Legal Notices, transcripts</p>		<p>Retain at agency 5 years; destroy.</p> <p>Retain at agency 5 years; destroy.</p> <p>Retain at agency 5 years; destroy.</p> <p>Retain at agency 5 years; destroy.</p>	5/30/2017

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AQ-017 ECWT-010	LABORATORY RECORDS <u>QA/QC Reports:</u> Chain-of-custody sheets, equipment certifications, calibration gas certifications.		Retain at agency 5 years; destroy.	5/30/2017
AQ-018 ECAD-016	OPEN BURNING Correspondence, demo training for firefighters, approval form, applications and approvals.		Retain at agency 5 years; destroy. 7 Del Admin C. § 1113 40 CFR 61.145	5/30/2017
AQ-019 ECAD-015	ASBESTOS Inspection forms, reports, correspondence, firefighting training demolition application and documentation, enforcement documentation.		Retain paper copies until scanned and verified; retain for 5 years; destroy.	5/30/2017
AQ-020 ECAD-012 ECAW-008	SIPs (State Implementation Plans) <u>Criteria Pollutants:</u> Designation letters, Infrastructure SIPs, base year inventory report, RACT SIPs, resignation requests, letters to EPA submitting control strategies into the SIP, maintenance plans, and attainment demonstrations.		Retain at agency 5 years; scan to CD, transfer to Delaware Public Archives for permanent preservation.	5/30/2017

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AQ-021 ECAD-004 ECAD-011 XECAD-002 ECAW-001 ECAW-002 ECAW-009 ECWT-002 ECWT-003 ECWT-006 ECWT-008 ECWT-009 ECWT-010	AMBIENT MONITORING <u>State Requirements:</u> Monthly station logs, quarterly calibrations, maintenance records, technical system results, chain-of-custody sheets, ozone calibration verifications, ozone primary standard certification. <u>Federal Requirements:</u> TSA (Technical System Audit), PEP (EPA Performance Evaluation Audit), NPAP (National Performance Audit Program), Annual Network Plan, Annual Air Quality Report, Network Assessment, Submittal Letters, data certifications, SOPs (Standard Operating Procedures), QAPPs (Quality Assurance Performance Plans).		Maintained electronically since 2010; retain a minimum of 3 years and a maximum of 10 years. 7 Del Admin C. § 1103 40 CFR 50 Retain at agency 3 years, transfer to Delaware Public Archives for permanent preservation.	5/30/2017
AQ-022 ECWT-006	SPECIAL PROJECT <u>Reports:</u> Community Science Reports, ACPs, Consultant Reports		Retain at agency 5 years, transfer to Delaware Public Archives for permanent preservation.	5/30/2017
AQ-023 ECAD-012 ECAW-008	REGIONAL GREENHOUSE GAS EMISSIONS (RGGI) <u>Auction:</u> QA/ITB Approval Letters, Financial Security Approval Letters, Auction Approval Letters <u>Coats:</u> Refinery Report Cards, Compliance certifications <u>Offsets:</u> Project Developer applications, Project approvals, Verifier applications, Verifier approvals <u>RGGI Inc.:</u> Contract		Retain at agency 10 years after completion of project, transfer to Delaware Public Archives for permanent preservation. NOTE: RGGI requires documents be retained for a 10 year period! Offset documents are to be retained for the duration of the project savings.... 7 Del Admin C. § 1147 40 CFR 75	5/30/2017

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Agency Notes:

1. Delaware Codes
 - a. [29 Del C § 5](#) State Government-General Provisions-State Archives and Historical Objects-Public Records Law
 - b. [29 Del C § 80 subchapter I](#) State Government-Departments of Government-Department of Natural Resources and Environment Control- Natural Resources and Environment Control
 - c. [29 Del C § 100](#) State Government-General Regulations for State Agencies-Freedom of Information Act (FOIA)
 - d. [6 Del C § 12A](#) Commerce and Trade-Other Laws Relating to Commerce and Trade-Uniform Electronic Transaction Act
 - e. [7 Del C § 60 subchapter VIII](#) Conservation-Natural Resources-Environmental Control-Clean Air Act Title V Operating Permit Program
 - f. [7 Del C § 67](#) Conservation-Natural Resources-Motor Vehicle Emissions
2. Delaware Administrative Code
 - a. [7 Del Admin C § 1102](#) Natural Resources and Environmental Control-Air Quality Management Section-Permits
 - b. [7 Del Admin C § 1103](#) Natural Resources and Environmental Control-Air Quality Management Section-Ambient Air Quality Standards
 - c. [7 Del Admin C § 1113](#) Natural Resources and Environmental Control-Air Quality Management Section-Open Burning
 - d. [7 Del Admin C § 1117](#) Natural Resources and Environmental Control-Air Quality Management Section-Sources Monitoring, Record Keeping and Reporting
 - e. [7 Del Admin C § 1126](#) Natural Resources and Environmental Control-Air Quality Management Section-Motor Vehicle Emissions Inspection Program
 - f. [7 Del Admin C § 1127](#) Natural Resources and Environmental Control-Air Quality Management Section-Stack Heights
 - g. [7 Del Admin C § 1131](#) Natural Resources and Environmental Control-Air Quality Management Section-Low Enhanced Inspection and Maintenance Program-Plan for Implementation (PFI)
 - h. [7 Del Admin C § 1132](#) Natural Resources and Environmental Control-Air Quality Management Section-Transportation Conformity
 - i. [7 Del Admin C § 1133](#) **REPLACED WITH 1131**
 - j. [7 Del Admin C § 1135](#) Natural Resources and Environmental Control-Air Quality Management Section-Emission Banking and Trading Program
 - k. [7 Del Admin C § 1140](#) Natural Resources and Environmental Control-Air Quality Management Section-Delaware Low Emission Vehicle Program
 - l. [7 Del Admin C § 1147](#) Natural Resources and Environmental Control-Air Quality Management Section-CO2 Budget Training Program
3. United States Codes/Code of Federal Regulation
 - a. [23 CFR 450](#) Highways-Planning Assistance and Standards
 - b. [40 CFR 50](#) Environmental Protection Agency-Air Programs-National Primary and Secondary Ambient Air Quality Standards
 - c. [40 CFR 51.110](#) Environmental Protection Agency-Air Programs-Requirements for Preparation, Adoption, and Submittal of Implementation Plans-Control Strategy-Attainment and maintenance of national standards
 - d. [40 CFR 51 subpart W](#) Environmental Protection Agency-Air Programs- Requirements for Preparation, Adoption, and Submittal of Implementation Plans-Determining Conformity of General Federal Action to State or Federal Implementation Plans
 - e. [40 CFR 52.2633](#) Environmental Protection Agency-Air Program-Approval and Promulgation of Implementation Plans-Stack Height regulations
 - f. [40 CFR 61.145](#) Environmental Protection Agency-Air Program-National Emission Standards for Hazardous Air Pollutants-Standards for demolition and renovation
 - g. [40 CFR 70](#) Environmental Protection Agency-Air Program-State Operating Permit Program
 - h. [40 CFR 72 through 78](#) Environmental Protection Agency-Air Program
 - i. [40 CFR 72.2](#) Environmental Protection Agency-Air Program-Permit Regulations
 - j. [40 CFR 75](#) Environmental Protection Agency-Air Program-Continuous Emission Monitoring
 - k. [40 CFR 85](#) Environmental Protection Agency-Air Program-Control of Air Pollution from Mobile Sources
 - l. [40 CFR 86](#) Environmental Protection Agency-Air Program-Control of Emissions from New and In-Use Highway Vehicle and Engines
 - m. [40 CFR 93](#) Environmental Protection Agency-Air Program-Determining Conformity of Federal Actions to State and Federal Implementation Plans
 - n. [40 CFR 93.105](#) Environmental Protection Agency-Air Program-Determining Conformity of Federal Actions to State and Federal Implementation Plans-Consultation

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- o. [40 CFR 93.122\(a\)\(4\)\(ii\)](#) Environmental Protection Agency-Air Program-Determining Conformity of Federal Actions to State and Federal Implementation Plans-Procedures for Determining Regional Transportation Related Emissions
 - p. [40 CFR 93.125 \(c\)](#) Environmental Protection Agency- Air Program-Determining Conformity of Federal Actions to State and Federal Implementation Plans-Enforceability of Design Concept and Scope and Project-Level Mitigation and Control Measures
 - q. [40 CFR 350.3 \(b\)](#) Environmental Protection Agency-Air Program-Trade Secrecy Claims for Emergency Planning and Community Right-To-Know Information and Trade Secret Disclosures to Health Professionals
 - r. [40 CFR 600](#) Environmental Protection Agency-Air Program-Fuel Economy and Greenhouse Gas Exhaust Emissions of Motor Vehicles
- 4. The destruction of Electronic Records requires an authorized Destruction Notice from the DPA. Please refer to DPA policy.
 - 5. If data system(s) replaces hard copy and the records have differing retention periods and agency software does not readily permit selective deletion, then delete records after the longest retention period has expired.
 - 6. Contingency backup records should be maintained apart from the master file or data system in a secure offsite facility.
 - 7. If any data is necessary to reconstruct the master file or required for audit, it should be listed on an agency approved records retention schedule.

Notes: Retention Schedule Modification History

The whole retention schedule was reworked and updated with DAG approval on 5/23/2014 and finally approved by the Office of the Secretary on 5/30/2017.

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL/ VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
DEO-001	GRANT FILES Agreements, as administered by Division of Energy and Climate, between federal, state and local government agencies for the award of moneys to finance operations or fund subsequent distributions. Files may include: application, correspondence, eligibility information, budget summary, evaluation, reports, audit records, expenditure reports, public hearing transcript, affidavit of publication and award notice.		State Grants: Retain at agency 3 years; successful audit; destroy. Federal Grants: Retain at agency 3 years after grant closure; successful audit; destroy.	8/8/2013 12/16/2016
DEO-002	MARKETING AND OUTREACH PAMPHLETS, BROCHURES AND DOCUMENTS Consists of public relations materials highlighting projects and publicity currently ongoing at the agency.		Retain at agency for 1 year; transfer to Archives on appropriate media for permanent preservation.	8/8/2013 12/16/2016
DEO-003	CONTRACTS Formal agreements between Division of Energy and Climate and vendors for the furnishing of goods, services or implementation of programs. Files may include: correspondence, scope of work, memorandum of agreement (MOA), memorandum of understanding (MOU), budget worksheet, and request for proposal (RFP), scoring sheets and award notice.		Retain at agency through Life of Contract plus 3 years; successful audit; destroy.	8/8/2013 12/16/2016
DEO-004	MINUTES OF COMMITTEES, COMMISSIONS, BOARDS, AND COUNCILS Document Division of Energy and Climate participation in formal work groups may include agendas and other supporting documents for the following workgroups: Energy Efficiency Advisory Council, Renewable Energy Taskforce, Cabinet Committee on Climate and Resiliency (CCoCAR), and Governor's Energy Advisory Council. Files may contain: meeting minutes, sign-in sheet and agenda.		Retain at agency for 1 year; transfer to Archives on appropriate media for permanent preservation. 7 Del Admin C § 2105	8/8/2013 12/16/2016

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DEO-005	WEATHERIZATION ASSISTANCE PROGRAM The Delaware Weatherization Assistance Program (WAP) installs energy efficiency improvements in the homes of low-income persons and households to reduce their energy burden, lower their energy costs and improve their health and safety in the home. Files may include: financial records, client files, supporting documents, statistical records and all other records pertinent to an award and/or the program overall.	CONF	Retain paper copies until scanned and verified; destroy paper copies; retain scanned copies for 3 years; destroy. NOTE: This program was within Health and Social Services, State Service Centers up until 2010. 2 CFR 176 , 5 USC 552 , 10 CFR 440.24 , 10 CFR 600.153 , 42 USC 81 Subchapter III	8/8/2013 12/16/2016
DEO-006	GREEN ENERGY PROGRAM The program currently offers Delmarva Power customers individual grants to offset the cost of installing photovoltaic, solar water heating, wind, and geothermal renewable energy technologies for residential, commercial, and non-profit projects. Files may contain application, vendor and customer information, permits, invoices, energy audit, electric bill, site schematic, plot plan and correspondence.	CONF	Retain paper copies until scanned and verified; destroy paper copies; retain scanned copies for 3 years; destroy. 29 Del C § 8051 7 Del Admin C § 2103 10 CFR 600.153 , 10 CFR 436 Subpart B , 10 CFR 436 Subpart C , 10 CFR 451	3/13/2014 12/16/2016
DEO-007	ENERGY EFFICIENCY INVESTMENT FUND EEIF was designed to help commercial and industrial customers replace aging, inefficient equipment and systems with energy efficient alternatives. Files may contain application, vendor and customer information, permits, invoices and correspondence.	CONF	Retain paper copies until scanned and verified; destroy paper copies; retain scanned copies for 3 years; destroy. 29 Del C § 8051 30 Del C § 5502 7 Del Admin C § 2103	12/16/2016

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DEO-008	CLEAN TRANSPORTATION INCENTIVE PROGRAM The Clean Transportation Incentive Program helps to promote wider use and acceptance of electric vehicles and cleaner alternative fuel vehicles, and to boost investment in clean transportation fuel infrastructure. Files may include: documents related to grants and rebates to businesses, NGOs, individuals and government entities for clean transportation initiatives, vendor and customer information, sales receipts, and invoices.	CONF	Retain at agency 4 years (one code cycle is 2 years; allow 2 additional years for compliance studies and subsequent discussions); destroy. 7 Del C § 60 Subchapter II-A	12/16/2016
DEO-009	BUILDING ENERGY CODES Document Division of Energy and Climate leadership and participation in workgroups supporting regulatory development of triennial building energy code adoption; document public hearings related to the proposed energy code regulation, public comments submitted/received, and agency correspondence; also document proposed and adopted energy code requirements. Files may contain: vendor information related to building energy code training events, sales receipts, invoices, and correspondence.	CONF	Retain at agency 5 years (one code cycle is 3 years; allow 2 additional years for compliance studies and subsequent code cycle discussions); transfer to Archives on appropriate media for permanent preservation. 7 Del Admin C § 2101	12/16/2016
DEO-010	EVALUATION, MEASUREMENT AND VERIFICATION Evaluation, Measurement and Verification will collect data from the Weatherization Assistance Program (WAP), Green Energy Fund (GEF), Energy Efficiency Investment Fund (EEIF) and private Energy Utilities. Files may contain: customer information, permits, invoices, energy audits, and correspondence.	CONF	Retain paper copies until scanned and verified; destroy paper copies; retain scanned copies for 3 years; destroy. 29 Del C § 8051 7 Del Admin C § 2103 7 Del Admin C § 2101 7 Del Admin C § 2105 10 CFR 600.153 10 CFR 436 Subpart B 10 CFR 436 Subpart C 10 CFR 451	12/16/2016

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DEO-011	RENEWABLE PORTFOLIO STANDARD Reports received from utilities to explain how they meet standards. Reports received on SREC auctions. Files may contain: reports, customer information, account information and confidential market rate information.	CONF	Retain digital files at agency for 3 years; destroy. 29 Del C § 8051	12/16/2016
DEO-012	PRELIMINARY LAND USE SERVICE Formal Department comments on site plans, re-zoning requests and comprehensive development plan provided to Office of State Planning Coordination as part of the Preliminary Land Use Service. Files may contain: comments on comprehensive plans, development projects, ordinances and correspondence.		Retain digital files at agency and in application database/tool for 2 years; destroy. 29 Del C § 92 Subchapter 2	12/16/2016
DEO-013	DOCUMENTS, ASSESSMENTS AND REPORTS Documents developed by Division of Energy and Climate staff, consultants or grant recipients in support of Division programs and programmatic goals. Files may contain: vendor information, request for proposals (RFP), scientific research, annual reports, and correspondence.		Retain paper copies at agency 3 years; maintain digital files at agency; transfer to Archives on appropriate media for permanent preservation.	12/16/2016
DEO-014	CLIMATE ADAPTATION GRANT PROGRAMS Documents related to grants and rebates to businesses, NGOs, individuals and government entities for climate adaptation and sustainability initiatives. Files may include: application, correspondence, eligibility information, budget summary, evaluation, reports, audit records, expenditure reports, public hearing transcript, affidavit of publication and award notice.		Retain paper copies at agency for 3 years after grant closure; destroy paper copies. Maintain digital files at agency.	12/16/2016

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DEO-015	ENERGY ASSURANCE PLANNING The goal of Energy Assurance Planning is to achieve a robust, secure and reliable energy infrastructure that is also resilient to restore services rapidly in the event of any disaster. Files may contain: vendor information, energy assurance planning training events, sales receipts, invoices, and correspondence.	CONF	Retain at agency 5 years (energy assurance plan updates are scheduled every 3 years or as needed); transfer to Archives on appropriate media for permanent preservation. 29 Del C § 8051	12/16/2016
WRPS-002	SPECIAL PLANNING FILES Include interdivisional weekly / quarterly reports, federal reports, correspondence with the public, state agencies and DNREC Divisions on environmental concerns and data related to planning associations.		Retain at agency 1 year after termination of project; purge according to approved purge list; transfer to Delaware Public Archives for permanent preservation.	8/1/1989 12/16/2016
WRPS-004	LAND USE PLANNING AND COORDINATION		Moved to Budget Office under State Planning Office	8/1/1989 11/25/1998
	Coastal Zone Act			
WRPS-005	COASTAL ZONE ACT The Coastal Zone Act regulates existing heavy industrial activities, as well as new and existing manufacturing activities in Delaware's Coastal Zone. Files may contain: status decisions, permits, legal notices, appeals, State Coastal Zone Industrial Control Board records, enforcement issues, correspondence, regulations and updates.		Retain at agency 5 years after decision or issuance of permit; transfer to Delaware Public Archives on appropriate media for permanent preservation. Maintain digital file at agency. 7 Del C § 70 7 Del Admin C § 101	1990 12/16/2016

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Agency Notes:

1. Delaware Code:
 - a. [29 Del C § 5](#) State Government- General Provisions-State Archives and Historical Objects- Public Records
 - b. [29 Del Code 8051](#) State Government-Department of Government-Department of Natural Resources and Environmental Control-Delaware Energy Act
 - c. [7 Del C § 70](#) Conservation-Natural Resources-Coastal Zone Act
 - d. [29 Del C § 92 Subchapter 2](#) State Government-Department of Government-Department of Natural Resources and Environmental Control-Land Use Planning
 - e. [7 Del C § 60 Subchapter II-A](#) Conservation-Natural Resources-Environmental Control-Regional Greenhouse Gas Initiative and CO2 Emissions Trading Program
 - f. [30 Del C § 5502](#) State Taxes-Commodity Taxes-Motor Carriers Fuel Purchase Law
2. Delaware Administrative Code
 - a. [7 Del Admin C § 2103](#) Natural Resources and Environmental Control-Division of Energy and Climate-Regulations for the Green Energy Program
 - b. [7 Del Admin C § 2101](#) Natural Resources and Environmental Control- Division of Energy and Climate-Regulations for State Energy Conservation Code
 - c. [7 Del Admin C § 2105](#) Natural Resources and Environmental Control- Division of Energy and Climate-Regulations Governing Evaluation, Measurement and Verification Procedures and Standards
 - d. [7 Del Admin C § 101](#) Natural Resources and Environmental Control- Division of Energy and Climate-Regulations Governing Delaware Coastal Zone
3. Federal Code
 - a. [2 CFR 176](#) Grants and Agreements-Office of Management and Budget Guidance for Grants and Agreements-Awards Terms for Assistance Agreement the include Funds Under the American Recovery and Reinvestment Act of 2009, Public Law 111-5
 - b. [10 CFR 420](#) Energy-Department of Energy-Oil-Energy Conservation-State Energy Program
 - c. [10 CFR 436 Subpart B](#) Energy-Department of Energy-Oil-Energy Conservation-Federal Energy Management and Planning Programs-Methods and Producers for Energy Saving Performance Contracting
 - d. [10 CFR 436 Subpart C](#) Energy-Department of Energy-Oil-Energy Conservation-Federal Energy Management and Planning Programs-Agency Procurement of Energy Efficient Products
 - e. [10 CFR 440.24](#) Energy-Department of Energy-Oil-Energy Conservation-Weatherization Assistance for Low-Income Persons-Recordkeeping
 - f. [10 CFR 451](#) Energy-Department of Energy-Oil-Energy Conservation-Renewable Energy Production Incentives
 - g. [10 CFR 600.153](#) Energy-Department of Energy-Alternate Fuels-Financial Assistance Rules-Retention and access requirements for records
4. United States Code
 - a. [42 USC 81 Subchapter III](#) The Public Health and Welfare-Energy Conservation and Resource Renewal-Energy Conservation and Renewable-Resource Assistance for Existing Buildings
 - b. [5 USC 552](#) Government Organization and Employees-The Agencies Generally-Administrative Procedure-Administrative Procedure-Public information, agency rules, opinions, orders, records and proceedings-The Freedom of Information Act
5. The destruction of Electronic Records requires an authorized Destruction Notice from the DPA. Please refer to DPA policy.
6. If data system(s) replaces hard copy and the records have differing retention periods and agency software does not readily permit selective deletion, then delete records after the longest retention period has expired.
7. Contingency backup records should be maintained apart from the master file or data system in a secure offsite facility.
8. If any data is necessary to reconstruct the master file or required for audit, it should be listed on an agency approved records retention schedule

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Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
DEO-005	Weatherization Assistance Program -Will be scanning paper documents then destroying after verification	Three years	8/8/2013
DEO-006	GREEN ENERGY PROGRAM -	New Series Created	3/13/2014
DEO-007	ENERGY EFFICIENCY INVESTMENT FUND	New Series Created	12/16/2016
DEO-008	CLEAN TRANSPORTATION INCENTIVE PROGRAM	New Series Created	12/16/2016
DEO-009	BUILDING ENERGY CODES	New Series Created	12/16/2016
DEO-010	EVALUATION, MEASUREMENT AND VERIFICATION	New Series Created	12/16/2016
DEO-011	RENEWABLE PORTFOLIO STANDARD	New Series Created	12/16/2016
DEO-012	PRELIMINARY LAND USE SERVICE	New Series Created	12/16/2016
DEO-013	DOCUMENTS, ASSESSMENTS AND REPORTS	New Series Created	12/16/2016
DEO-014	CLIMATE ADAPTATION GRANT PROGRAMS	New Series Created	12/16/2016
DEO-015	ENERGY ASSURANCE PLANNING	New Series Created	12/16/2016
WRPS-002	SPECIAL PLANNING FILES	Moved from Facilities and Planning Support schedule (section was ultimate)	
WRPS-004	LAND USE PLANNING AND COORDINATION	Moved to Budget office in 1998 to series# BUP-001	
WRPS-005	COASTAL ZONE ACT	Moved from Facilities and Planning to Office of the Secretary to Energy and Climate Office	

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	DIRECTOR'S			
WHSD-001	POLICY AND PROGRAM FILES, REPORTS AND PLANS Files may contain weekly reports, annual reports and reports pertaining to policy, operations and functions of division. May contain agreements, budgets, checklists, chronology, correspondence, data, decisions, fact sheets, guidance, legal instruments, maps, multimedia, news releases, photographs, plans policies, presentations, public comments, regulation.		Retain at agency until no longer accessed frequently; successful audit; transfer to Delaware Public Archives for permanent preservation.	2/20/2017
WHSD-002	ADVISORY COUNCIL MEETINGS Minutes, letters of appointment, agendas and reports related to committees, meetings, forums where staff from the division attend. May contain agendas, applications, checklists, chronology, correspondence, data, minutes, fact sheet, hearing record, minutes, plan, policy, presentation, technical notes.		Retain at agency 2 years; successful audit; transfer to Delaware Public Archives for permanent preservation.	2/20/2017
	EMERGENCY PLANNING AND RESPONSE SECTION			
EPR-001	TOXICS RELEASE INVENTORY (TRI) FACILITY REPORTS AND DATA (EPCRA Section 313) The Toxic Release Inventory (TRI) provides the public with information regarding releases and waste management of toxic chemicals. Release categories include releases, or emissions, to the air, water, and land. Waste management categories include Publically Owned Treatment Works (POTWs), disposal, energy recovery, recycle, and treatment for destruction. Annual Reports of toxic chemicals released on-site to the environment or transferred off-site by the facilities required to report these data under the Emergency Planning Community Right-To-Know Act (EPCRA) and Delaware Code		Retain reporting years 2005 and later. Facilities report online to the EPA and the data is incorporated into DNREC database for analysis and generation of annual reports; transfer annual reports to Delaware Public Archives for permanent preservation. Reporting years 1987 – 2004 transfer to Delaware Public Archives permanent preservation 16 DE Code 63 40 CFR 372 42 USC 11022 42 USC 11023	3/30/2010 2/20/2017

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EPR-002 EHADM-003	EMERGENCY PLANNING NOTIFICATION (EPCRS Section 302/303) The facilities having Extremely Hazardous Substance (EHS) in excess of the threshold planning quantity (TPQ) are to notify the State Emergency Response Commission (SERC) and the Local Emergency Planning Committee (LEPC) and designate an emergency planning coordinator. Notifications are centrally submitted to the EPCRA Reporting Program in Department of Natural Resources and Environmental Control (DNREC)	VITAL	Keep all notices made within last 5 years; past that, keep most recent notice on file; if facility closes retain 5 years; destroy. 16 Del C § 63 7 Del C § 77 42 USC 11002 (c) 42 USC 11003 40 CFR 355	9/30/1991 2/20/2017
EPR-003	HAZARDOUS CHEMICAL INVENTORY SUBMITTALS (EPCRA Section 311/312) Facilities having hazardous chemicals or extremely hazardous substances on site above threshold amounts are required to submit reports to the appropriate Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SEPC) and the Fire Department within jurisdiction of the facility. The records are submitted electronically by the facilities to the EPCRA reporting program in DNREC. Includes initial notification when chemicals first exceed thresholds, annual reports (Tier II reports), emergency contacts, chemical identities, maps, facility details, and other details regarding storage amounts and locations of the chemicals reported by the facilities and related documents/correspondence with facilities concerning these reports and are stored with the reports. The Hazardous Chemical Inventory Reporting provides the SERC with facility information, chemical information, chemical inventory amounts, and location and storage conditions for use in emergency planning and response.	CONFIDENTIAL VITAL	Retain at agency 5 years; destroy. 16 Del C § 63 7 Del C § 77 42 USC 11021 42 USC 11022 42 USC 11023 40 CFR 370 29 CFR 1910	2/20/2017
EPR-004	REGULATORY DEVELOPMENT DOCUMENTS Origination and background documents for development and amendments of regulations for Emergency Planning and Community Right-to-know		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	2/20/2017

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	EMERGENCY RESPONSE BRANCH			
ERB-001	INCIDENT REPORT FILES File may contain: Incident reports, timesheets, field work orders, agreements to remediate, incident chronologies, cost recovery packages, Material Safety Data Sheets (MSDS) sheets, analytical reports and incident related environmental contractors billings	VITAL	Retain at agency 5 years; maintain in database permanently. 16 Del C § 63 7 Del Admin C § 1201 40 CFR 68 29 CFR 1910 42 USC 11021	2/20/2017
ERB-002	INCIDENT PHOTO FILES Photographs of an incident	CONFIDENTIAL	Retain at agency on database permanently.	2/20/2017
ERB-003	TRAINING FILES Training files consist of training certificates, training letters, training reports, training tracking spreadsheets and training fund request letters. Copies of all training certificates and training letters are to be sent to Human Resources to be placed in the employees personnel file. Hard copies are to be kept by the ERB for 3 years and then will be destroyed. Monthly training reports and training fund request letters are to be kept for 3 years and then destroyed. Employee training tracking spreadsheets are to be kept.		Retain at agency 3 years: destroy. 29 CFR 1910 42 USC 11005	2/20/2017
	ACCOUNTING FILES		Please refer to the General Accounting and Finance Schedule	2/20/2017
	PERSONNEL FILES	CONFIDENTIAL	Please refer to the General Personnel Schedule	2/20/2017
ERB-004	MEDICAL MONITORING PROGRAM FILES The medical monitoring files consist of employee tracking information, hard copy and data base, medical monitoring servicing contract paperwork, billing paperwork and exam result paperwork.	CONFIDENTIAL	Retain in office 3 years transfer to Human Resource Office to be filed under the GPR-020 series. 29 CFR 1910	2/20/2017
	ACCIDENTAL RELEASE PREVENTION BRANCH			

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ARP-001	FACILITY INSPECTION REPORTS The Accidental Release Prevention regulation contains requirements for owners or operators of stationary sources having regulated substance or extremely hazardous substance onsite and are required to develop and implement a risk management program that anticipate and minimizes the chances of catastrophic events Master files contain: 1. Facility History 2. Registration Forms 3. RMPs (Risk Management Plans) 4. Compliance correspondence		The original file shall be maintained at agency as proof of original submission date and updates shall be kept for a period of 10 years from their receipt date. Once a facility is decommissioned, the files shall be maintained at agency for a period of 10 years after the date of decommissioned. After the 10 years, the original file may be destroyed. 7 Del C § 77 7 Del Admin C §1201 40 CFR 68	2/20/2017
	SITE INVESTIGATION AND RESTORATION			

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SF-001	<p>SITE INVESTIGATION FILES – FEDERAL and HSCA FUNDED</p> <p>Site Identification Background Information, Preliminary Assessment /Initial Investigation, Site Inspection /Facility Evaluation, Model Ranking, Miscellaneous</p> <p>Remedial Investigation/Feasibility Study (RI/RFS) RI/BFI Work Plans & Amendments, RI/BFI Data Package, Remedial Investigation/BFI Reports, Permits, Feasibility Studies (FS), Applicable Requirement (ARARS), Proposed Plan of Remedial Action & Comments, Final Plan of Remedial Action/Record of Decision, Interim Action/Emergency Response, Miscellaneous</p> <p>Remedial Design Pre-design Work, Work Plans & Amendments, Final Design Documents, Miscellaneous</p> <p>Remedial Action Work Plan & Amendments, Permits, Reports & Activities, Miscellaneous</p> <p>Operations & Maintenance/Long Term Stewardship O&M/LTS Work Plans & Amendments, Reports & Activities, Miscellaneous, Institutional Control</p> <p>Natural Resource Damage (NRSA) Pre-Assessment Screening, Damage Assessment, Restoration, Miscellaneous</p> <p>Public Relations Community Relations, Freedom of Information Act (FOIA), All Media Coverage, Public Meetings</p> <p>Legal Site Access, PRP Search, Orders/Decrees/Agreements, Litigation/EAB Enforcement, Hearing, Miscellaneous</p> <p>General Miscellaneous Communications, Miscellaneous Reports/Notes/Photos, Miscellaneous Maps, Final Disposition</p> <p>Financial Information Grant Application, Awards, Closeout Reports, Quarterly/Semi-Annual Reports, Contracts, Expenditure File, Cost Recovery, Miscellaneous</p>		<p>Retain at agency 10 years from the date of completion of remedial action, site closure or Conditional No Further Action letter and/or completion of Long Term Stewardship (LTS), and any Natural Resource Damage Assessment (NRDA).</p> <p>If any litigation, claim, negotiation, audit, cost recovery or other action involving the records has been started before the expiration date of the (10) ten year period, the records must be retained until completion of action and resolution of all issues, which arise from it or until the end of the regular (10) ten year period, whichever is later unless otherwise directed by the EPA award official, and must obtain written approval from the EPA award official before destroying any records.</p> <p>7 Del C § 91 7 Del Admin C§ 1375 36 CFR parts 1220 through 1234</p> <p>NOTE: Confidentiality is variable by phase agency determination.</p>	<p>1993 2/20/2017</p>

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<p>SOL-001 WRSW-001 & 002</p>	<p>SITE FILES</p> <p>Document all aspects of solid and/or hazardous waste disposal sites in the state. Arranged alphabetically by site name</p> <p>May contain the following:</p> <ol style="list-style-type: none"> 1. Notification/Registration NRWA Registration, Infectious Waste Registration, Treatability, Infectious Waste Sharps Mail-Back and Electronic Signature Agreement 2. Permitting Siting Submittal, Permit of Record, Approval of Record, Permit Applications/Modifications, Construction Certification Reports, Operating Plans and Trial Burn Submittals 3. Beneficial Use Determinations BUD Documents and Application/Request 4. Reporting Operating Reports, Annual Reports, Monitoring Reports and Financial Assurance 5. Public Relations/Interactions Public Notices, Public Meetings, Public Hearings, Media Coverage and FOIA History 6. Compliance Monitoring Compliance Assessments – photos/inspection report and Site Visits 7. Enforcement Informal Enforcement, Enforcement Panel Packages (Confidential Until Action Final) and Formal Enforcement – Secretary’s Orders, Administrative Penalties/NOC’s 8. Corrective Action Solid Waste Management Unit Identification, Facility/Site Assessment, Facility/Site Investigation – Work Plan, Corrective Measures Study, Corrective Measures Implementation and Operation and Maintenance 9. General Correspondence Chronological by Year, Memos and Meeting Reports 10. Confidential Confidential Business Information (CBI)-CBI Request, CBI Determination and CBI Information Other Confidential Information – Pending Enforcement Actions and Legal Interpretation – Attorney/Client Documents 11. Universal Recycling Grants and Low Interest Loan Program (URGLILP) 		<p>Maintain at agency. If no activity for 3 years at divisions’ discretion; transfer to Delaware Public Archives for permanent preservation.</p> <p>40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1300 36 CFR parts 1220 through 1234</p>	<p>11/26/1984 6/20/1995 2/20/2017</p>
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	<p>Application Package, Correspondence/Memos, Notification of Acceptance/Rejection, Contract/Agreement, Reporting and Reimbursement Requests, Invoices, and Supporting Documentation</p> <p>12. Recycling Public Advisory Council (RPAC) Meeting Agendas/Minutes by Year, Reports, Correspondence/Memos, Membership Information and Other</p> <p>13. Yard Waste Site Management Polly Drummond Hill Road Site-Correspondence/Memos, Bids/RFP's, Contracts/Agreements, Invoices/Information Related to Payments by Year and Other Other</p> <p>14. General Recycling/Waste Minimization Universal Recycling Compliance, Correspondence/Memos, Advertising/Outreach, Reports/Studies, Recycling Industry Reporting, Other and Field Oversight Reports</p>			
SOL-002	<p>TRANSPORTER FILES (SOLID WASTE)</p> <p>Document operations of any firm or individual transporting solid waste within the state Arranged by transporter permit number. May contain the following:</p> <ol style="list-style-type: none"> 1. Permit Application (<i>application and checklist</i>) 2. Permit 3. Correspondence <p>Notice of Deficiency and Expired Permit Letters</p> <ol style="list-style-type: none"> 4. Enforcement 5. Annual Reports 		<p>Maintain at agency. If no activity for 3 years, transfer to Delaware Public Archives for permanent preservation.</p> <p>40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1301 36 CFR parts 1220 through 1234</p>	<p>11/26/1984 6/20/1995 2/20/2017</p>

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SOL-003	INFECTIOUS WASTE FILES Document the generation, transportation and disposal of infectious waste in the state. Contains the following: <ul style="list-style-type: none"> A. Generator Registration Forms Shows name/address, type of waste, current method of disposal, signature and date. Arranged by date received B. Generator Annual Reports Show names/address, description and amount of waste generated, transporter, treatment facility and certification. Arranged by generator ID number C. Transporter Annual Reports Shows volume of waste handled plus names/addresses of generators and disposal facilities involved. Arranged by transporter permit number D. Manifests Cargo lists showing generator, transporter and treatment/disposal facility information. Arranged by date of data entry E. Correspondence Letters regarding status of disposal, incomplete/illegible manifests, or chronology of either Arranged by disposal facility 		<ul style="list-style-type: none"> A. Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation. B. Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation. C. Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation. D. Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation. E. Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation. 40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1302 36 CFR parts 1220 through 1234	11/26/1984 6/20/1995 2/20/2017
SOL-004	TRANSPORTER FILES (HAZARDOUS WASTE) Document operations of any firm or individual transporting hazardous waste within the state Arranged by transporter permit number Contain the following: <ul style="list-style-type: none"> 1. Permit Application (<i>application and checklist</i>) 2. Permit 3. Correspondence Notice of Deficiency and Expired Permit Letters 4. Enforcement 5. Annual Reports 		Maintain at agency. If no activity for 3 years, transfer to Delaware Public Archives for permanent preservation. 40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1302 36 CFR parts 1220 through 1234	11/26/1984 6/20/1995 2/20/2017

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SOL-005	GRANT MANAGEMENT Documents pertaining the application, operation and implementation of EPA awarded RCRA Grant funds. May contain the following: <ol style="list-style-type: none"> 1. RCRA Grant Management Application, EPA Review, Fiscal, Workplan and Reports 2. Grants General Application, EPA Review, Fiscal and Workplan Reports 		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation. 40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1302 36 CFR parts 1220 through 1234	2/20/2017
SOL-006	WASTE REDUCTION, REUSE, AND RECYCLING Documents pertaining the operation, organization, and implementation of state recycling objectives and activities May contain the following: <ol style="list-style-type: none"> 1. Universal Recycling Grants and Low Interest Loan Program (URGLILP) 2. Recycling Public Advisory Council (RPAC) 3. Yard Waste Site Management 4. Universal Recycling Compliance 5. General Recycling/Waste Minimization 		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation. 40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1302 36 CFR parts 1220 through 1234	2/20/2017
WRSW-003	PROGRAM FILES Agreements between EPA and DNREC to designate responsibilities Understanding with State Police and DelDOT Guidelines to handle hazardous waste materials, emergency response incidents, site investigations and safety program information.		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation. 40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1302 36 CFR parts 1220 through 1234	11/26/1984 6/20/1995 2/20/2017
WRSW-004	STATE OF DELAWARE HAZARDOUS WASTE MANIFEST Uniform Hazardous Waste Manifest A two-part form used to track hazardous waste shipments from generator to treatment/storage/disposal (TSD) facility. Part A is received from generator of waste and part B is received from TSD facility.		Retain at agency 3 years after Part B is received; transfer to Delaware Public Archives for permanent preservation. 40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1302 36 CFR parts 1220 through 1234	11/26/1984 6/20/1995 2/20/2017

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WRSW-005	PROGRAM AUTHORIZATION FILES Program description, memorandum of agreement, Attorney General's Statement, letter of intent, EPA reports regarding authorization and other related correspondence regarding hazardous waste programs.		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation. 40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1302 36 CFR parts 1220 through 1234	11/26/1984 6/20/1995 2/20/2017
WRSW-006	HAZARDOUS WASTE ENFORCEMENT MINUTES Documentation of the governing body, which regulates and polices hazardous waste activities.		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation. 40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1302 36 CFR parts 1220 through 1234	11/26/1984 6/20/1995 2/20/2017

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<p>WRSW-007</p>	<p>NOTIFIER FILES/GENERATOR WASTE FILES</p> <p>Individual company files dealing with waste containing notification forms, applications (states the company's operation), inspection reports, enforcement action records and preliminary assessments.</p> <p>May contain the following:</p> <ul style="list-style-type: none"> 0. Master Chronology Index 1. Part "A" Application & Notification <i>(Notification Forms, Deactivation Memos, Subsequent Notifications, Change of Ownership)</i> TCLP Part A Application, BIF Part A Application, Treatability Notifications and Discharge to POTW Notifications 2. Part "B" Application 3. Permit of Record 4. Landfill – General 5. Enforcement Chronology– CONFIDENTIAL <i>(Memo to Legal Office requesting issuance of Secretary's Orders)</i> 6. Secretary's Orders <i>(Secretary's Order, Company's Response to Secretary's Order, SHWMB Letter documenting Return to Compliance)</i> 7. Facility Management Plan 8. Notice of Deficiency 9. Notion of Violation <i>(Notice of Violation, Company's Response to NOV [with attachments], SHWMB Letter documenting Return Compliance)</i> 10. Correspondence – General <i>(SHWMB Letter documenting compliance after an assessment when no violations are discovered)</i> 11. U.S. EPA <i>(Correspondence between SHWMB and EPA)</i> 12. Financial Assurance 13. Meeting Reports <i>(Meeting reports for all meetings SHWMB attends)</i> 14. Spills 15. Closure 16. Public Notices <i>(Copies of all public notices placed in newspapers or on radio)</i> 17. CONFIDENTIAL <i>(Confidential Business Information)</i> 18. Consent Orders 19. Internal Memorandums <i>(All memorandums between SHWMB staff)</i> 		<p>Maintain at agency. If no activity for 3 years at divisions' discretion; transfer to Delaware Public Archives for permanent preservation.</p> <p>40 CFR 239 through 282 7 Del C §63 subchapter 1 7 Del Admin C § 1300 7 Del Admin C § 1370 36 CFR parts 1220 through 1234</p>	<p>11/26/1984 6/20/1995 2/20/2017</p>
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	<ul style="list-style-type: none">20. Imminent Hazard Orders21. Compliance Assessments <i>(Compliance Assessment reports, checklists, photos)</i>22. Surface Impoundment23. Waste Disposal24. Waste Analysis25. Waste Characterization26. Sampling27. NON-USE – GROUNDWATER NOW 6128. Solid Waste Management Units (SWMU) Corrective Action (HSWA)RCRA Facility Assessment (RFA) and RCRA Facility Investigation (RFI) - Oversight Reports and Lab DataInterim Corrective Action Measures, Corrective Measures Study (CMS), Corrective Measures Implementation (CMI), Corrective Action Order, Corrective Action (HSWA) Permits and Corrective Action Management Units (CAMU)29. Maps30. HOLD31. HOLD32. Hazardous Waste Annual Reports<ul style="list-style-type: none">A. Treatability Study Annual Reports33. HOLD34. FOIA Correspondence <i>(Copies of letters requesting FOIA review)</i>35. H.W. Incinerator Monthly Operations Reports36. Air Resources <i>(Correspondence between SHWMB and Air Resources)</i>37. Letter of Warning <i>(Letter of Warning, Company's Response to LOW [with attachments], SHWMB letter documenting Return to Compliance)</i>38. Fly Ash39. SERT Incident Reports – CONFIDENTIAL40. Public Hearings <i>(Attendance Sheets, Hearing Reports)</i>41. Appeals42. Waste End Assessment Reports43. Exposure Assessment for H.W. Landfills and Surface Impoundments44. Manifests <i>(photocopies of manifests)</i>45. Transfer Facility			
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	<ul style="list-style-type: none"> 46. HOLD 47. Bureau of Environmental Health 48. Coastal Zone 49. Superfund 50. Trial Burn Reports and Evaluations 51. Land Treatment Demonstration Reports (Initial/Final), Evaluations and Air Monitoring at LTU 52. Environmental Impact Assessments (EIA) 53. Gas Recovery System 54. Tires 55. Land Treatment Unit, No Mitigation Petition 56. HOLD 57. HOLD 58. Contingency Plans 59. Hazardous Waste Tanks 60. Delisting Information 61. Groundwater Comprehensive Groundwater Monitoring Evaluation and Operations and Maintenance Inspections 62. Post Closure 63. Permit Modifications 64. Solid Waste <i>(Correspondence between SHWMB and Solid Waste Branch)</i> 65. Siting <ul style="list-style-type: none"> A. Intent to Site 66. Exports 67. Permitting Advisory Service <i>(Old DAS)</i> 68. Internal Memorandums – Attorney/Client Privileged – CONFIDENTIAL 69. Property Records, Access Agreements, Etc. 70. Long Term Stewardship <i>(Inspection Reports, etc.)</i> 			

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WRSW-008	LAWS, REGULATIONS and AMENDMENTS PERTAINING TO SOLID AND HAZARDOUS WASTE A publication		Submit 2 copies to Delaware Documentation at Delaware Public Archives upon publication. Replace other copies as updated.	11/26/1984 6/20/1995
WRSW-009	GENERAL CORRESPONDENCE Letters, memos, meeting agendas and inter-office correspondence		Retain in office; successful audit, destroy.	11/26/1984 6/20/1995
	TANK MANAGEMENT			
TMS-001 UST-001 UST-005	INITIAL REGISTRATION AND NOTIFICATION FORMS FOR UST AND ASTS : Master files on each underground and aboveground storage tank locations in the state. Files are organized per the Section Master File Chronology. Contain the following: <ol style="list-style-type: none"> 1. Ownership discovery 2. Vapor Recovery 3. Notices of Violation and other Enforcement 4. Cost Recovery 	#3 Confidential	Item # 1 through #4: Maintain at agency for 30 years; transfer to Delaware Public Archives for permanent preservation. 40 CFR 280 40 CFR 281 7 Del C § 74 7 Del C § 74A 7 Del Admin C § 1351 7 Del Admin C § 1352 29 Del C § 100 36 CFR parts 1220 through 1234 The Aboveground Storage Tank Program is not subject to any federal requirements that address record retention. Certain documents will always be considered non-public as described in the Tank Management Section's Master File Chronology.	2/3/1993 2/20/2017

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TMS-002 UST-002 UST-003 UST-004	<p>NOTIFICATION OF UST AND AST INSTALLATION, RETROFITS, AND REMOVALS:</p> <p>Installation: Contains UST installation notification forms, test results that were required and any additional field observations, comments, relevant phone logs or emails. The complete installation folder is to be filed together minus the FR documentation which is filed in 76.</p> <p>AST activity form for installations in 01-Contains details of scheduled tank removals, abandonments or installations</p> <p>UST Retrofits: UST Retrofit Notification forms, Confirmation forms/faxes, retrofit sample results, retrofit test results that were required and any additional field observations, comments, relevant phone logs or emails. AST activity form for retrofits in 01</p> <p>Removal: 10 day notification form, Removal/Closure report including Soil Samples, Disposal documentation for tank, product and soil, chain of custody, TMS staff field report, photos non-digital, dunning letters for delinquent closure reports</p>	CONFIDENTIAL	<p>Retain at agency through completion of removal/abandonment / installation, transfer to TMS-001.</p> <p>40 CFR 280 40 CFR 281 7 Del C § 74 7 Del C § 74A 7 Del Admin C § 1351 7 Del Admin C § 1352 29 Del C § 100 36 CFR parts 1220 through 1234</p> <p>The Aboveground Storage Tank Program is not subject to any federal requirements that address record retention. Certain documents will always be considered non-public as described in the Tank Management Section's Master File Chronology.</p>	2/3/1993 2/20/2017
TMS-003 UST-003	<p>COMPLIANCE FILES</p> <p>UST and AST* Inspection Reports: UST Inspection Checklists with Site Map, Non-Digital Photos Taken at Inspections, AST Site Inspection Documentation, AST 653 Reports and Any Additional Field Notes, Comments, Phone logs or Emails Documenting Observations Made During the Review or Physical Inspection. For all ASTs - list tank numbers on log in sheet</p>		<p>Retain at agency through attainment of compliance; transfer to TMS-001.</p> <p>40 CFR 280 40 CFR 281 7 Del C § 74 7 Del C § 74A 7 Del Admin C § 1351 7 Del Admin C § 1352 29 Del C § 100 36 CFR parts 1220 through 1234</p> <p>The Aboveground Storage Tank Program is not subject to any federal requirements that address record retention. Certain documents will always be considered non-public as described in the Tank Management Section's Master File Chronology.</p>	2/3/1993 2/20/2017

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TMS-004 UST-004	LUST AND LAST: LEAKING UNDERGROUND OR ABOVEGROUND STORAGE TANK FILES Master files on each leaking tank site in the state. Contains the following: <ol style="list-style-type: none"> 1. Correspondence 2. Freedom of Information Act (FOIA) Materials 3. Meeting Reports 4. Well Permits and Completion Reports 5. Lab Analytical Results 6. Well Gauge Reports 7. Consultant Reports 8. No Further Action Letters 		Retain at agency through attainment of site closure and NFA then transfer to TMS-001. 40 CFR 280 40 CFR 281 7 Del C § 74 7Del C § 74A 7 Del Admin C § 1351 7 Del Admin C § 1352 29 Del C § 100 36 CFR parts 1220 through 1234 The Aboveground Storage Tank Program is not subject to any federal requirements that address record retention. Certain documents will always be considered non-public as described in the Tank Management Section's Master File Chronology.	2/3/1993 2/20/2017
TMS-005 UST-005	FINANCIAL ASSISTANCE PROGRAMS Financial incentive programs such as FIRST Fund, which was used to assist in payment of tank removals and cleanups when there was no tank owner, or the owner didn't have the ability to pay. This series also contains records for the Early Compliance Detection Incentive Program (1986-1988) that served as a preemptive measure to pay for a necessary cleanup when the responsible party complied with tank upgrade requirements in the early 1990s.		Retain at agency through site closure; successful audit; then transfer to TMS-001. 7 Del C § 74 7 Del C § 74A 7 Del Admin C § 1351 7 Del Admin C § 1352 29 Del C § 100 36 CFR parts 1220 through 1234 The Aboveground Storage Tank Program is not subject to any federal requirements that address record retention. Certain documents will always be considered non-public as described in the Tank Management Section's Master File Chronology.	2/20/2017
	TANK MANAGEMENT-BOILER SAFETY			
BS-001	BOILER AND PRESSURE VESSEL INSPECTION FILES Documents the installation, maintenance and operation of boilers and pressure vessels in the state. Files may contain inspection requests, inspection reports, repair reports, accident reports, copies of inspection stickers, invoices, copies of payment checks and correspondence.		Retain the first inspection report in hardcopy at the agency for objects installed before January 1, 2002. Objects installed on or after January 1, 2002, retain inspection information electronically. If unit goes out of service, transfer to Series BS-005, for subsequent retention instructions. 7 Del C § 74B 7 Del Admin C § 1353 29 Del C § 100 36 CFR parts 1220 through 1234	2/26/1992 11/1/1995 2/2000 8/28/2009 2/20/2017

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BS-002	INSPECTOR FILES Document the eligibility and proficiency of persons inspecting boilers and pressure vessels. Files may contain applications for examinations, test results, certification of competency, copy of credential card and correspondence.	CONFIDENTIAL	Retain at agency. If no activity for 3 years, destroy. 7 Del C § 74B 7 Del Admin C § 1353 29 Del C § 100 36 CFR parts 1220 through 1234	2/26/1992 11/1/1995 8/28/2009 9/24/2014 6/3/2015 2/20/2017
BS-003	ACCIDENT FILES Secondary file documenting boiler and pressure vessel accidents within the state including privately owned facilities Files may contain the state inspector or the insurance company inspector's reports/notes on accidents and their outcomes.		Retain at agency 10 years after accident; destroy. 7 Del C § 74B 7 Del Admin C § 1353 29 Del C § 100 36 CFR parts 1220 through 1234	2/26/1992 11/1/1995 2/2000 2006 8/28/2009 2/20/2017
BS-005	IDLES FILES Inspection files of boilers and pressure vessels that are temporarily not in use.		Retain at agency 3 years after unit becomes idle; destroy. 7 Del C § 74B 7 Del Admin C § 1353 29 Del C § 100 36 CFR parts 1220 through 1234	2/2000 8/28/2009 6/3/2015 2/20/2017
BS-006	SHOP REVIEWS Contains company requests for permission to manufacture or to repair boilers while meeting NBBI Code or ASME Code Files may contain qualification review report with state's findings of renewal, rejection or granting, notes, copies of certification of authorization and copies of fees paid.		Retain at agency 3 years after review; successful audit; destroy. 7 Del C § 74B 7 Del Admin C § 1353 29 Del C § 100	2/2000 2/20/2017
XBS-001	INSPECTION FEE LEDGERS		Deleted	

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Agency Notes:

1. Delaware Code
 - a. [29 Del C § 5](#) State Government- General Provisions-State Archives and Historical Objects- Public Records
 - b. [29 Del C § 100](#) State Government-General Regulations for State Agencies-Freedom of Information Act
 - a. [6 Del C § 12A](#) Commerce and Trade-Other Laws Relating to Commerce and Trade-Uniform Electronic Transaction Act
 - c. [7 Del C 63 subchapter 1](#) Conservation-Natural Resources-Hazardous Waste Management-Hazardous Water
 - d. [7 Del C 74](#) Conservation-Natural Resources-Delaware Underground Storage Tank Act
 - e. [7 Del C 74A](#) Conservation-Natural Resources-The Jeffrey Davis Aboveground Storage Tank Act
 - f. [7 Del C 74B](#) Conservation-Natural Resources-Boiler Safety Program
 - g. [7 Del C 77](#) Conservation-Natural Resources-Extremely Hazardous Substance Risk Management Act
 - h. [7 Del C 91](#) Conservation-Hazardous Substance Cleanup-Delaware Hazardous Substance Cleanup Act
 - i. [16 Del C 63](#) Health and Safety-Safety-Emergency Planning and Community Right-to-Know
2. Delaware Administrative Code
 - a. [7 Del Admin C 1201](#) Natural Resources and Environmental Control-Emergency Prevention and Response-Accidental Release Prevention Regulation
 - b. [7 Del Admin C 1300](#) Natural Resources and Environmental Control-Solid and Hazardous Waste Management Section
 - c. [7 Del Admin C 1301](#) Natural Resources and Environmental Control- Solid and Hazardous Waste Management Section-Regulations Governing Solid Waste
 - d. [7 Del Admin C 1302](#) Natural Resources and Environmental Control- Solid and Hazardous Waste Management Section-Regulations Governing Hazardous Waste
 - e. [7 Del Admin C 1351](#) Natural Resources and Environmental Control-Tank Management Section-Underground Storage Tank Systems
 - f. [7 Del Admin C 1352](#) Natural Resources and Environmental Control-Tank Management Section-Aboveground Storage Tanks
 - g. [7 Del Admin C 1353](#) Natural Resources and Environmental Control-Tank Management Section-Boiler Safety Regulations for Boilers, Pressure Vessels and Nuclear
 - h. [7 Del Admin C 1370](#) Natural Resources and Environmental Control- Solid and Hazardous Waste Management Section-Regulations Governing the Location of Hazardous Waste Storage, Treatment and Disposal Facilities
 - i. [7 Del Admin C 1375](#) Natural Resources and Environmental Control-Site Investigation and Restoration Section-Regulations Governing Hazardous Substance Cleanup
3. Federal Code
 - a. [29 CFR 1910](#) Labor-Regulations Relating to Labor-Occupational Safety and Health Standards
 - b. [36 CFR 1220 through 1324](#) Parks, Forest and Public Property-National Archives and Records Management-Records Management
 - c. [40 CFR 68](#) Protection of Environment-Chemical Accident Prevention Provisions
 - d. [40 CFR 239 through 282](#) Protection of Environment-Environmental Protection Agency-Solid Waste
 - e. [40 CFR 280](#) Protection of Environment-Environmental Protection Agency-Solid Waste-Technical Standards and Corrective Action Requirements for Owners and Operators of Underground Storage Tanks (UST)
 - f. [40 CFR 281](#) Protection of Environment-Environmental Protection Agency-Solid Waste-Approval of State Underground Storage Tank Programs
 - g. [40 CFR 300 through 374](#) Protection of Environment-Environmental Protection Agency-Superfund, Emergency Planning and Community Right-To-Know Programs
 - h. [40 CFR 355](#) Protection of Environment-Environmental Protection Agency-Superfund, Emergency Planning and Community Right-To-Know Programs-Emergency Planning and Notification
 - i. [40 CFR 370](#) Protection of Environment-Environmental Protection Agency-Superfund, Emergency Planning and Community Right-To-Know Programs-Hazardous Chemical Reporting: Community Right-To-Know
 - j. [40 CFR 372](#) Protection of Environment-Environmental Protection Agency-Superfund, Emergency Planning and Community Right-To-Know Programs-Toxic Chemical Release Reporting: Community Right-To-Know
4. United State Code

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- a. [42 USC 11002\(C\)](#) The Public Health and Welfare-Emergency Planning and Community Right-To-Know-Emergency Planning and Notification-Substances and Facilities covered and notification
- b. [42 USC 11003](#) The Public Health and Welfare- Emergency Planning and Community Right-To-Know-Emergency Planning and Notification-Comprehensive emergency response plan
- c. [42 USC 11021](#) The Public Health and Welfare-Emergency Planning and Community Right-To-Know-Material safety data sheets
- d. [42 USC 11022](#) The Public Health and Welfare-Emergency Planning and Community Right-To-Know-Emergency and Hazardous chemical inventory forms
- e. [42 USC 11023](#) The Public Health and Welfare-Emergency Planning and Community Right-To-Know-Toxic chemical release forms
5. The destruction of Electronic Records requires an authorized Destruction Notice from the DPA. Please refer to DPA policy.
6. If data system(s) replaces hard copy and the records have differing retention periods and agency software does not readily permit selective deletion, then delete records after the longest retention period has expired.
7. Contingency backup records should be maintained apart from the master file or data system in a secure offsite facility.
8. If any data is necessary to reconstruct the master file or required for audit, it should be listed on an agency approved records retention schedule

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
EPR-001	Tri Facility Data Submittals changed title to Toxics Release Inventory (TRI) Facility Reports and Data (EPCRA Section 313)	No change	2/20/2017
EPR-002 (EHADM-003)	Emergency Planning Notifications (EPCRS Section 302/303)	Moved from DHSS-DPH	2/20/2017
EPR-003	Hazardous Chemical Inventory Submittals (EPCRA Section 311/312)	Created new Series	2/20/2017
EPR-004	Regulatory Development Documents	Created new Series	2/20/2017
ERB-001	Incident Report Files	Created new Series	2/20/2017
ERB-002	Incident Photo Files	Created new Series	2/20/2017
ERB-003	Training Files	Created new Series	2/20/2017
ERB-004	Medical Monitoring Program Files	Created new Series	2/20/2017
ARP-001	Facility Inspection Reports	Created new Series	2/20/2017
SF-001	Site Investigation Files-Federal and HSCA Funded	Made changes to the description And retention instructions	2/20/2017
SOL-001	Site Files – added more details to description	No changes	2/20/2017
SOL-002	Transporter Files (Solid Waste) – added more details to description	No changes	2/20/2017
SOL-004	Transporter Files (Hazardous Waste) – added more details to description	No changes	2/20/2017
SOL-005	Grant Management	Created New Series	2/20/2017
SOL-006	Water Reduction, Reuse and Recycling	Created New Series	2/20/2017
WRSW-007	Notifier Files/Generator Waste Files – added more details to Description	No Change	2/20/2017
TMS-001 (UST-001 UST-005)	Initial Registration and Notification forms for UST and AST's Title change, combined series and added more details to description	30 years at agency then transfer to Archives for permanent preservation	2/20/2017
TMS-002 (UST-002 UST-003 UST-004)	Notification of UST and AST Installation, Retrofits and Removals Title change, combined series and added more details to descriptions	No Changes	2/20/2017

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Series	Title and Explanation and action taken	Retention	Date of change
TMS-003 (UST-003)	Compliance Files – added more details to description	No Change	2/20/2017
TMS-004 (UST-004)	LUST and LAST: Leaking Underground or Aboveground Storage Tank Files – Title change and added more details to description	Changed retain at agency through attainment of site closure and NFA then transfer to TMS-001	2/20/2017
TMS-005 (UST-005)	Financial Assistance Program –Title change and added more details details to the description	Changed retain at agency through attainment of site closure and NFA then transfer to TMS-001	2/20/2017

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	ENVIRONMENTAL LABORATORY SERVICES			
WRT-001 ECT1	ANALYTICAL REPORTS Includes routine monitoring reports covering Streams, Sewage Treatment Plants, Industries and Interdepartmental, Performance Evaluation/Audit reports covering EPA... (List all). Hazardous Materials Lab Program (HMLP), Contract Laboratory Project (CLP).		Retain at agency 10 years; destroy. NOTE: Includes records formerly designated WRT-001A, B, C, D, E, F, G, H and WRT-006. These series numbers are no longer used.	6/14/1993 2002 2008
WRT-002 ECT9	RAW DATA Original physical data recordings, such as instrument quantitation reports, worksheets, analytical printouts, logbooks, recorder charts, etc.		Retain at agency 10 years; destroy	6/14/1993 2002 2008
WRT-003 ECT4 ECT5	LABORATORY ANALYTICAL LOGS (BINDERS)		No longer used - included in WRT-002	6/14/1993 2002 2008
WRT-004 ECT6	QUALITY ASSURANCE AUDIT FILES Includes Quality Assurance Management Plans, Quality Assurance Project Plans, Standard Operating Procedures, Waste Management Plans, Chemical Hygiene/Safety Plans, and Instrument Validations – MDLs and LOQs, and Exception/Nonconformance reports.		Retain at agency 10 years; destroy.	6/14/1993 2002 2008
WRT-005 ECT2	CONTRACTS FOR ANALYTICAL/BIOLOGICAL SERVICES Routine monitoring contracts with other agencies to sample/analyze environmental, chemical or biological samples.		Retain at agency 10 years; destroy.	6/14/1993 2002 2008
WRT-006 ECT7	QUALITY ASSURANCE DOCUMENTS		No longer used Documents are included in WRT-001, WRT-004 and WRT-007	6/14/1993 2002 2008

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WRT-007	ADMINISTRATIVE RECORDS Personnel qualifications, experience and training records; records of demonstration of capability for each analyst; and log-in names, initials and signatures for all individuals who are responsible for signing or initialing any laboratory record.		Retain at agency 10 years; destroy.	6/14/1993 2002 2008
	GROUNDWATER DISCHARGE			
WROS-001	COMMERICAL PERMITS/LARGE SYSTEMS File contains permits, specifications, legal documentation and correspondence for sewer systems, commercial septic tanks, holding tanks and pipelines.		Scan original documents as soon as practical; transfer original documents to State Records Center 75 years; transfer Delaware Public Archives for permanent preservation 7 Del Admin C § 7101 7 Del C § 60	4/28/1978 6/11/1999 7/30/2012 9/20/2017
WROS-002	LICENSEE FILE File documents person(s) licensed to perform percolation tests, design gravity and engineered wastewater systems, perform site evaluations, install systems, perform inspections, and transport liquid waste. File contains applications, test results, CET's for annual renewal, Manager Warnings and correspondence from the On-Site Systems Advisory Board.	CONF	Scan original documents as soon as practical; retain active files 5 years after inactivity; transfer to State Records Center 10 years; destroy.	4/28/1978 6/11/1999 2/26/2013 9/20/2017
WROS-003	RESIDENTAL SEPTIC PERMITS/SMALL COMMERICAL AND COMMUNITY SYSTEMS File contains approved permit, inspection report, site evaluation report, zoning certificate, and correspondence. NOTE: PURGE LIST BELOW on Page 15		Scan original documents as soon as practical; transfer original documents to State Records Center 75 years; transfer Delaware Public Archives for permanent preservation	4/28/1978 6/11/1999 7/30/2012 9/20/2017
WROS-004	RESIDENTIAL SEPTIC PERMIT CARDS Contains permittee name, address, permit number, date issued, location of property and type of system		Retain at agency 10 years; successful audit; transfer to Delaware Public Archives for permanent preservation	4/28/1978 6/11/1999 7/30/2012 9/20/2017

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WROS-005	SITE EVALUATIONS File contains approved and denied site evaluation reports required before issuing a wastewater permit, soil profile notes, plot drawings, zoning certificate and correspondence. Once a wastewater permit is approved, the site evaluation is placed in WROS-003.		Retain at agency 10 years; destroy NOTE: 7 Del. Admin C § 7101 (5.2.1.15)	4/28/1978 6/11/1999 7/30/2012 11/7/2014 9/20/2017
WROS-006	SUBDIVISION FEASIBILITY Contains application, reports, site drawing, soil description, maps, percolation test results, subdivision plan, feasibility reports, correspondence and approval/		Scan original documents as soon as practical; transfer original documents to State Records Center 75 years; transfer Delaware Public Archives for permanent preservation	4/8/1978 6/11/1999 7/30/2012 9/20/2017
WROS-007	CLASS “H” INSPECTION REPORTS Inspections are conducted by licensed Class H Inspectors; reports document the type and condition of existing systems observed at the time of inspections		Scan original documents as soon as possible; retain paper copies at agency 4 years; destroy; retain data on computer system 25 years; destroy. 7 Del Admin C § 7101	9/20/2017
WPC-001	LAND APPLICATION SLUDGE PERMITS		Series moved to Surface Water Section	4/28/1978 6/2/1990 7/30/2012 9/20/2017
WPC-002	SPRAY IRRIGATION PERMITS Documents all permits issued by DNREC to regulate spray irrigation of wastewater and provide historical record of all data related to spray irrigation activities to evaluate environmental impact. File contains permit application, correspondence, plans, other applications, correspondence, maps and monitoring data.		Scan original documents as soon as practical; transfer original documents to State Records Center 75 years; transfer Delaware Public Archives for permanent preservation	4/28/1978 6/2/1990 7/30/2012 9/20/2017
WPC-003	WASTE TRANSPORTER PERMITS Documents all permits issued to waste transporters. Used to monitor compliance with regulations. File contains permit, company authorization letters, completed inspection forms and public notices for septic and non-hazardous waste.		Scan original documents as soon as practical; retain active files 5 years after inactivity; transfer to State Records Center 10 years; destroy. 40 CFR 263	4/28/1978 6/2/1990 7/30/2012 9/20/2017

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WPC-005	UNDERGROUND INJECTION CONTROL File contains applications, permits/approvals, correspondence, submitted reports (including monitoring data) and inspection documentation, for Underground Injection Control (UIC) projects. State UIC program is delegated by EPA.		Scan original documents as soon as practical; retain active files 5 years after inactivity; transfer to State Records Center; destroy file 10 years after inactivity 40 CFR 124 40 CFR 144 40 CFR 146 40 CFR 145 40 CFR 147 7 Del Admin C § 7102 7 Del C § 60	9/20/2017
WPC-006	PUMP OUT REPORTS Quarterly reports containing the date pumped, 911 mailing address, licensee number, and septic pumped (in gallons) from on-site wastewater treatment and disposal systems by Class F Liquid Waste Haulers.		Retain quarterly reports until entered into database; QA/QC data entered; destroy paper copies after 3 years; retain electronic data in database 25 years; destroy 40 CFR 264	9/20/2017
	SURFACE WATER DISCHARGE			
WRFS-001	DISCHARGE MONITORING REPORTS (DMR) Monthly discharge reports for NPDES (National Pollution Discharge Elimination System) permit holders.		Retain at agency 5 years; destroy. 40 CFR 122 40 CFR 136 7 Del C. § 6013 7 Del C § 6028 7 Del C § 60	9/18/1990 2007 4/20/2015 9/20/2017
WRFS-002	DMR LOGBOOKS Document quality and limits of discharges Notations of limits and amounts exceeded appear where applicable. Arranged by company and discharge. All information is subsequently transferred to WRFS-001.		Retain at agency 5 years; destroy.	9/18/1990 2007 9/20/2017
WRFS-003	NON-COMPLIANCE LOGBOOKS Documents non-compliance letters and limit amounts exceeded.		Retain at agency 5 years; destroy.	9/18/1990 2007 9/20/2017
WRFS-004	DMR QUALITY ASSURANCE		Retain at agency 5 years; destroy.	9/18/1990 2007 9/20/2017
WRFS-005	OPERATOR'S MONTHLY LOGS Documents daily checks on wastewater treatment plants. Contains general conditions and wastewater discharge.		Retain at agency 5 years; destroy.	9/18/1990 2007 9/20/2017

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WRFS-006	WATER RESOURCES GRANT FILES		NOTE: Moved to FA-006 Financial Assistance Branch	5/1/2000 2007 9/20/2017
WRFS-007	LAB DATA/INSPECTION FILES Contains lab data and sampling results for wastewater treatment plants		Retain at agency 5 years; destroy.	9/18/1990 2007 9/20/2017
WRFS-008	FACILITY OPERATION FILES Documents action/operations at treatment plants. Contain general information, non-compliance correspondence and requests.		Retain hard copy at agency 6 years; destroy; transfer electronic copy to Delaware Public Archives for permanent preservation 40 CFR 260 40 CFR 264 40 CFR 265	9/18/1990 2007 9/20/2017
WRWP-005	NPDES (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM) PERMITS Application, permit, correspondence between DNREC, EPA and company, data, legal notices and public hearings.		Retain hard copy at agency 6 years; destroy; transfer electronic copy to Delaware Public Archives for permanent preservation. 7 Del Admin C 7201 40 CFR 307	2007 9/20/2017
WRWP-006	CONFIDENTIAL NPDES PERMITTEE'S FORMULAS/PROCESS Formula or process used to create chemical product for which discharge permit was issued.	CONF	Retain hard copy at agency 6 years; destroy; transfer electronic copy to Delaware Public Archives for permanent preservation. 7 Del Admin C 7201	2007 9/20/2017
WRWP-007	DISCHARGE MONITORING REPORTS		See WRFS-001	2007 4/21/2015 9/20/2017
WRWP-008	STREAM SAMPLING DATA		NOTE: Moved to Watershed Assessment Section	2007 9/20/2017
WRWP-009	COMPLIANCE MONITORING FILE Non-compliance letters reporting violation, 5-day letter from Water Pollution stating violation, complaint forms analyses.		Retain hard copy at agency 6 years; destroy; transfer electronic copy to Delaware Public Archives for permanent preservation.	2007 9/20/2017
WRWP-010	NON-COMPLIANCE LOG BOOK		See WRFS-003	2007 9/20/2017
WRWP-011	DISCHARGE MONITORING REPORTS LOG BOOK		See WRFS-002	2007 9/20/2017

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WRWP-012	REPORT ON OPERATORS OF WASTEWATER TREATMENT PLANTS Documents daily conditions and wastewater discharge condition.		Retain at agency 5 years; destroy.	2007 9/20/2017
WRWP-013	WASTEWATER DISCHARGE SAMPLING DATA		See WRFS-007	2007 9/20/2017
WRWP-014	BOARD OF CERTIFICATION FILES Documents outcome of applications reviewed, results of exams, members appointed by the DNREC Secretary and changes in regulations.		Retain at agency 10 years; destroy; transfer electronic file to Delaware Public Archives for permanent preservation.	2007 9/20/2017
WRWP-015	WASTEWATER OPERATOR EXAMS Completed exams to apply for level I, II, III and IV license.		Retain at agency 1 year; destroy. 7 Del Admin C 7204	2007 9/20/2017
WRWP-016	COMPLAINT INVESTIGATION FORM Non-compliance letters reporting violation, 5-day letter from Water Pollution stating violation, complaint forms analyses.		Complaints requiring no action; retain 2 months; destroy. Complaints which required action; file in WRWP-009 Compliance Monitoring File.	2007 9/20/2017
WRWP-017	CENTRAL FILES Information, plans and correspondence on subjects or projects other than specific permits.		Retain at agency 3 years; destroy	2007 9/20/2017
WRWP-018	WATER RESOURCES GRANTS – STATE AND FEDERAL BUDGET Application, acceptance letter, award letter, amendments and correspondence.		Retain at agency 3 years after successful audit; destroy.	2007 9/20/2017
WRWP-019	WATER POLLUTION CONTROL GRANT Grant for training wastewater operators. Application award letter and correspondence.		Retain at agency 3 years after successful audit; destroy.	2007 9/20/2017
WRWP-020	CHRONO FILES Copies of correspondence sent by Water Resources staff.		Retain at agency 5 years; destroy.	2007 9/20/2017

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WRWP-021	REGULATIONS AND GUIDELINES Technical information on EPA regulations and Water Pollution.		Retain at agency information regarding Surface Water Discharge Regulations modifications permanently; all other replace as updated.	2007 9/20/2017
WRWP-022	LEGAL NOTICES Notices of applications received, variances and orders.		Retain at agency 5 years; destroy.	2007 9/20/2017
WRWP-023	REIMBURSEMENTS AND TRAVEL		NOTE: Retained in Accounting	2007 9/20/2017
WRWP-024	PERSONNEL FILES	CONF	NOTE: Retained in Human Resources	2007 9/20/2017
WRWP-025	WASTEWATER OPERATOR FILES License application, experience and training documentation, license.	CONF	Retain at agency for term of license plus 5 years; destroy	9/20/2017
WPCC-001	WATER POLLUTION CONSTRUCTION PERMITS Documents construction of sewer and wastewater collection systems, transmission and treatment facilities, bulk storage and pipelines. File contains permits, drawings, specifications and correspondence.		Retain at agency 5 years; transfer to Archives for permanent preservation	6/4/1990 6/16/2014 9/20/2017
WPC-001	LAND APPLICATION SLUDGE PERMITS Documents all permits issued by DNREC to regulate the land application of sludge and to create a historical record of all data related to land application activities in order to evaluate environmental impact. File contains permits, applications, correspondence, plans, maps and monitoring data.		Scan original documents as soon as practical; transfer original documents to State Records Center 75 years; transfer Delaware Public Archives for permanent preservation; retain data on computer system at agency 10 years; destroy. 7 Del Admin C § 7101	6/2/1990 7/30/2012
WRBR-001	BIOSOLIDS AND RESIDUALS PERMITS All permits issued by DNREC to regulate the land application and distribution and marketing of sludge. . Supporting information also including. , permit applications, correspondence, project development reports, legal notices, and public hearing transcripts. .		Retain hard copy at agency 5 years; destroy; transfer electronic copy to Delaware Public Archives for permanent preservation. 7 Del Admin C § 7101 7 Del Admin C 7201	6/2/1990 7/30/2012 9/20/2017
WRBR-002	BIOSOLIDS AND RESIDUALS ANNUAL REPORTS		Retain hard copy at agency 5 years; destroy; transfer electronic files copy to Delaware Public Archives for permanent preservation.	9/20/2017

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	Annual reports and supporting information. Reports contain nutrient loading data, lab data, and may contain other compliance related information.		7 Del Admin C § 7101	
WRBR-003	BIOSOLIDS AND RESIDUALS DATA Data required in permits on the actual biosolids and residuals that are land applied or distributed and marketed		Retain at agency 5 years, then destroy 7 Del Admin C § 7101	9/20/2017
WRBR-004	BIOSOLIDS AND RESIDUALS GROUNDWATER AND SOIL DATA Well installation reports, groundwater data, soils data.		Retain at agency 5 years; destroy; transfer electronic files copy to Delaware Public Archives for permanent preservation. 7 Del Admin C § 7101	9/20/2017
WRBR-005	BIOSOLIDS AND RESIDUALS ENFORCEMENT Warning letters, NOV's, Secretary Orders, Agreements, etc.		Retain at agency 5 years; destroy 7 Del Admin C § 7101	9/20/2017
WRBR-006	BIOSOLIDS AND RESIDUALS FIELD INSPECTION LOGBOOKS Field notes used to enter site visit and inspection information into biosolids and residuals database.		Retain at agency 5 years; destroy. 7 Del Admin C § 7101	9/20/2017
WRBR-007	BIOSOLIDS AND RESIDUALS INSPECTION SHEETS Site visit and inspection information entered into the database is printed out and kept in facility files.		Retain hard copy at agency 5 years; destroy; transfer electronic files copy to Delaware Public Archives for permanent preservation. 7 Del Admin C § 7101	9/20/2017
WRCA-001	CONCENTRATED ANIMAL FEED OPERATION (CAFO) Notice of intent, notice of withdrawal, animal waste management plan or comprehensive nutrient management plan, inspection reports and manure analyst reports, secretary orders, notice of violations, and Permits		NOTE: DDA retains file of record for CAFO program. 7 Del Admin C 7201 40 CFR 122 40 CFR 122.23	9/20/2017
WRCA-002	CONCENTRATED ANIMAL FEED OPERATION (CAFO) – DNREC GENERATED		Retain for 6 years; destroy 7 Del Admin C 7201	9/20/2017

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	DNREC Generated Documents, DNREC performed inspection or audit reports			
WRIS - 001	INDUSTRIAL STORMWATER – PERMITTING Permit, Secretary’s Orders (Permitting), Notice of Intent & Notice of Termination, Stormwater Plans		Retain hard copy at agency 6 years; destroy; transfer electronic files copy to Delaware Public Archives for permanent preservation. 7 Del Admin C § 7200 40 CFR 260	9/20/2017
WRIS-002	INDUSTRIAL STORMWATER - ENFORCEMENT Stormwater Plan, Inspection Reports, Enforcement Actions, Secretary’s Orders (Enforcement), Correspondence		Retain hard copy at agency 6 years; destroy;	9/20/2017
WRAP-001	AQUATIC PESTICIDES - PERMITTING Permit, Notice of Intent & Notice of Termination, Secretary’s Orders, Annual Report		Retain hard copy at agency 6 years; destroy; transfer electronic files copy to Delaware Public Archives for permanent preservation. 7 Del Admin C 7201 40 CFR 150 to 180 40 CFR 122.34	9/20/2017
WRAP-002	AQUATIC PESTICIDES - ENFORCEMENT Adverse Incident Form, Inspection Reports, Enforcement Actions, Correspondence.		Retain hard copy at agency 6 years; destroy 7 Del Admin C 7201	9/20/2017
WRMS-001	MUNICIPAL SEPARATED STORM SEWER SYSTEM – PERMITTING Application, Correspondence, Storm Water Pollution Prevention & Management Program, TMDL Plan, Permit		Retain hard copy at agency 6 years; destroy; transfer electronic files copy to Delaware Public Archives for permanent preservation.	9/20/2017
WRMS-002	MUNICIPAL SEPARATED STORM SEWER SYSTEM – ENFORCEMENT Audit/Inspection Reports, Enforcement Actions, Correspondence.		Retain hard copy at agency 6 years; destroy	9/20/2017
	WETLAND AND SUBAQUEOUS LANDS BRANCH			
ECW-001 ECW1 194	LETTERS OF AUTHORIZATION		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation.	4/28/1978 11/26/1984 2/25/2011

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194A,B	Requests to perform work, letter granting permission and map showing wetland area in which dredging is to occur. Requests to repair existing structures, letter of no objection, location map and plans. Original notice of work to be done and responses. Legal notices advertised in newspapers. Letters, memos and general correspondence Request for applications information. Public hearings for permits Contains legal notice, hearing officer's report and transcript also includes permits issued via repair/Replace (R/R) and Statewide Activity Approvals (SAA)		7 Del Admin C 7502 7 Del C § 66	9/20/2017
ECW-002 ECW2	LETTERS OF NO OBJECTION		DELETE COMBINE INTO 001, 004, 005, AND 006	4/28/1978 11/26/1984 2/25/2011
ECW-003 ECW3 194 194A,B,C,D,E	EXPLORATION AND SALVAGE PERMITS OR LEASES Application, location map, legal notice, project notice, correspondence, permit or lease. Valid for one year		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation.	4/28/1978 11/26/1984 2/25/2011 9/20/2017
ECW-004 ECW4 194 194A,B,C,D	SUBAQUEOUS LANDS PERMITS Application, plans, deed, legal notice, project notice, site inspection, water quality certificate (prior to 1978), comments, correspondence and permit Requests to repair existing structures, letter of no objection, location map and plans. Original notice of work to be done and responses. Legal notices advertised in newspapers. Letters, memos and general correspondence Request for applications information. Public hearings for permits Contains legal notice, hearing officer's report and transcript		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation. 7 Del C 72 7 Del Admin C 7504	4/28/1978 11/26/1984 2/25/2011 9/20/2017
ECW-005 ECW5 194 194A,B,E	WETLANDS PERMITS Applications, legal notice, project notice, site inspections, agenda, water quality certificate (prior to 1978), correspondence, comments, maps, plans and permit Requests to repair existing structures, letter of no objection, location map and plans. Original notice of work to be done and responses. Legal notices advertised in newspapers. Letters, memos and general correspondence Request for applications information. Public hearings for permits Contains legal notice, hearing officer's report and transcript		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation. 7 Del Admin C 7502 7 Del C § 66	4/28/1978 11/26/1984 2/25/2011 9/20/2017

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ECW-006 ECW6 194 194A,B,C,D	SUBAQUEOUS LANDS LEASES Application, maps, plans, project notice, comments, site inspections, agenda, correspondence, water quality certification (prior to 1978) and lease Requests to repair existing structures, letter of no objection, location map and plans. Original notice of work to be done and responses. Legal notices advertised in newspapers. Letters, memos and general correspondence Request for applications information. Public hearings for permits Contains legal notice, hearing officer's report and transcript		Retain at agency 20 years; transfer to State Records Center 20 years; transfer to Delaware Public Archives for permanent preservation. 7 Del C 72 7 Del Admin C 7504	4/28/1978 11/26/1984 2/25/2011 9/20/2017
ECW-007 ECW7	PROJECT NOTICE		DELETE COMBINE INTO 001, 004, 005, AND 006	4/28/1978 11/26/1984 2/25/2011
ECW-008 ECW8 194A	HEARINGS Hearings for map revision of legislation and regulations Contains legal notice hearing officer's report and transcript.		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation.	4/28/1978 11/26/1984 2/25/2011 9/20/2017
ECW-009 ECW9 194A	LEGAL NOTICES		DELETE COMBINE INTO 001, 004, 005, AND 006	4/28/1978 11/26/1984 2/25/2011
ECW-010 ECW10 194	CORRESPONDENCE		DELETE COMBINE INTO 001, 004, 005, AND 006	4/28/1978 11/26/1984 2/25/2011
ECW-011 ECW11	REQUEST FOR APPLICATIONS AND INFORMATION		DELETE COMBINE INTO 001, 004, 005, AND 006	4/28/1978 11/26/1984 2/25/2011
ECW-012 ECW12 195	ACCOUNTING RECORDS Copies of invoices, purchase orders, reimbursements, contracts and budget information.		Retain at agency 1 year; destroy.	4/28/1978 11/26/1984 2/25/2011
ECW-013 ECW13	LEGISLATION Regulations and amendments, existing and proposed		Replace as updated.	4/28/1978 11/26/1984 2/25/2011
ECW-014 ECW14	BOOKS AND PAMPHLETS Contains wetlands vegetation, values, environmental and ecological information		Items published by Wetlands: Submit 2 copies to Delaware Public Archives upon publication for permanent preservation via DelDoc. Items received by Wetlands: Replace as updated.	4/28/1978 11/26/1984 2/25/2011

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ECW-015 ECW15	SLIDES Slides of state-owned and individually owned properties Wetlands and waterways		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation.	4/28/1978 11/26/1984 2/25/2011 9/20/2017
ECW-016 ECW16	WETLANDS MAPS Mylar 3 by 5 foot maps showing location of wetlands		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation. 7 Del Admin C 7502	4/28/1978 11/26/1984 2/25/2011 9/20/2017
ECW-017 ECW17	AERIAL PHOTOS Infrared, black and white and color		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation.	4/28/1978 11/26/1984 2/25/2011 9/20/2017
ECW-018 ECW18	VIOLATION RECORDS Document violations on wetlands or subaqueous lands and the outcome of these violations File contains letter to violator correspondence from Army Corps of Engineers (if the lands are within their jurisdiction) and photographs.		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation. 7 Del C § 66 7 Del C § 72	4/28/1978 11/26/1984 2/25/2011 9/20/2017
ECW-019 ECW19 194 A,B,C,D	SUBAQUEOUS LANDS SUBJECT FILES Document programs of the Branch Files contain correspondence on projects not requiring permits, application denials, monthly reports and minutes, general information on marinas, houseboats, etc., and correspondence with other agencies concerning subjects relating to the Wetland's Branch.		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation. 7 Del Admin C 7501 7 Del C § 72 7 Del Admin C 7504	4/28/1978 11/26/1984 2/25/2011 9/20/2017
ECW-020	WATER QUALITY CERTIFICATIONS Applications, legal notice, site inspections, agenda, correspondence, comments, maps, plans, and water quality certificate		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation.	9/20/2017

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ECW-021	MAP CHANGES Recorded map changes to Wetland Maps Applications, legal notices, site inspections, correspondence, comments, and maps		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation. 7 Del C § 66	9/20/2017
ECW-022	JURISDICTIONAL DETERMINATIONS Documentation of jurisdictional determinations made by section regarding State regulated Wetlands and/or State regulated Subaqueous Lands		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation. 7 Del C § 66 7 Del C § 72	9/20/2017
ECW-023	EXEMPTIONS Documentation associated with the determination that proposed activities were statutorily exempt Correspondence, site inspections, comments, maps, plans, and denial or confirmation		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation.	9/20/2017
ECW-024	WAIVERS Documentation associated with the issuance of (emergency) waivers Correspondence, site inspections, comments, maps, plans, and denial or confirmation		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation.	9/20/2017
ECW-025	MARINA PERMITS Application, plans, deed, legal notice, site inspection, comments, correspondence location map and plans. Original notice of work to be done and responses. Legal notices advertised in newspapers. Letters, memos and general correspondence Request for applications information. Public hearings for permits Contains legal notice, hearing officer's report and transcript		Retain at agency 3 years; transfer to State Records Center 17 years; transfer to Delaware Public Archives for permanent preservation. 7 Del Admin C 7501 7 Del C 66	9/20/2017
	WATER SUPPLY			

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WRWS-001 WRWS-002 WRWS1 WRWS2 219 221	PERMIT APPLICATION TO DRILL A WELL, WELL LOGS, COMPLETION REPORTS, RELATED DOCUMENTS Permit applications for use of well, contains conditions, allocation, and contractor's name. Indicates distance between properties, completion reports and copies of septic permit. Contains formation logs, abandonment report, and reason for replacement, expiration date of legal advertisement, date permit sent, completion report received, and what agencies were notified		Retain at agency 3 years; transfer to State Records Center 72 years; transfer to Delaware Public Archives for permanent preservation. 7 Del. C. § 6010 , 7 Del C. §6023 7 Del Admin C 7301	11/26/1984 7/1999 2/25/2011 7/1/2015
WRWS-002 WRWS2 219	WELL LOGS, COMPLETION REPORTS, RELATED DOCUMENTS		Combined into WRWS-001	11/26/1984 7/1999 2/25/2011 7/1/2015
WRWS-003 WRWS3	WELL PERMIT INDEX CARDS Contains name and address of applicant, well type, well location, permit number and date permit was sent.		Retain at agency permanently. 7 Del. C. § 6010 , 7 Del C. §6023 7 Del Admin C 7301	11/26/1984 7/1999 2/25/2011
WRWS-004 WRWS4 226 229	WELL CONTRACTOR LICENSE FILES Contains applications, examinations, education certificates, insurance certificates and reminders, copies of licenses, renewal letters and suspension letters (if applicable)		Retain at agency the current 3 years; destroy 7 Del. C. §6010 , 7 Del C. §6023 7 Del Admin C 7302	11/26/1984 6/22/1989 7/1999 2/25/2011 7/1/2015
WRWS-005 WRWS5 223 229	RECEIPT BOOKS Contains carbon receipt for contractor license fee/Xerox copies Originals are within the finance section		Retain at agency until after successful audit; destroy.	11/26/1984 7/1999 2/25/2011
WRWS-006 WRWS6	PROJECT FILES Allocation permit, well variance, correspondence, public hearing request, transcript and hearing officer's report. Source Water Assessment Reports		Retain at agency 3 years; transfer originals to Delaware Public Archives for permanent preservation. 7 Del. C. §6010 , 7 Del C. §6023 7 Del Admin C 7303	11/26/1984 7/1999 2/25/2011
WRWS-007 WRWS7 218	DELAWARE WATER USE DATA FILES Location map, water use history, summary of source and allocation permit.		Retain at agency 1 year; transfer originals to Delaware Public Archives for 99 years; destroy.	11/26/1984 7/1999 2/25/2011

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WRWS-008 WRWS8	MEMORANDUMS OF UNDERSTANDING (MOU)/MEMORANDUMS OF AGREEMENTS (MOA) MOU's- Formal agreements between organizations to establish official partnerships. MOU's are not legally binding, but they carry a degree of seriousness and mutual respect. MOA's- written documents describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective MOA's serve as a legal document and describes the terms and details of the partnership Guidelines of action and responsibilities between DNREC and another agency where there is mutual involvement.		Retain at agency 2 years; transfer originals to Delaware Public Archives for permanent preservation.	11/26/1984 7/1999 2/25/2011
WRWS-009 WRWS9	SPECIAL PROJECT FILES Contains grant application, expenditure report, annual report, studies by consultant or state and correspondence.		Retain at agency until completion of project and 3 years after federal audit; transfer originals to Delaware Public Archives for permanent preservation.	11/26/1984 7/1999 2/25/2011
WRWS-010 WRWS10 225	TOPOGRAPHICAL, GEOLOGICAL AND HYDROLOGICAL MAPS		Retain at agency until updated.	11/26/1984 7/1999 2/25/2011
WRWS-011 WRWS11 217	CORRESPONDENCE/CHRONOLOGICAL FILE Letters written by Water Supply personnel (copies) INCORPATE INTO WRWS-006		Retain at agency 1 year; destroy.	11/26/1984 7/1999 2/25/2011
WRWS-012 WRWS12	DELAWARE RIVER BASIN COMMISSION FILES Used for administration of DRBC and associated DNREC programs/regulations Include (but not exclusive to) regulations, meeting agenda packages, announcements, permits, resolutions, reports, financial statements, inter/intra-agency memoranda, climatological data, hydrologic data, administrative agreements and special studies.		Retain at agency 5 years; purge meeting agenda packages; duplicates; extraneous reference publications/reports; transfer to Delaware Public Archives for permanent preservation. 7 Del. C. §6010, 7 Del C. §6023 7 Del Admin C 7303	10/29/1991 7/1999 2/25/2011

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WROS-003
Residential Septic Permits / Small Commercial & Community Systems
Purge List

Duplicate pages
Internal Check Lists (gravity & engineered)
Duplicate zoning certificates (if take map # changed between site and permit, keep the newest)
Drawings submitted that were not approved
Priority letters
Authorized agent forms
Soil survey maps
Cover letters
Extension letters for installed and expired permits
Tri-Annual Inspections for Innovative/Alternative systems; retain at agency 6 years; destroy
Operation and Maintenance reports/contracts; retain at agency 2 years; destroy
Holding tank pump out records; retain at agency 2 years; destroy

Site evaluation applications (the GWDS has not performed site evaluations for the public since the early 1990's)

*Now purging permits to remove previously identified items going back to 1990 for Kent and New Castle Counties. These permits have either been installed or expired many years ago. As we move forward to the newer permits it will be necessary to retain extension letters until the system is installed or the permit expires. Permits are issued for two years and may only be extended for an additional year.

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Agency Notes:

1. Delaware Codes used within this Retention Schedule:
 - a. [29 Del C § 5](#) State Government-State Archives and Historical Objects-Public Records Law
 - b. [29 Del C § 100](#) State Government-General Regulations for State Agencies-Freedom of Information Act (FOIA)
 - c. [6 Del C § 12A](#) Commerce and Trade-Other Laws Relating to commerce and Trade-Uniform Electronic Transaction Act
 - d. [7 Del C § 60](#) Conservation-Natural Resources-Environmental Control-Powers and Duties of the Secretary and Department
 - e. [7 Del C § 60](#) Conservation-Natural Resources-Environmental Control-Source Water Protection
 - f. [7 Del C § 66](#) Conservation-Natural Resources-Wetlands Act
 - g. [7 Del C § 72](#) Conservation-Natural Resources-Subaqueous Lands Act
2. Delaware Administrative Code:
 - a. [7 Del Admin C § 7101\(5.2.1.15\)](#) Natural Resources and Environmental Control - Groundwater Discharge Section – Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems
 - b. [7 Del Admin C § 7102](#) Natural Resources and Environmental Control-Groundwater Discharge Section-Regulations Governing Underground Injection Control
 - c. [7 Del Admin C § 7103](#) Natural Resources and Environmental Control-Groundwater Discharge Section-Guidance and Regulations Governing the Land Treatment of Wastes
 - d. [7 Del Admin C § 7201](#) Natural Resources and Environmental Control-Surface water Discharge Section-Regulations Governing the Control of Water Pollution
 - e. [7 Del Admin C § 7202](#) Natural Resources and Environmental Control-Surface water Discharge Section-Regulations Governing Use and Disposal of Wastewater Sludge
 - f. [7 Del Admin C § 7204](#) Natural Resources and Environmental Control-Surface water Discharge Section-Regulations for Licensing Operators of Wastewater Facilities
 - g. [7 Del Admin C § 7501](#) Natural Resources and Environmental Control-Wetlands and Subaqueous Lands-Marina Regulations
 - h. [7 Del Admin C § 7502](#) Natural Resources and Environmental Control-Wetlands and Subaqueous Lands-Wetlands Regulations
 - i. [7 Del Admin C § 7504](#) Natural Resources and Environmental Control-Wetlands and Subaqueous Lands-Regulations Governing the Use of Subaqueous Land
 - j. [7 Del Admin C § 7301](#) Natural Resources and Environmental Control-Water Supply Section-Regulations Governing the Construction and Use of Wells
 - k. [7 Del Admin C § 7302](#) Natural Resources and Environmental Control-Water Supply Section-Regulations for Licensing Water Well Contractors, Pump Installer Contractors, Well Drillers, Well Drivers, and Pump Installers
 - l. [7 Del Admin C § 7303](#) Natural Resources and Environmental Control-Water Supply Section-Regulations Governing the Allocation of Water
3. United States Code/Code of Federal Regulation: Protection of Environment
 - a. [40 CFR 122](#) Environmental Protection Agency-Water Programs-EPA-Administered Permit Programs: The National Pollutant Discharge Elimination System
 - b. [40 CFR 122.23](#) Environmental Protection Agency-Water Programs-EPA-Administered Permit Programs: The National Pollutant Discharge Elimination System-Concentrated animal feeding operations
 - c. [40 CFR 122.34](#) Environmental Protection Agency-Water Programs-EPA-Administered Permit Programs: The National Pollutant Discharge Elimination System-Permits requirements for regulated small MS4 permits
 - d. [40 CFR 122.48](#) Environmental Protection Agency-Water Programs-EPA-Administered Permit Programs: The National Pollutant Discharge Elimination System-Requirements for recording and reporting of monitoring results(applicable to State programs, see 123.25)
 - e. [40 CFR 123.25](#) Environmental Protection Agency-Water Programs-State Program Requirements-Requirements for permitting
 - f. [40 CFR 124](#) Environmental Protection Agency-Water Programs-Procedures for Decisionmaking
 - g. [40 CFR 127](#) Environmental Protection Agency-Water Programs-NPDES Electronic Reporting
 - h. [40 CFR 136](#) Environmental Protection Agency-Water Programs-Guidelines Establishing Test Procedures for the Analysis of Pollutants
 - i. [40 CFR 144](#) Environmental Protection Agency-Water Programs-Underground Injection Control Program
 - j. [40 CFR 145](#) Environmental Protection Agency-Water Programs-State UIC Program Requirements
 - k. [40 CFR 146](#) Environmental Protection Agency-Water Programs-Underground Injection Control Program: Criteria and Standards
 - l. [40 CFR 147](#) Environmental Protection Agency-Water Programs-State, Tribal and EPA-Administered Underground Injection Control Programs
 - m. [40 CFR 150 to 180](#) Environmental Protection Agency-Pesticide Programs

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- n. [40 CFR 260](#) Environmental Protection Agency-Solid Wastes-Hazardous Waste Management Systems: General
 - o. [40 CFR 262.40](#) Environmental Protection Agency-Solid Wastes-Standards Applicable to Generators of Hazardous Waste
 - p. [40 CFR 263](#) Environmental Protection Agency-Solid Wastes-
 - q. [40 CFR 264](#) Environmental Protection Agency-Solid Wastes-Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
 - r. [40 CFR 265](#) Environmental Protection Agency-Solid Wastes-Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
 - s. [40 CFR 307](#) Environmental Protection Agency-Superfund, Emergency Response, Compensation, and Liability Act (CERCLA) Claims Procedures
4. Industry Codes
5. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives (DPA)
6. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
7. If data system replaces hard copy, the records have differing retention periods, and agency software does not readily permit selective deletion, then delete records after the longest retention period has expired.

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
WROS-005	Site Evaluations	reduction of retention from Permanent to 10 years	11/7/2014
WROS-007	Class "H" Inspections		
WPC-001	Land Application Sludge Permits	This series was originally in the Environmental Services Section until 7/30/2012 Moved to Ground Water Discharge Section until 5/19/2016 where it has moved to Surface Water Discharge	
WPC-002	Spray Irrigation Permits	This series was originally in the Environmental Services Section until 7/30/2012	
WPC-003	Waste Transporter Permits	This series was originally in the Environmental Services Section until 7/30/2012	
WRT-001	Analytical Reports	NELAC require analytical reports be kept for 5 years	
WRT-002	Raw Data	NELAC require analytical reports be kept for 5 years	
WRT-006	Quality Assurance Documents	Documents are included in WRT-001, WRT-004 and WRT-007	2008
WRSF-001	Discharge Monitoring Reports (DMR)	reduction of retention from Permanent to 5 years	4/20/2015
WRSF-006	Water Resources Grant Files	moved to FA-006 Financial Assistance Branch	2007
WRSF-007	Lab Data/Inspection Files	reduction of retention from Permanent to 5 years This data is included in the WRSF-001	2007
WRWP-007	Discharge Monitoring Reports	Duplicated WRSF-001 so series has been deleted	4/20/2015
WRWP-008	Stream Sampling Data	Moved to Watershed Assessment Session	2007
WRWP-010	Non-Compliance Log Book	Duplicated WRSF-003 so series has been deleted	9/20/2017
WRWP-011	Discharge Monitoring Report Log Book	Duplicated WRSF-002 so series has been deleted	9/20/2017
WRWP-013	Wastewater Discharge Sampling Data	Duplicated WRSF-007 so series has been deleted	9/20/2017
WRWP-017	Central Files	reduction of retention from Permanent to 3 years	2007
WRWP-021	Regulations and Guidelines	changes retention instructions	9/20/2017
WRWP-022	Legal Notices	increased retention from 2 years to 5 years	9/20/2017
WRWP-023	Reimbursements and Travel	Retained in Accounting	9/20/2017
WRWP-024	Personnel Files	Retained in Human Resources	9/20/2017

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WRWP-025	Wastewater Operator Files	new series created	9/20/2017
WPCC-001	Water Pollution Construction Permits	added to Surface Water Discharge	6/16/2014
WRBR-001	Biosolids and Residuals Permits	Created new series	9/20/2017
WRBR-002	Biosolids and Residuals Reports	Created new series	9/20/2017
WRBR-003	Biosolids and Residuals Data	Created new series	9/20/2017
WRBR-004	Biosolids and Residuals Groundwater and Soil Data	Created new series	9/20/2017
WRBR-005	Biosolids and Residuals Enforcement	Created new series	9/20/2017
WRBR-006	Biosolids and Residuals Field Inspections Logbooks	Created new series	9/20/2017
WRBR-007	Biosolids and Residuals Inspection Sheets	Created new series	9/20/2017
WRCA-001	Concentrated Animal Feed Operations (CAFO)	Created new series	9/20/2017
WRCA-002	Concentrated Animal Feed Operations-DNREC-Generated	Created new series	9/20/2017
WRIS-001	Industrial Stormwater-Permitting	Created new series	9/20/2017
WRIS-002	Industrial Stormwater-Enforcement	Created new series	9/20/2017
WRAP-001	Aquatic Pesticides-Permitting	Created new series	9/20/2017
WRAP-002	Aquatic Pesticides-Enforcement	Created new series	9/20/2017
WRMS-001	Municipal Separated Storm Sewer System-Permitting	Created new series	9/20/2017
WRMS-002	Municipal Separated Storm Sewer System-Enforcement	Created new series	9/20/2017
ECW-001	Letters of Authorization	Updated retention instructions for a total of 20 years before Permanent	9/20/2017
ECW-002	Letters of No Objections	Combined with ECW-001, ECW-004, ECW-005 and ECW-006	2/25/2011
ECW-003	Exploration and Salvage Permits or Lease	Updated retention instructions for a total of 20 years before Permanent	9/20/2017
ECW-004	Subaqueous Lands Permit	Updated retention instructions for a total of 20 years before Permanent	9/20/2017
ECW-005	Wetlands Permits	Updated retention instructions for a total of 20 years before Permanent	9/20/2017
ECW-006	Subaqueous Lands Leases	Updated retention instructions for a total of 40 years before Permanent	9/20/2017
ECW-007	Project Notice	Combined with ECW-001, ECW-004, ECW-005 and ECW-006	2/25/2011
ECW-008	Hearings	Updated retention instructions for a total of 20 years before Permanent	9/20/2017
ECW-009	Legal Notices	Combined with ECW-001, ECW-004, ECW-005 and ECW-006	2/25/2011
ECW-010	Correspondence	Combined with ECW-001, ECW-004, ECW-005 and ECW-006	2/25/2011
ECW-011	Request for Applications and Information	Combined with ECW-001, ECW-004, ECW-005 and ECW-006	2/25/2011
ECW-015	Slides	Updated retention instructions for a total of 20 years before Permanent	9/20/2017
ECW-016	Wetlands Maps	Updated retention instructions for a total of 20 years before Permanent	9/20/2017
ECW-017	Aerial Photos	Updated retention instructions for a total of 20 years before Permanent	9/20/2017
ECW-018	Violation Records	Updated retention instructions for a total of 20 years before Permanent	9/20/2017
ECW-019	Subaqueous Lands Subject Files	Updated retention instructions for a total of 20 years before Permanent	9/20/2017
ECW-020	Water Quality Certifications	Created new series	9/20/2017
ECW-021	Map Changes	Created new series	9/20/2017
ECW-022	Jurisdictional Determinations	Created new series	9/20/2017
ECW-023	Exemptions	Created new series	9/20/2017
ECW-024	Waivers	Created new series	9/20/2017
ECW-025	Marina Permits	Created new series	9/20/2017
WRWS-001	Permit Application to Drill a Well	Name and retention instructions changed	
	Permit Application to Drill a Wee, Well Logs, Completion Reports, Related Documents	Updated retention instructions	

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WRWS-002	Well Logs, Completion Reports, Related Documents Combined with WRWS-001	For a total of 75 years before Permanent	7/1/2015
			7/1/2015
WRWS-004	Well Contractor Files	Name and retention instructions changed	
	Well Contractor License Files	removed non-renewal	2/25/2011
		Added education certificates to description-Retention changed to current 3 years; destroy	7/1/2015

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL/ VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
	DIRECTORS			
FWD-001	PROPERTY ACQUISITION FILES		Moved to Wildlife Section	11/26/1984 7/2002
FWD-002	SCIENTIFIC COLLECTIONS/PERMITS – BIRDS, FISH AND COON		Moved to Wildlife Section	11/26/1984
FWD-003	GAME AND FISH COMMISSION AGENDAS, REPORTS AND MINUTES		Moved to Wildlife Section	11/26/1984 7/2002
FWD-004	COUNCIL AND COMMISSION REPORTS		Moved to Wildlife Section	11/26/1984 7/2002
FWD-005	LICENSE FILES		Moved to Outreach, Licensing, Grant Section	11/26/1984
FWD-006	PROPERTY CONSTRUCTION FILES		Moved to Wildlife Section	11/26/1984 7/2002
FWD-007	FEDERAL AID PROJECT FILES		Moved to Outreach, Licensing, Grants Section	11/26/1984 7/2002
FWD-008	FEDERAL AID – DAILY ACTIVITY AND EQUIPMENT RECORDS		Please refer to the State General Accounting and Finance Schedule	11/26/1984
FWD-009	DISEASE/CONTAMINANTS INFORMATION		Moved to Wildlife Section	11/26/1984 7/2002
FWD-010	REPORTS		Moved to Wildlife Section	11/26/1984 7/2002
FWD-011	CORRESPONDENCE		Please refer to the State General Administrative Schedule	11/26/1984
FWD-012	PSE & G SETTLEMENT FILES		Moved to Mosquito Control Section	7/2002
FWD-013	ACCOUNTING AND BUDGET DATA		Please refer to the State General Accounting and Finance Schedule	7/2002
L-003	PUBLIC LAND FILES		Moved to Wildlife Section	4/2/1993 2005
	ENFORCEMENT			
FWE-001	BOAT LICENSES LEDGERS Documents the information for Boat Licenses, which include license numbers, names, and other information Files may contain database, ledger, log and other forms of documentation.	CONFIDENTIAL	Retain at agency permanently on DocFinity. 7 Del C § 13 29 Del C § 80 7 Del Admin C § 3100 23 Del C § 21 subchapter II 7 Del C § 5	2/7/2014

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FWE-002	BOAT REGISTRATION APPLICATIONS Documents the descriptions of boat, name and address of owner and DL number. Files may contain applications, bill of sale, certificate, correspondence, check copy, database, fact sheet, policy, receipt, registration notice and report.	CONFIDENTIAL	Retain at agency permanently on DocFinity. 7 Del C § 13 29 Del C § 80 7 Del Admin C § 3100 33 CFR 174 23 Del C § 1 subchapter II 23 Del C § 21 subchapter II 7 Del C § 5	2/7/2014
FWE-003	INVESTIGATION FILES (CRIME REPORTS) Reports issued by Fish and Wildlife Natural Resources Officers that contain offender's name, address, date of birth, offense, date of offense, arresting officer and amount of fine paid. Files may contain correspondence, citation, ticket, check copy, notes, receipt, report, tow slip, warning and warrants, crime reports, warrants, E-tickets, E-warnings are maintained electronically on the DELJIS mainframe. Hand written tickets and warnings would be retained at agency on Docfinity.	CONFIDENTIAL	Retain at agency 5 years; successful audit; destroy; Retain on DocFinity permanently; documents stored in DELJIS will be retained according to the retention policy of that agency. 7 Del C § 13 23 Del C § 21 subchapter II 23 Del C § 23	2/7/2014 8/21/2017
FWE-004	FEDERAL FILES, AGREEMENTS AND AUDIT		Maintained in the Outreach, Licensing and Grants Section	2/7/2014
FWE-005	BOATING ACCIDENT REPORTS Reports may contains name, address, owner, operator information, injuries, weather, damages and description of accident and enforcement action. Files may contain correspondence, citation, ticket, check copy, notes, receipt, report, tow slip, warning and warrants.	CONFIDENTIAL	Retain paper copies at agency 5 years; destroy. Information is also maintained permanently on DocFinity and the US Coast Guard "BARD" system. 7 Del C § 13 29 Del C § 80 7 Del Admin C § 3100 33 CFR 174 23 Del C § 21 subchapter II 23 Del C § 23	2/7/2014 8/21/2017
FWE-006	OFFICER REPORTS Reports of daily activities of Natural Resources officers during the course of business includes shellfish area checks. Files may contain log, notes and reports.	CONFIDENTIAL	Retain at agency 5 years; destroy. 7 Del C § 13 29 Del C § 80 33 CFR 174	2/7/2014

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FWE-007	SEARCH AND RESCUE (SAR) CASE LOG Documents the location of search, description of vehicle, engine power, person and/or persons rescued. Files may contain database, log, notes, reports, tow slips and warnings.	CONFIDENTIAL	Retain at agency permanently on SAR database. 7 Del C § 13 29 Del C § 80 7 Del Admin C § 3100	2/7/2014
FWE-008	POLLUTION PATROL LOGS		No longer used	2/7/2014
FWE-009	BOAT LOGS Documents that record the patrol time, where they go, what they find. Files may contain correspondence, citation, ticket, check copy, notes, receipt, report, tow slip, warning and warrants.	CONFIDENTIAL	Retain at agency permanently on DocFinity. 7 Del C § 13 29 Del C § 80 7 Del Admin C § 3100	2/7/2014
FWE-010	FUEL REPORTS		No longer used	2/7/2014
FWE-011	CORRESPONDENCE		Please refer to the General Administrative Schedule	2/7/2014
FWE-012	PERSONNEL FILES	CONFIDENTIAL	Please refer to the General Personnel Schedule	2/7/2014
FWE-013	COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES		No longer used	2/7/2014
FWE-014	BOAT REGISTRATION DECALS Decals for mechanically powered vessels registered in Delaware, which includes the four USCG colored decals of blue, green, red and orange with the amount and Delaware registration number printed on decal when purchased. Files may contain correspondence, citation, ticket, check copy, notes, receipt, report, tow slip, warning and warrants.		Retain at agency 3 years; destroy. 7 Del C § 13 29 Del C § 80 7 Del Admin C § 3100 23 Del C § 21 subchapter II 7 Del C § 5	2/7/2014

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FWE-015	REVOCATIONS OF LICENSE		Moved to Outreach, Licensing and Grants Section	2/7/2014
FWE-016	BOATING/FISHING EVENTS AND MARINE EVENTS PERMITS Documents used for scheduling of boating/fishing and marine events, which may contain contact information (name, address, phone), purpose, location and description of event. Files may contain application, check copy, checklist, correspondence, cost estimate, database, fact sheet, log, map, permit, photograph, plan, policy, receipt, report.	CONFIDENTIAL	Retain at agency 5 years; destroy. 7 Del C § 5 7 Del C § 29	8/21/2017
FWE-017	BOAT RAMP CERTIFICATES Documents for boat ramp certificates. Files may contain application, copy of check and certification.	CONFIDENTIAL	Retain at agency 1 year after expiration; destroy.	8/21/2017
FWF-001 FWF1	SHELLFISH LICENSES Documents the commercial licenses issued for crab pots and crab dredge, oysters, lobsters and eel, which contain license information (name, address, boat number) and equipment information (number of dredges, pot numbers and coding or color codes) Files may contain application, check copy, checklist, correspondence, database, license, records, reports	CONFIDENTIAL	Retain at agency 7 years; transfer to Delaware Public Archives for permanent preservation. 7 Del Admin C § 3701 23 Del C § 1 subchapter II 23 Del C § 21 subchapter II 7 Del C § 5 7 Del C § 29 7 Del C § 19	2/3/1988 2002
FWF-005 FWF5	COMMERCIAL FISHERIES LICENSES Documents the annual commercial and recreational fishermen licenses, which contain permit number, amount of net(s) used and information on commercial sales licenses (if applicable). Files may contain application, check copy, checklist, correspondence, database, license, records, and reports.	CONFIDENTIAL	Retain commercial permits and licenses at agency permanently. 23 Del C § 1 subchapter II 23 Del C § 21 subchapter II 7 Del C § 5 7 Del C § 29	2/3/1988

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FWED-001	BOATING EDUCATION COURSE RECORDS Documents the information on testing and training of individuals in boating safety courses. Files may contain certificate, check copy, checklist, correspondence, database, log, receipt, record, and report.	CONFIDENTIAL	Retain hard copy at agency 3 years; destroy; retain electronic copies permanently at agency. 23 Del C § 21 subchapter II 23 Del C § 22 7 Del C § 5	7/2002
X-FWE-001	DELAWARE BOAT REGISTRATION #B40L2105 – Monthly	CONFIDENTIAL	This information is maintained on the Mainframe within DNREC controlled by DTI program/reports.	2/7/2014
X-FWE-002	MONTHLY STOLEN BOAT REPORT #B40L2305 – Monthly Contains license number and description of all boats stolen in Delaware.	CONFIDENTIAL	This information is maintained on the Mainframe within DNREC controlled by DTI program/reports.	2/7/2014
X-FWE-003	BOAT RENEWALS		No longer used	2/7/2014
	FISH AND WILDLIFE EDUCATION			
FWED-001	BOATING EDUCATION COURSE RECORDS		Moved to Enforcement Section	7/2002
	FISHERIES			
FWF-001 FWF1	SHELLFISH LICENSES		Moved to Enforcement Section	2/3/1988 2002
FWF-002 FWF2	SHELLFISH GROUND LEASES Documents the leasing of ground for oyster beds that contains plot number, acreage and area leased. Leases are continually active if annual fees are paid. Files may contain agreement, application, check copy, database, invoice, lease document, log, map, photograph, purchase order, receipt, and report.		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation. 7 Del Admin C § 3800 7 Del C § 19 7 Del C § 20 7 Del C § 5 7 Del C § 45	2/3/1988
FWF-003 FWF3	FISH KILLS		New series created	2/3/1988
FWF-004 FWF4	MINUTES		Please refer to the General Administrative Schedule	2/3/1988
FWF-005 FWF5	COMMERCIAL AND RECREATIONAL FISHERIES AND LICENSES		Moved to Enforcement Section and Wildlife	2/3/1988
FWF-006 FWF6	CATCH AND EFFORT (COMMERCIAL AND RECREATIONAL FISHING CATCH DATA)		New series created	2/3/1988 2002
FWF-007	FINFISH INFORMATION		New series created	
FWF-008	CORRESPONDENCE		Please refer to the General Administrative Schedule	
FWF-009	PUBLICATIONS		Please refer to the General Administrative Schedule	

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FWF-010	EQUIPMENT SERVICE RECORD		New series created	
FWF-011	GAS RECORDS		New series created	
FWF-012 FWF-003 FWF3 FWF-006 FWF6 FWF-007	<p>PROGRAM RESEARCH DATA</p> <p>Data collected for the following: Species, Habitat, Disease/Contaminants Information, Surveys, Commercial Landings, and other areas as needed. Files may contain database, field notes, reports, surveys.</p> <p>FISH KILLS</p> <p>Documents statistics for fish kills including number of dead fish, probable cause(s), investigation information and notation of any legal action taken. Files may contain database, fact sheet, field notes, legal documents, log, and reports.</p> <p>CATCH AND EFFORT (COMMERCIAL AND RECREATIONAL FISHING CATCH DATA)</p> <p>Documents statistics on catch and efforts of commercial food fishermen, which contains data statistics on pounds and species of fish landed; location(s) and times fished and gear used. Files may contain database, field notes, log, reports, and surveys.</p> <p>FINFISH INFORMATION</p> <p>Documents the information received on fishing tournaments, fish stocking and public pond listing. Files may contain database, field notes, log, map, photograph, reports, surveys information on fishing tournaments, fish stocking and public ponds.</p>		<p>Retain at agency 20 years after creation; transfer to Delaware Public Archives for permanent preservation.</p> <p>Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation.</p> <p>Retain at agency 1 year; destroy.</p>	8/21/2017
FWF-013	<p>MEMORANDUMS OF UNDERSTANDING (MOU)/ MEMORANDUMS OF AGREEMENT (MOA)</p> <p>MOU's- Formal agreements between organizations to establish official partnerships MOA's- written documents describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective</p>		Retain at agency 1 year after expiration; transfer to Delaware Public Archives for permanent preservation.	8/21/2017

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FWF-014 FWF-010 FWF-011	PROGRAM DOCUMENTS EQUIPMENT SERVICE RECORDS Documents the service, user and purpose File may contain checklist, correspondence, insurance policy, inventory, invoice, log, report. GAS RECORDS Documents the gas usage Files may contain bill, correspondence, insurance policy, inventory, invoice, log, report.		Retain at agency 1 year; destroy. Retain at agency 1 year; destroy.	8/21/2017
FWF-015 FWD-004	COUNCIL AND COMMISSION REPORTS Documentation associated with the business of the councils and commissions. Files may contain meeting agendas, minutes, attendance sheets, appointment correspondence, presentations, resolutions, by-laws, regulations, statute. Advisory Council in Tidal Finfish Advisory Council on Recreational Fishing Funding Shellfish Advisory Council ASMFC (Atlantic States Marine Fisheries Commission) MAFMC (Mid-Atlantic Fisheries Management Council)		Retain at agency 1 year; transfer to Delaware Public Archives for permanent preservation. 7 Del C § 9 7 Del C § 15	11/26/1984 7/2002 8/21/2017
FWF-016 FWD-006	PROPERTY CONSTRUCTION FILES Documentation that pertains to restoration, development and/or construction of fisheries properties. Files may contain deeds, plans, contracts, bids, surveys, invoices and correspondence, development and construction.		Retain at agency 1 year after completion of project; successful final audit if state funded. Retain at agency 3 years after completion of project; successful final audit if federally funded. Transfer to Delaware Public Archives for permanent preservation.	11/26/1984 7/2002 8/21/2017
	MOSQUITO CONTROL			
FWM-001	MUNICIPAL APPROVAL FOR SPRAYING Documents the letters from municipalities giving permission and boundaries for spraying. Files may contain correspondence, maps and reports.		Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation. 16 Del C § 19	11/26/1984 7/2002 8/21/2017

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FWM-002	MONTHLY WORK REPORTS		New series created	8/21/2017
FWM-003	DITCHING PERMISSIONS Documents the letters requesting permission to perform work and a map of the location. Files may contain correspondence and maps.		Retain at agency until termination of project; transfer to Delaware Public Archives for permanent preservation. 16 Del C § 19 40 CFR 152	11/26/1984 7/2002 8/21/2017
FWM-004	COASTAL ZONE MANAGEMENT PROPOSALS AND REPORTS Files may contain proposals, assessments, reports, correspondence, data, field notes		Retain at agency 5 years; successful audit; transfer to Delaware Public Archives for permanent preservation.	8/21/2017
FWM-005	COASTAL ZONE MANAGEMENT CHART SUMMARIES Documents how much time a general fund employee worked, the miles and hours spent on a project per month. Files may contain chart, database, ledger, log, report, time sheet		Retain at agency 5 years after successful audit; destroy.	8/21/2017
FWM-006	U OF D CONTRACTS AND RESULTS		New series created	8/21/2017
FWM-007	SPECIAL USE PERMITS Documents the record of Federal government permits for aerial spraying or Open Marsh Water Management work. Files may contain application, correspondence, maps, permit, photograph, and reports.		Retain at agency 2 years after termination of project; transfer to Delaware Public Archives for permanent preservation. 16 Del C § 19 40 CFR 152	8/21/2017
FWM-008	ARMY CORPS OF ENGINEERS PERMITS AND APPLICATIONS Documents the letter requesting to do the work, response letter, map of area, permit, Corps application and correspondence.		Retain at agency 1 year after expiration of permit and completion of work; transfer to Delaware Public Archives for permanent preservation. 16 Del C § 19 40 CFR 152	8/21/2017
FWM-009	CORRESPONDENCE		Please refer to the General Administrative Schedule	

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FWM-010	MAPS Materials relating to mapping activities used in mosquito control including aerial and topographical maps. Files may contain chart, diagram, map, and photograph.		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation. 16 Del C § 19 40 CFR 152	8/21/2017
FWM-011	REPORTS		New series created	8/21/2017
FWM-012	EQUIPMENT MANUALS		New series created	8/21/2017
FWM-013	PERSONNEL		Please refer to General Personnel Schedule	

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FWM-014 FWM-002 FWM-006 FWM-011 FWM-012	<p>PROGRAM DOCUMENTS</p> <p>ANNUAL MOSQUITO COUNT REPORT Files may contain chart, checklist, correspondence, database, fact sheet, field notes, log, map, photograph, publication and report.</p> <p>MONTHLY WORK REPORTS Documents the type of work, location, equipment used, time and progress. Files may contain chart, checklist, correspondence, database, fact sheet, field notes, log, map, photograph, publication and report.</p> <p>U OF D CONTRACTS AND RESULTS Documents the results from spraying, information on mosquito species, daily and yearly mosquito count report Files may contain certificate, contract, correspondence, database, disbursement, fact sheet, field notes, inventory, log, map, permit, photograph, purchase, report.</p> <p>REPORTS</p> <p>A. Equipment Maintenance Documents when and what was done to equipment. Files may contain chart, correspondence, database, inventory, log, purchase, report.</p> <p>B. Vehicle Gas Records Documents monthly gas usage per vehicle Files may contain chart, correspondence, database, log, purchase, report.</p> <p>C. Energy Documents the electric, LP gas and heating oil usage Files may contain chart, correspondence, database, log, purchase, report.</p> <p>EQUIPMENT MANUALS Files may contain certificate, checklist, insurance policy, inventory, log, manual, photograph and purchase.</p>		<p>Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation. 16 Del C § 19 40 CFR 152</p> <p>Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation. 16 Del C § 19 40 CFR 152</p> <p>Retain at agency 1 year after the termination of a project. purge daily mosquito count; transfer to Delaware Public Archives for permanent preservation. 16 Del C § 19 40 CFR 152</p> <p>Retain at agency 1 year; destroy. 16 Del C § 19 40 CFR 152</p> <p>Retain at agency until equipment is sold; transfer manual with equipment. 16 Del C § 19 40 CFR 152</p>	8/21/2017

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FWM-015 FWM-006	MEMORANDUMS OF UNDERSTANDING (MOU)/ MEMORANDUMS OF AGREEMENT (MOA) MOU's- Formal agreements between organizations to establish official partnerships MOA's- written documents describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective.		Retain at agency until expiration of agreement/contract; audit; transfer to Delaware Public Archives for permanent preservation. 16 Del C § 19 40 CFR 152	8/21/2017
FWM-016 FWM-006	PROGRAM RESEARCH DATA Documents the data collected for: Daily Mosquito Count, Annual Mosquito Count, Results from Spraying Insecticides, Information specific to certain mosquito species, etc. Files may contain database, field notes, reports, surveys.		Retain at agency 1 year after the termination of a project. Purge daily mosquito count. Transfer to Delaware Public Archives for permanent preservation. 16 Del C § 19 40 CFR 152	8/21/2017
FWD-012	PSE & G (PUBIC SERVICES ENTERPRISE GROUP) SETTLEMENT FILES Files contain all programmatic financial data from settlement. Files may contain fiscal documents, notes and reports.		Retain at agency permanently. 16 Del C § 19 40 CFR 152	7/2002
	OUTREACH–LICENSING–GRANTS			
FWD-005	LICENSE CERTIFICATION FILES Documents pertaining to the hunting and fishing certifications. Files may contain correspondence, certification reports, data reports and analysis.	CONFIDENTIAL	Retain at agency permanently. 7 Del C § 5	11/26/1984 8/21/2017
FWD-007	FEDERAL AID and other PROJECT GRANT FILES Documents pertaining to federal aid and other project grants projects. Files may contain agreements, progress reports, financial records and correspondence.		Retain at agency permanently due to compliance tracking.	11/26/1984 7/2002 8/21/2017

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FWE-015	REVOCATIONS OF LICENSE Documents pertaining to the information on hunting and fishing licenses that have been suspended do to violations. Files may contain correspondence, database, report.	CONFIDENTIAL	Retain at agency permanently due to compliance tracking. 7 Del C § 13 29 Del C § 80 7 Del Admin C § 3100 7 Del Admin C § 3000 7 Del C § 5	2/7/2014 8/21/2017
FWF-005 FWF5	RECREATIONAL LICENSES Documents pertaining to the information on recreational fishing and hunting licenses. Files may contain application, check copy, checklist, correspondence, database, license, records and reports.	CONFIDENTIAL	Retain at agency 1 year; destroy. 7 Del C § 5	8/21/2017
FWO-001	OUTREACH/VOLUNTEER RECORDS Documents information on volunteers. Files may contain applications, paperwork, time sheet, certificates, correspondence, leave request and verification, notes, training records, travel authorizations.	CONFIDENTIAL	Retain at agency permanently with project leaders.	8/21/2017
FWO-002	WATERFOWL AND TROUT STAMPS Documents and prints related to waterfowl and trout stamps issued each year. Files may contain application, correspondence, photograph, and artwork, copy of check, stamp copy and publications.		Retain at agency 3 years after date of issue; retain 1 copy at agency permanently. 7 Del C § 5	8/21/2017
FWO-003	FISING AND HUNTING PHOTOGRAPHY CONTEST Documents pertaining to the annual photography contests held for the hunting, trapping and fishing guides. Files may contain correspondence and photographs.		Retain paperwork at agency 3 years; destroy. Retain digital images permanently at agency 7 Del C § 5	8/21/2017
	WILDLIFE			

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL/ VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
FWW-001 FWW1	TRAPPING LEASES Documents the information pertaining to the lease contracts for trapping purposes. File may contain invitation to bid, letter of award, money received, and affidavit of publication, contract, and harvest report, correspondence, fiscal records, leases and reports.	CONFIDENTIAL	Retain at agency 10 years after expiration of contract; successful audit; retain summary of transfer harvest report at agency and send transfer harvest reports to Delaware Public Archives for permanent preservation. 7 Del C § 5	8/21/2017
FWW-002 FWW2	GUNNING RIG PERMITS		No longer used	
FWW-003 FWW3	FIREWOOD PERMITS		New series created	
FWW-004 FWW4	AGRICULTURAL LEASES Documents the information pertaining to the lease contract for agricultural purposes. Files may contain invitation to bid, letter of award, money received, contract, correspondence, fiscal records, lease and reports.	CONFIDENTIAL	Retain at agency 10 years after expiration of contract; successful audit; transfer to Delaware Public Archives for permanent preservation. 7 Del C § 5	8/21/2017
FWW-005 FWW5	FEDERAL PERMIT Documents the permits issued to the agency by Federal agency (including Federal Migratory Bird) that states type of bird, the location and the person's name. Files may contain correspondence, notice, permit and reports.		Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation. 50 CFR 13 50 CFR 21	8/21/2017
FWW-006 FWW6	WATERFOWL INVENTORY		New series created FWW-018	8/21/2017
FWW-007 FWW7	DEER DATA SURVEY		New series created FWW-018	8/21/2017
FWW-008 FWW8	DNREC/DELAWARE SPCA FUNDING AGREEMENT		No longer created	
FWW-009 FWW9	KENT AND SUSSEX COUNTY SPCA AGREEMENT		No longer created	
FWW-010 FWW10	DOG BITE – NO CONVICTION		MOVED TO DHSS-DPH-Office of Animal Welfare	
FWW-011 FWW11	DOG BITE – CONVICTION SUMMARIES		MOVED TO DHSS-DPH-Office of Animal Welfare	

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SERIES #	SERIES TITLE AND DESCRIPTION	CONFIDENTIAL/ VITAL	RETENTION INSTRUCTIONS	DATE APPROVED / REVISED
FWW-012 FWW12	WILDLIFE MANAGEMENT PROGRESS REPORTS		No longer created	
FWW-013 FWW13	ACCIDENT REPORT COPIES		Please refer to the General Personnel Schedule	
FWD-001	PROPERTY ACQUISITION FILES Documents information pertaining to the acquisition of land from private owners to state owned. Files may contain appraisal, surveys, title search, deed, certificate of title, correspondence, contracts, agreements, MOA, MOU, insurance policy, invoices, settlement sheets, maps, purchase order and reports.		Submit original deed and survey to Delaware Public Archives upon receipt. Retain copies in file. Retain the file at the agency until property is being used for intended purpose; successful audit; transfer files to Delaware Public Archives for permanent preservation.	11/26/1984 7/2002 8/21/2017
FWW-014 FWD-002 FWW-003 FWW3 FWF-005	GENERAL WILDLIFE PERMITS Documents information pertaining to the following types of permits: Deer Damage Assistance Program, Severe Deer Damage Assistance, Experimental Extreme Deer Damage, Wildlife Control Operator, Nuisance Wildlife, Depredation, Scientific Collecting Permit, Fox Management Permit, Shooting Preserve, Dog Training Area, Dog Field Trial, Beaver Damage, Swan Management, Wildlife Possession, Managed Deer Hunt, Wildlife Rehabilitation, Disabled Hunt from a Vehicle, Wildlife Transfer, Nest Removal, Falconry Hunting, Firewood Collection, Wildlife Special Use, Bat Exclusion, Retriever Training Permit, C&R Center/Horse Barn Use, Education, Sea Turtle Transport, Snapping Turtle, General Disabled Hunting, Falconry Subsistence Permit, Firewood Permits, Game Transport, Game Keeper, Game Breeder. Files may contain application, correspondence, permits, reports and check copy.		Retain at agency 3 years after expiration; successful audit; destroy. 50 CFR 13 7 Del Admin C § 3900	8/21/2017

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FWW-015 FWD-004	COUNCIL AND COMMISSION REPORTS Documentation associated with the business of Council and Commissions. Files may contain meeting agendas, minutes, attendance sheets, appointment correspondence, presentations, resolutions, by laws, regulations and statute for the Advisory Council on Wildlife and Freshwater Fish.		Retain at agency 1 year; transfer to Delaware Public Archives for permanent preservation.	11/26/1984 7/2002 8/21/2017
FWD-006	PROPERTY CONSTRUCTION FILES Documents the information pertaining to the restoration, development and/or construction of wildlife area properties. Files may contain deeds, plans, contracts, bids, surveys, invoices and correspondence.		Retain at agency 1 year after completion of project; successful final audit if state funded. Retain at agency 3 years after completion of project; successful final audit if federally funded. Transfer to Delaware Public Archives for permanent preservation.	11/26/1984 7/2002 8/21/2017
FWW-016	MEMORANDUMS OF UNDERSTANDING (MOU)/ MEMORANDUMS OF AGREEMENT (MOA) MOU's- Formal agreements between organizations to establish official partnerships. MOA's- written documents describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective. File may include agreements, contracts, correspondence, and copy of MOU or MOA.		Retain at agency until expiration of agreement/contract; audit; transfer to Delaware Public Archives for permanent preservation.	8/21/2017

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FWW-017	PROGRAM DOCUMENTS REPORTS A. Equipment Maintenance Documents when and what was done to equipment. Files may include chart, correspondence, database, inventory, log, purchase, report. B. Vehicle Gas Records Document that records monthly gas usage per vehicle. File may include chart, correspondence, database, log, purchase, report. C. Energy Documents that record electric, LP gas and heating oil usage Files may include chart, correspondence, database, log, purchase, report. D. Resident Leases Documents that record information pertaining to lease contracts for residential purposes. Files may contain lease, money received, contract, correspondence, fiscal records, reports. Program Updates, Gas Records, Equipment Service Records, etc.		Retain at agency 1 years; destroy.	8/21/2017
FWW-018 FWD-009 FWD-010 FWW-006 FWW6 FWW-007 FWW7	PROGRAM RESEARCH DATA Documents the data for the following: Species, Habitat, Hunter, Disease/Contaminants Information, Waterfowl Inventories (including aerial counts, cumulative count reports and correspondence), and Deer Data Survey (including count of deer tagged daily with age, sex and health information). Files may contain database, field notes, reports, and surveys.		Retain at agency for 3 years; successful audit; destroy. Specific to Waterfowl Inventory Cumulative Count Reports: Retain at agency 2 years; transfer to Delaware Public Archives for permanent preservation.	11/26/1984 8/21/2017

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L-003	PUBLIC LAND FILES Document the acquisition of all state lands not administered by the Department of Administrative Services but administered by DNREC. May contain the following: <ol style="list-style-type: none">1. Investigational Research2. Pilot Plans Maps3. Correspondence4. Deeds and other Land Records5. Legal Documentation		Submit original deeds to Delaware Public Archives upon receipt. Retain other records at agency for 10 years; transfer to Delaware Public Archives for permanent preservation. NOTE: Moved from DNREC Secretary's Legal Office schedule then Fish and Wildlife Director's Office to the Wildlife Section	4/2/1993 2005

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Agency Notes:

1. Delaware Code
 - a. [29 Del C § 5](#) State Government-General Provisions-State Archives and Historical Objects-Public Records Law
 - b. [29 Del C § 100](#) State Government-General Regulations for State Agencies-Freedom of Information Act
 - c. [6 Del C § 12A](#) Commerce and Trade-Other Laws Relating to Commerce and Trade-Uniform Electronic Transaction Act
 - d. [7 Del C § 1](#) Conservation-Game, Wildlife and Dogs-Protected Wildlife
 - e. [7 Del C § 13](#) Conservation-Game, Wildlife and Dogs-Enforcement of Game and Fish Laws
 - f. [7 Del C § 5](#) Conservation-Game, Wildlife and Dogs-Licenses
 - g. [7 Del C § 19](#) Conservation-Shellfish-General Provisions
 - h. [7 Del C § 20](#) Conservation-Shellfish-General Provisions
 - i. [29 Del C § 80](#) State Government-Department of Government-Department of Natural Resources and Environmental Control-Natural Resources and Environmental Control
 - j. [16 Del C § 19](#) Health and Safety-Regulatory Provisions Concerning Public Health-Mosquito Control
 - k. [23 Del C § 21 subchapter II](#) Navigation and Waters-Motorboats-General Provisions
 - l. [23 Del C § 22](#) Navigation and Waters-Boat Safety
 - m. [23 Del C § 1 subchapter II](#) Navigation and Waters-Pilots-Licenses
 - n. [7 Del C § 29](#) Conservation-Transfers-Transfer of Finfish, Eel Fishing and Shellfish Permits and Licenses
2. Delaware Administrative Code
 - a. [7 Del Admin C § 3100](#) Natural Resources and Environmental Control-Division of Fish and Wildlife-Boating Regulations
 - b. [7 Del Admin C § 3000](#) Natural Resources and Environmental Control-Division of Fish and Wildlife
 - c. [7 Del Admin C § 3800](#) Natural Resources and Environmental Control-Division of Fish and Wildlife-Shellfish Aquaculture
 - d. [7 Del Admin C § 3900](#) Natural Resources and Environmental Control-Division of Fish and Wildlife-Wildlife
3. Federal Code
 - a. [50 CFR 13](#) Wildlife and Fisheries-United States Fish and Wildlife Services-Department of Interior-General Provisions-Taking, Possession, Transportation, Sale, Purchase, Barter, Exportation and Importation of Wildlife and Plants-General Permits Procedures
 - b. [50 CFR 21](#) Wildlife and Fisheries-United States Fish and Wildlife Services-Department of Interior- General Provisions-Taking, Possession, Transportation, Sale, Purchase, Barter, Exportation and Importation of Wildlife and Plants-Migratory Bird Permits
 - c. [40 CFR 152](#) Protection of Environment-Environmental Protection Agency-Pesticide Programs-Pesticide Registration and Classification Procedure
 - d. [36 CFR 1220 through 1234](#) Parks, Forests, and Public Property-National Archives and Records Management- Records Management
4. The destruction of Electronic Records requires an authorized Destruction Notice from the DPA. Please refer to DPA policy.
5. If data system(s) replaces hard copy and the records have differing retention periods and agency software does not readily permit selective deletion, then delete records after the longest retention period has expired.
6. Contingency backup records should be maintained apart from the master file or data system in a secure offsite facility.
7. If any data is necessary to reconstruct the master file or required for audit, it should be listed on an agency approved records retention schedule.
8. "Electronic record" means a record created, generated, sent, communicated, received or stored by electronic means.

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Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
	DIRECTOR'S OFFICE		
FDW-001	PROPERTY ACQUISITION FILES	moved to Wildlife Section	
FDW-002	SCIENTIFIC COLLECTIONS/PERMITS – BIRDS, FISH AND COON	moved to Wildlife Section	
FDW-003	GAME AND FISH COMMISSION AGENDAS, REPORTS AND MINUTES	moved to Wildlife Section	
FDW-004	COUNCIL AND COMMISSION REPORTS	moved to Wildlife Section	
FDW-005	LICENSE FILES	moved to Outreach, Licensing, Grant Section	
FDW-006	PROPERTY CONSTRUCTION FILES	moved to Wildlife Section	
FDW-007	FEDERAL AID PROJECT FILES	moved to Outreach, Licensing, Grant Section	
FDW-008	FEDERAL AID – DAILY ACTIVITY AND EQUIPMENT RECORDS	General Schedule	
FDW-009	DISEASE/CONTAMINANTS INFORMATION	moved to Wildlife Section	
FDW-010	REPORTS	moved to Wildlife Section	
FDW-011	CORRESPONDENCE	General Schedule	
FDW-012	PSE & G SETTLEMENT FILES	moved to Mosquito Control Section	
FDW-013	ACCOUNTING AND BUDGET DATA	General Schedule	
L-003	PUBLIC LAND FILES	moved to Wildlife Section	
	ENFORCEMENT SECTION		
FWE-001	BOAT LICENSES LEDGERS	added more to description	
FWE-002	BOAT REGISTRATION APPLICATIONS	added more to description	
FWE-003	CRIME REPORTS changed Title to INVESTIGATION FILES	added more to description	
FWE-004	FEDERAL FILES, AGREEMENTS AND AUDIT	moved to Outreach, Licensing, Grant Section	
FWE-005	BOATING ACCIDENT REPORTS	added more to description	
FWE-006	OFFICER REPORTS	added more to description	
FWE-007	SEARCH AND RESCUE (SAR) CASE LOGS	added more to description	
FWE-008	POLLUTION PATROL LOGS	no longer used	2/7/2014
FWE-009	BOAT LOGS	added more to description	
FWE-010	FUEL REPORTS	no longer used	2/7/2014
FWE-011	CORRESPONDENCE	General Schedule	
FWE-012	PERSONNEL FILES	General Schedule	
FWE-013	COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES	no longer used	2/7/2014
FWE-014	BOAT REGISTRATION DECALS	added more to description	
FWE-015	REVOCATIONS OF LICENSE	moved to Outreach, Licensing, Grant Section	
FWE-016	BOATING/FISHING EVENTS AND MARINE EVENTS PERMITS	combined into new series	
FWE-017	BOAT RAMP CERTIFICATES	combined into new series	
FWF-001 (FWF1)	SHELLFISH LICENSES	moved from Fisheries	
FWF-005	COMMERCIAL AND RECREATIONAL FISHERIES AND LICENSES	moved from Fisheries	
FWED-001	BOATING EDUCATION COURSE RECORDS	moved from Education	

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Retention changed from permanent at Archives to permanent at Agency on system

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Series	Title and Explanation and action taken	Retention	Date of change
X-FWE-001	DELAWARE BOAT REGISTRATION #B40L2105 – Monthly	no change	
X-FWE-002	MONTHLY STOLEN BOAT REPORT #B40L2305 – Monthly	no change	
X-FWE-003	BOAT RENEWALS	no longer used	2/7/2014
	FISH AND WILDLIFE EDUCATION		
FWED-001	BOATING EDUCATION COURSE RECORDS	moved to Enforcement Section	
	FISHERIES		
FWF-001	SHELLFISH LICENSES	moved to Enforcement Section	
(FWF1)			
FWF-001	SHELLFISH GROUND LEASES	Retention changed from 7 years to 5 years	
(FWF2)			
FWF-003	FISH KILLS	combined into new series	
(FWF3)			
FWF-004	MINUTES	General Schedule	
(FWF4)			
FWF-005	COMMERCIAL AND RECREATIONAL FISHERIES AND LICENSES	Moved to Enforcement and Wildlife	
(FWF5)			
FWF-006	CATCH AND EFFORT (COMMERCIAL AND RECREATIONAL FISHING CATCH DATA)	combined into new series	
FWF-007	FINFISH INFORMATION	combined into new series	
FWF-008	CORRESPONDENCE	General Schedule	
FWF-009	PUBLICATIONS	General Schedule	
FWF-010	EQUIPMENT SERIVE RECORDS	combined into new series	
FWF-011	GAS RECORDS	combined into new series	
FWF-012	PROGRAM RESEARCH DATA	New Series	
(FWF-003, FWF3, FWF-006, FWF6, FWF-007)			
FWF-013	MEMORANDUMS OF UNDERSTANDING (MOU)/ MEMORANDUMS OF AGREEMENT (MOA)	New Series	
FWF-014	PROGRAM DOCUMENTS	New Series	
(FWF-010, FWF-011)			
FWF-015	COUNCIL AMD COMMISSION REPORTS	New Series	
(FWD-004)			
FWF-016	PROPERTY CONSTRUCTION FILES	New Series	
(FWD-006)			
	MOSQUITO CONTROL		
FWM-001	CITY APPROVAL FOR SPRAYING changed Title to MUNICIPLE APPROVAL FOR SPRAYING	no changes	
FWM-002	MONTHLY WORK REPORTS	combined into new series	
FWM-003	DITCHING PERMISSIONS		
FWM-004	COASTAL ZONE MANAGEMENT PROPOSALS AND REPORTS	no change	
FWM-005	COASTAL ZONE MANAGEMENT CHART SUMMARIES	no change	

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FWM-006 U OF D CONTRACTS AND RESULTS

combined within new series

Series	Title and Explanation and action taken	Retention	Date of change
FWM-007	SPECIAL USE PERMITS	added to description	8/21/2017
FWM-008	ARMY CORPS OF ENGINEERS PERMITS AND APPLICATIONS	no changes	8/21/2017
FWM-009	CORRESPONDENCE	General Schedule	8/21/2017
FWM-010	MAPS	added to description and change retention from no longer needed to 5 years	8/21/2017
FWM-011	REPORTS	combined into new series	8/21/2017
FWM-012	EQUIPMENT MANUALS	combined into new series	8/21/2017
FWM-013	PERSONNEL	General Schedule	8/21/2017
FWM-014	PROGRAM DOCUMENTS	New Series	8/21/2017
(FWM-002, FWM-006, FWM-011, FWM-012)			
FWM-015	MEMORANDUMS OF UNDERSTANDING (MOU)/		
(FWM-006)	MEMORANDUMS OF AGREEMENTS (MOA)	New Series	8/21/2017
FWM-016	PROGRAM RESEARCH DATA	New Series	8/21/2017
(FWM-006)			
FWD-012	PSE&G (PUBLIC SERIVES ENTERPRISE GROUP) SETTLEMENT FILES OUTREACH-LICENSING-GRANTS	moved from Director's Section	8/21/2017
FWD-005	LICENSE FILES change to Title LICENSING CERTIFICATION FILES	changed retention from destroy when expiration of license to permanently at agency	8/21/2017
FDW-007	FEDERAL AID and other PROJECT GRANT FILES	changed retention from transfer to Archives to permanently at agency	8/21/2017

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	DIRECTOR'S OFFICE			
PRD-001	POLICY AND PROGRAM FILES (Alphabetical Administrative File) Files may contain directives, weekly reports, annual reports and reports pertaining to policy, operations and functions of Parks and Recreation. Planning and fee schedule reports and state parks master plan.		Retain at agency 2 years; transfer to Delaware Public Archives for permanent preservation.	2003 12/26/2016
PRD-002	PARKS ADVISORY COUNCILS FILE (MINUTES - ADVISORY COUNCIL ON PARKS) Contains information regarding several advisory councils including the Greenways and Trails, Natural Area Advisory, Parks and Recreation, Open Space Councils. Minutes, letters of appointment to the Council, agendas and reports.		Retain at agency 2 years; transfer to Delaware Public Archives for permanent preservation.	2003 12/16/2016
PRD-003	REPORTS AND PLANS		Combined into PRD-001	2003
PDO-001	TRAVEL FILE Approved requests, per diem information, policy, registration.		Retain at agency 2 years; destroy.	12/16/2016
PDO-002	GENERAL CORRESPONDENCE FILE Letters, memos, correspondence from the public regarding routine activities at the park.		Retain at agency 1 year; destroy.	12/16/2016
PRP-011	PERSONNEL FILES - MERIT .		Please refer to the State General Personnel Schedule.	1984
	ADMINISTRATIVE AND SUPPORT			
PRR-007	VOLUNTEER ADMINISTRATION PROGRAM FILE (Youth Conservation CORPS Program Files) Youth Conservation Corp, Americorp, Veteran's Corps and Interns Application for funds, work projects and activities accomplished during the summer employment.	CONFIDENTIAL	Retain at agency 12 years; successful audit and federal requirements are met; destroy.	1984 12/16/2016

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PRR-011	BUDGET REQUEST MATERIAL FILE Copies of material used in budget preparation. Fee package information which may include: Budget Instructions, Policy Memorandum, Governor's Recommended Budget, Budget Hearing Power Point, Budget Reduction Sheet, Budget Narrative, Structural Changes Documentation, Mark up documentation, Proposed Legislation, New/Updated Epilogue Language documentation, Minor Capital Improvements List, Capital Improvements List.		Retain at agency 10 years; destroy.	1984 12/16/2016
PRP-004	GENERAL OPERATION FILE Background sale information, schedule of entrance fees and user charges and procedures and guidelines for entrance fees and overnight accommodations in parks (i.e. camping, cabins and cottages).		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	1984
PRP-005	CONTRACTS, CONCESSIONS AND AGREEMENTS (Concession Contracts) Agriculture leases, vendor leases, concession contracts, insurance certificate and critical correspondence pertaining to leasing the right to sell items or services, annual financial statements, maps, amendments, licenses, and payment information.		Retain at agency 3 years after all renewal options have been exercised; successful audit; transfer to State Records Center 50 years; destroy.	1984 12/16/2016
PRP-010	REQUEST FOR PARK INFORMATION (FOIA) (Request for Park Information)		Please refer to the State General Administrative Schedule FOIA	1984
PRP-012	PERSONNEL FILES - SEASONAL		Please refer to the State General Personnel Schedule	1984
PAS-001	FRIENDS GROUP FILES These are files which house information regarding the individual parks and statewide Friends Group. Agreements, Amendments, Insurance Paperwork, Contact information.		Retain at agency for 2 years after Friends group is absolved; transfer to State Records Center 10 years; destroy.	12/16/2016

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PAS-002	LEGISLATIVE FILE Draft legislation, proposed legislation, amendments, final (signed) bill.		Retain at agency 2 years; destroy.	12/16/2016
PAS-003	ENDOWMENT FILE These are files that contain information regarding park investments and endowments. Establishment documentation, draw requests, reports from the Delaware Community Foundation and bank information.		Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation.	12/16/2016
PAS-004	NEW CASTLE CONSERVATION DISTRICT PERSONNEL FILES Contracted employees through a third party organization. Time cards, performance plans & reviews, applications, agreements, medical information, purchase orders, payment letters.	CONFIDENTIAL	Please refer to the State General Personnel Schedule.	12/16/2016
PAS-005	GRANT FILES Applications, letters of intent, contracts, amendments, maps, and acceptance letters.		Retain at agency for 2 years after complete, transfer to State Records Center 10 years; destroy.	12/16/2016
PAS-006	LOAN FILE Contains information regarding loans acquired by the Division in order to complete projects (Indian River Marina, Lums Campground, Cape Henlopen Sewer) including applications, closing documents, prepayment schedules, etc.		Retain at agency for 2 years after payoff; transfer to State Records Center 10 years; destroy.	12/16/2016
	OPERATIONS MAINTENANCE AND PROGRAMMING			
PRR-001	DIVESTITURE FUND FILES		Obsolete	1984
PRR-003	RECREATION ASSISTANCE FUND FILE		Obsolete	1984
PRR-005	RECREATION PROGRAM FOR THE HANDICAPPED		Obsolete	1984

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PRR-006	OPERATIONS REPORT FILE (Recreation's Operation Files) Park weekly reports and Governor's weekly reports.		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	1984 12/16/2016
PRR-008	VEHICLE/EQUIPMENT FILES (Vehicle Files) A. Vehicles and Equipment Identification Files Serial number, purchase date, license plate number and description. B. Usage Reports Contains mileage and hours of usage for park owned vehicles and equipment. C. Authorized Driver Forms		A. Retain at agency until vehicle is sold; destroy. B. Retain at agency 2 years; destroy. C. Retain at agency 2 years; destroy.	1984
PRR-009	JOINT AGENCY/NON GOVERNMENT ORGANIZATION FILE (Joint Agency Organization Files) Correspondence and information regarding activities, facilities and projects for recreation between the division and other agencies (governmental and non-governmental, municipalities etc) where division employees provide expertise and technical assistance meeting minutes, reports and request.		Retain at agency 3 years; destroy.	1984 12/16/2016

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PRR-010	<p>PROGRAMMING FILES (Nature Program Files)</p> <p>Programming data Surveys, statewide programs data (Great Parks Pursuit, Trail Challenge, First State Hikes, and Governor’s Campout) program overviews, attendance.</p> <p>Programming Publications Program guides, summer camp booklet, concert brochure, and teachers’ guides.</p> <p>Waysides Inventory Wayside locations, vendor information, costs, photo of wayside.</p> <p>Programming Policy and Procedures Staff information, Training agendas, Mini bus policy. Mohr/Jennings Award</p> <p>Chief of Interpretation Desk Manual Guide to being Chief of Interpretation.</p> <p>Day Camp Registration Medical information, personal information and liability waiver.</p>	<p>VITAL</p> <p>CONFIDENTIAL</p>	<p>Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.</p> <p>Retain at agency 2 years; transfer to Delaware Public Archives for permanent preservation.</p> <p>Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.</p> <p>Retain at agency 5 years; destroy.</p> <p>Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.</p> <p>Retain at agency 3 years; destroy.</p>	<p>1984 12/16/2016</p>
PRP-001	<p>OPERATION AND MAINTENANCE PARK POLICY FILES</p> <p>Files contain documents that will reflect implementation of policies and procedures for the state parks.</p>		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	1984
PRP-002	<p>STATE PARKS ATTENDANCE FILE</p> <p>Contains figures on Parks, camping, and program attendance and trail counting information.</p>		Retain at agency 10 years; destroy.	1984

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PRP-003	DISCHARGE MONITORING REPORT FILE Permits to operate and test sewage plants for compliance with laws, discharge monitoring reports, lab analysis, yearly analysis schedule and correspondence.		Retain at agency 3 years; transfer to State Records Center 20 years; destroy.	1984
PRP-006	MARINA DOCKAGE AGREEMENTS Agreement for 1-3 years to rent docking/dry stack storage rights at Indian River Inlet Marina.		Retain at agency 3 years; successful audit; destroy.	1984 12/16/2016
PRP-007	PROPERTY LEASES Legal documents and correspondence for the rental of state owned land or property for park housing. Annual safety inspection reports and maintenance tracking information		Retain at agency 12 years; successful audit; transfer to State Records Center 50 years; destroy.	1984 12/16/2016
PRP-008	PARK USER FEE FILE		Combined into PRP-004	1984
PRP-009	PARKS AND FOREST INSECT AND DISEASE CONTROL FILES Information and correspondence on types of insects and diseases found and control measures used.		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	1984
PRT-011	SUBJECT FILES Topics relating to parks and recreation filed alphabetically and correspondence.		Retain at agency 2 years; destroy.	12/2009 12/16/2016
OMP-001	FEMA (FEDERAL EMERGENCY MANAGEMENT AGENCY) When a disaster strikes, the Division may be eligible to receive funding. These files contain information regarding interactions between the two agencies. Files Invoices, Damage reports, photos, and correspondence.		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	12/16/2016

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OMP-002	INFRASTRUCTURE FILES Trails, Bridges & Building Infrastructure information including construction drawings, infrastructure inventories, GIS Information, permits		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	12/16/2016
OMP-003	PARKS SIGNAGE FILE Requests, drawings, tracking information.		Retain at agency 5 years; destroy.	12/16/2016
OMP-004	STAFF UNIFORM FILE Invoices, requests, policy.		Retain at agency 3 years; destroy.	12/16/2016
OMP-005	CULTURAL RESOURCES FILE Curatorship Program Files, Historic Building and Monument Inventories, Time Traveler Files, Black Powder Policy, Park History Documentation, Historical documentation regarding park properties, Cultural Resource Reviews.		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	12/16/2016
OMP-006	ENVIRONMENTAL STEWARDSHIP FILES These files contain information regarding the Division's efforts to protect native and non-native environmental resources. Invasive species management files – plans, requests Resource management files – prescribed burns, meadow management, deer management, terrapin reports, Scientific park research, reports, requests		Retain at agency 10 years; destroy.	12/16/2016
OMP-007	MASTER PLAN/MANAGEMENT FILES Plans specific to park locations, which include reports and maps.		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	12/16/2016

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OMP-008	OPERATIONS AGREEMENTS/PERMITS FILE Requests, drone request routing form, special use permits, agreements, concession contracts.		Retain at agency 5 years; destroy.	12/16/2016
OMP-009	LABOR UNION FILE Collective bargain units represent many classes of employee's. These files contain information regarding the relationship between employees, Department/Divisions and the Union. Minutes, Grievances, Contracts		Retain at agency 5 years; transfer to Delaware Public Archives for permanent preservation.	12/16/2016
	PLANNING, PRESERVATION AND DEVELOPMENT			
PRT-001	PUBLIC LAND ACQUISITION FILES Document the acquisition of all state lands not administered by the Department of Administrative Services (mostly by the Division of Parks and Recreation). May contain the following: Appraisal, contract, survey, settlement sheet, deed, title insurance, purchase orders, federal fund application, payment vouchers, invoices, and correspondence.	CONFIDENTIAL Until settlement is completed	Transfer original survey and deed to Delaware Public Archives upon receipt. Retain copies of the survey and deed with the file at the agency permanently. Transfer settlement sheet and contract after 3 years to Delaware Public Archives for permanent preservation. 7 Del C 45	4/2/2007
PRT-002	RELOCATION FILE Documentation used when the division assists an employee with relocation/costs. Application, computation forms, moving estimates, invoices, purchase orders, settlement sheet and relocation forms.		Retain at agency 3 years after successful audit; purge; transfer to State Records Center 60 years; destroy.	12/2009

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PRT-003	CONSERVATION EASEMENT FILE Recorded agreement between DNREC and landowner to preserve land in natural state Files may contain Appraisal, contract, survey, settlement sheet, deed, title insurance, purchase orders, payment vouchers, invoices, baseline documentation, photos, conservation easement, and correspondence.		Transfer original easement and survey to Delaware Public Archives upon receipt for permanent preservation. Retain copy at agency for field use.	12/2009
PRT-004	COASTAL ZONE MANAGEMENT FILES		Obsolete	12/2009
PRT-005	NATURAL AREA FILES		Combined into PRT-007	12/2009
PRT-006	NATURAL AREA SLIDES		Obsolete	12/2009
PRT-007	NATURAL AREAS/NATURE PRESERVE FILE Files may contain deed, articles of dedication, survey, management plans, baseline documentation, photos, conservation easement, and correspondence.		Transfer original deed, easement and survey to Delaware Public Archives upon receipt. Retain remaining original paper documents file 10 years; transfer to Delaware Public Archives for permanent preservation. 7 Del Admin C 9202	12/2009
PRT-008	FEDERAL LAND AND WATER CONSERVATION FUND GRANT AND ADMINISTRATION FILES Project agreements, amendments, 6F maps and general correspondence regarding the fund.		Retain at agency 3 years after successful audit; transfer to State Records Center 49 years; destroy. https://www.nps.gov/subjects/lwcf/upload/General-Provisions-revised-December-2015.pdf	12/2009
PRT-009	LAND AND WATER CONSERVATION FUND ADMINISTRATION FILE		Combined into PRT-008	12/2009
PRT-010	STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN Plan certified by the Governor		Retain at agency 2 years; transfer to Delaware Public Archives for permanent preservation.	4/27/1988

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PRT-012	CONSTRUCTION/CAPITAL PROJECT FILES (Project Files) Specifications, award letter, response letter, contract, performance bond, letter to proceed, bid tabulation, work schedule, invoices, purchase orders, change orders, advertisement, signed and sealed construction drawings, environmental reviews, permits, certificates of completion, technical specifications and "as built" drawings.		Retain at agency 3 years after completion of project in hard copy and digital format if desired; successful audit; transfer remaining original paper documents to Delaware Public Archives for permanent preservation.	8/10/2007
PRT-013	CONSULTANT FILES Shows services offered, for whom they are performed, cost and duration of project. Memos, prequalification packets, plans, specifications, list of sub-consultants, cost estimates, correspondence, reports, permits, and contracts.		Retain at agency 3 years; transfer to State Records Center 10 years; destroy	12/2009
PRT-014	PERSONNEL FILES		Please refer to the State General Personnel Schedule	12/2009
PRT-015	ADMINISTRATIVE FILE		Please refer to the State General Administrative Schedule	12/2009
PRT-016	TECHNICAL SERVICES SECTION'S FISCAL FILE		Obsolete	12/2009
PPD-001	MEMORANDUMS OF UNDERSTANDING (MOU)/MEMORANDUMS OF AGREEMENTS (MOA) MOU's- Formal agreements between organizations to establish official partnerships. MOU's are not legally binding, but they carry a degree of seriousness and mutual respect. MOA's- written documents describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective MOA's serve as a legal document and describes the terms and details of the partnership Agreements regarding use of land, easements, utilities		Retain at agency for 3 years after expiration; transfer to Delaware Public Archives for permanent preservation.	12/16/2016

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PPD-002	AIX (ANNUAL INFORMATION EXCHANGE) REPORT FILES The National Association of State Park Directors (NASPD) Annual Information Exchange (AIX) survey gathers information about inventory, facilities, visitation, expenses, financing and personal for all state park units in the USA. These files contain completed AIX Reports		Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation	12/16/2016
PPD-003	PUBLIC HEARING FILE Transcripts, public hearing sign in sheets		Retain at agency 5; transfer to State Records Center 60 years; destroy	12/16/2016
PPD-004	RTP (RECREATION TRAILS PROGRAM FILE) RTP is Federal Highways program, which provides money to DelDOT for Recreational Trails. In turn, DelDOT provides funding to DNREC for trail projects. These files contain documentation pertaining to request for funding, Work plans, Environmental and Cultural Resource Approval Forms		Retain at agency 5 years; transfer to State Records Center 10 years; destroy	12/16/2016
PPD-005	PARK PROJECT MANUALS These are manuals that provide summations of projects and include detailed mechanical and equipment operation information including equipment specifications and “as built” drawings		Retain at park locations permanently.	12/16/2016

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Agency Notes:

1. Delaware Codes used within this Retention Schedule:
 - a. [29 Del C 5](#) Public Records Law
 - b. [29 Del C 100](#). Freedom of Information Act (FOIA)
 - c. [6 Del C 12A](#). Uniform Electronic Transaction Act
 - d. [7 Del C 45](#) Conservation-Public Lands, Parks and Memorials-Public Lands
 - e. [7 Del C 47](#) Conservation-Public Lands, Parks, and Memorials-State Parks-General Provisions
2. Delaware Administrative Code:
 - a. [7 Del Admin C 9202](#) Natural Resources and Environmental Control-Parks and Recreation-Operation and Maintenance Section-Regulations Governing Natural Areas and Nature Preserves
3. United States Code/Code of Federal Regulation:
 - a.
4. The destruction of Electronic Records requires an authorized Destruction Notice from the DPA Please refer to DPA policy
5. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
6. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency
7. To transfer electronic records to the DPA, refer to the DPA Information Paper
8. See also Model Guidelines for Electronic Records on DPA's website for additional guidance concerning the maintenance, and disposition of electronic records.

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
	The Parks and Recreation Retention Schedules was completely reviewed and updated according to agency's processes		12/16/2016

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	DIRECTOR'S OFFICE			
SW-005	DNREC ADMINISTRATIVE FILE Correspondence requiring Secretary's signature, designation of responsibilities and comments		Retain at agency 2 years; transfer to Delaware Public Archives for permanent preservation.	11/13/2014 5/14/2018
SW-016	PERSONNEL		Please refer to the State General Personnel Schedule	11/13/2014 5/14/2018
SWD-006 SW-014 SW-015	AERIAL PHOTOS AND DIAZO PRINTS OF WATERSHED STEWARDSHIP Paper and Mylar prints of tax ditches, dredge areas and bridge preservation Black and white and color photos of beaches, tax ditches and areas for future development		Retain at agency until accumulation of 300 items or updated; index; transfer to Delaware Public Archives for permanent preservation.	5/14/2018
SW-007	LOAN APPROVAL LETTERS Letters from conservation districts to acquire a loan		Retain at agency until expiration of loan; successful audit; destroy.	11/13/2014 5/14/2018
	CONSERVATION PROGRAMS			
SWD-009 SW-013	CONSERVATION DISTRICT MEETING MINUTES Council decides whether a tax ditch if feasible and secures deposits for formation. Soil and Water Conservation has a record copy.		Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation.	5/14/2018
SWD-010 SW-012	ADVISORY COUNCIL ON SOIL AND WATER CONSERVATION MINUTES Council approves Conservation District actions, purchase of equipment and aids in the formation of tax ditches.		Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation. Council became obsolete as of 9/25/2008	5/14/2018
SWD-011	APPOINTMENT LETTERS TO THE ADVISORY COUNCIL		Retain at agency 4 years; destroy. Council became obsolete as of 9/25/2008	5/14/2018

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SW-010	CONSERVATION DISTRICT AGREEMENTS Yearly agreements for services provided by each district		Retain at agency; termination of guarantee; transfer to Delaware Public Archives for permanent preservation	11/13/2014 5/14/2018
SW-011	CONSERVATION DISTRICTS FINANCIAL REPORTS Copies of monthly and annual financial reports showing projects worked on and cost of project or loans given.		Retain at agency 4 years; successful audit; destroy.	11/13/2014 5/14/2018
SW-013	CONSERVATION DISTRICTS MEETING MINUTES		Combined into SWD-009	11/13/2014 5/14/2018
	DRAINAGE BRANCH			
DSS-001	21st CENTURY PROJECT Files may contain: Maps, project agreement, copy of invoices, funding agreements, correspondence, original complaint and permits. A) Active/Completed/VOP Project B) In-Active/Cancelled		A) Retain at agency 10 years after completion; destroy B) Retain at agency 3 years; destroy	5/14/2018
DSS-002	RECORDATION FILES Right –A-Way request and copies of letters		Retain at agency until completion; destroy.	5/14/2018
DSS-003	ASBUILT Original construction of ditch, engineers plans		Retain at agency 3 years; transfer to State Records Center 50 years; transfer to Delaware Public Archives for permanent preservation.	5/14/2018
DSS-004	DRAINAGE COMPLAINTS Complaint received from landowner concerning ditch. Move original complaint to the 21 st Century Project Files		Retain at agency until completion; destroy.	5/14/2018
	TAX DITCH MANAGEMENT PROGRAM			
SWD-001	LANDOWNER PETITION FILE Petitions of landowners awaiting approval		Retain at agency until acted upon by the Board of Supervisors; transfer to Tax Ditch Formation File (SWD-002)	1984 5/14/2018

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SWD-002 SWD-003 SDW-004 SWD-005 SWD-012 SWD-013	TAX DITCH AS BUILTS (TAX DITCH FORMATION FILE) Original construction of ditch, engineers plans, petitions, correspondence, order to go upon land and make determinations, notices of referendum and organizational meetings, advertisements, bids, wage scale, watershed work plan agreement, operations and maintenance agreements, copy of court order ordering the formation of a tax ditch, report of county ditch commissioners, certification of referendum, assessment list, court order changes and property owner changes, project agreement and amendments correspondence, work orders, payment estimates and contract modifications and specifications, maps created to show where the tax ditches are located in each county These maps started being created in the 1950's. Permits to work on tax ditches		Retain at agency 3 years; transfer to State Records Center 50 years; transfer to Delaware Public Archives for permanent preservation. 7 Del C 41	5/14/2018
SWD-003	BID FILE		Combined into SWD-002	5/14/2018
SWD-004	COURT ORDER AND ASSESSMENT LIST FILE		Combined into SWD-002	5/14/2018
SWD-005	CONTRACT FILES		Combined into SWD-002	5/14/2018
SWD-007	HAULING AND ROAD PERMITS		No longer doing this program	5/14/2018
SWD-008	APPOINTMENT LETTERS TO TAX DITCH COMMISSION Letters of appointment from Superior Court to Commission, which sets the rates of construction and maintenance		Retain at agency 4 years; destroy 7 Del C 41 II	5/14/2018
SWD-012	TAX DITCH MAPS		Combined into SWD-002	5/14/2018
SWD-013	TAX DITCH PERMITS		Combined into SWD-002	5/14/2018
SW-014	MAPS AND BLUEPRINTS		Combined into SWD-006	11/13/2014 5/14/2018
SW-015	AERIAL PHOTOS		Combined into SWD-006	11/13/2014 5/14/2018
	SEDIMENT AND STORMWATER PROGRAM			
SSP-001	ADMINISTRATIVE FILE Files may contain: Budget documents Chesapeake WIP –CBRAP, BMP verification, and evaluations Contracts EPA documents Grant projects Inventory Legal documents Outreach and education documents		Retain at agency 5 years after completion; transfer to Record Center for 30 years; destroy 7 Del Admin C 5101	5/14/2018

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	Printing and publishing SOP's Storm water utility			
SSP-002	PROJECT FILES Files may contain: Project files- general correspondence, applications, fee documentation, stormwater assessment study submittal, stormwater assessment reports, project application meeting discussion and agreement items, preliminary submittal, sediment and stormwater plan submittal, plan review checklist, stormwater management report submittal including DURMM files, plan review comment memos Approval plans and reports – S&S plan approval letter, approved plan and approved stormwater management report Maintenance- photos and review reports Construction- pre-construction meeting minutes, construction contact information, CCR application, CCR reports, BMP construction checklist, construction photos, digital correspondence, DNREC reports, post construction verification documentation and project closeout notification		Retain at agency 5 years after plan expiration; transfer to Records Center 20 years; transfer to Delaware Public Archives for permanent preservation 7 Del Admin C 5101	5/14/2018
SSP-003	DELEGATED AGENCY PROGRAM Files may contain: Delegation Review- memos and questionnaires, plan review, construction field review form, maintenance filed review form, photos, supporting documentation and approval letters Conference Calls- monthly agendas and recording of calls Meetings – monthly/quarterly meeting agendas Training Delegated agency guidance		Retain at agency 10 years; destroy 7 Del Admin C 5101	5/14/2018
SSP-004	NPDES CONSTRUCTION GENERAL PERMITS Files may contain: Programmatic files- EPA delegation, construction general permits and permit quality review Project files- eNOI, correspondence, payments, annual billing invoices and notice of termination/project closeout		Retain at agency 10 years; after approval of Notice of Termination; destroy 7 Del Admin C 5101	5/14/2018

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SSP-005	SEDIMENT AND STORMWATER REGULATIONS Files may contain: SAN- signed approved memos, timeline and summary of proposed changes RAC- interested parties list, meeting agendas, minutes and review documents, consultant contracts, signed approved contracts, critical needs statement, scope of work, PO, invoices and deliverables, subcommittee agendas, minutes and review documents Register submittal- register notice, RFA/RIS, proposed regulation and Secretary memo to General Assembly Public Workshop- legal notice, press release, presentation and handouts Final Regulations- hearing officer report, Secretary's order, final regulation document and legal review for takings Technical document- document articles and updates public notice		Retain at agency 10 years; transfer to Records Center 20 years; transfer to Delaware Public Archives for permanent preservation 7 Del Admin C 5101	5/14/2018
SSP-006	VARIANCES Expired plans variance- request form, payment verification, supporting plans, legal notice of receipt, public hearing documentation, hearing officer reports, Secretary recommendation, applicant notification of Secretary decision, legal notice of decision and appeal documentation Hardship variances – request form, payment verification, supporting plans, legal notice of receipt, public hearing documentation, hearing officer reports, Secretary recommendation, applicant notification of Secretary decision, legal notice of decision and appeal documentation	CONFIDENTIAL	Retain at agency 10 years; destroy 7 Del Admin C 5101	5/14/2018
SSP-007	STATEWIDE ENFORCEMENT CERG Enforcement files- project file, CCR, correspondence, cost recovery, DNREC review, enforcement panel package, administrative penalty order and press release, FOIA, NOV's, legal request	CONFIDENTIAL	Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation 7 Del Admin C 5101	5/14/2018
SSP-008	TRAINING Contractor certification class (Blue Card) – registration, forms, confirmation letters, directions and attendee label, agendas, applications, quiz, evaluations, letters and BC manual CCR- badges, field trip-project plans, project locations and attendees list, presentations and registration, manual, activities, recertification, revocation policy, construction inspection, evaluations and letters	CONFIDENTIAL	Retain at agency 10 years; destroy	5/14/2018

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	Online training- consultant contract for DURMM video development Designer training including AG structure designer training- attendees database, agendas, presentations, handouts, and certification			
	CHANNEL RESTORATION BRANCH			
CRB-001	RESTORATION FILE Files may contain Maps, project agreement, copy of invoices, funding agreements, correspondence of Active/Completed/VOP Project		Retain at agency 10 years after completion; destroy	5/14/2018
	NONPOINT SOURCE BRANCH			
NPS-SRF	STATE REVOLVING FUND Files contain application form, proof of insurance, loan payment information Delaware Clean Water State Revolving Fund – American Recovery and Reinvestment Act of 2009		Retained at NPS office Permanent (Grant)	2008 5/14/2018
NSP-GA	GRANT APPLICATIONS Files contain MOA, work plan, semi-annual reports, other administrative information		Retained at NPS office Permanent (Grant)	2008 5/14/2018
NSP-CREP	CONSERVATION RESERVE ENHANCEMENT PROGRAM Files contain map of location, coat associated with project, specifications on acreage		Retained at NPS office Permanent	2008 5/14/2018
	SHORELINE AND WATERWAY SECTION			
SW-001	DREDGE FILES Files contain location, specifications of job, consent of landowners / permits.		Retain at agency 11 years; transfer to State Records Center for 49 years; destroy.	6/2010 11/13/2014 5/14/2018
SW-002	BEACH PRESERVATION PERMIT FILES Application, permit or letter of approval for private landowners to build on the beach		Retain at agency 5 years; successful audit; transfer to State Records Center for 50 years; destroy. 7 Del Admin C 5102	11/13/2014 5/14/2018

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SW-003	BEACH PRESERVATION CONTRACT FILES Construction / project contracts for state owned land. Beach erosion control, fertilization and grass planting		Retain at agency 5 years; successful audit; transfer to Delaware Public Archives for permanent preservation. 7 Del Admin C 5102	11/13/2014 5/14/2018
SW-004	GEOGRAPHIC LOCATION INFORMATION FILE Correspondence, articles and experiment information on beach preservation.		Retain at agency 1 year; destroy annually.	11/13/2014 5/14/2018
SW-005	DNREC ADMINISTRATIVE FILE		Delete this is under the Director's Office	11/13/2014 5/14/2018
SW-006	CORRESPONDENCE Requests to speed tax ditch organization or dredge work, request to purchase equipment and daily report of activity.		Retain at agency 2 years; destroy.	11/13/2014 5/14/2018
SW-008	FEDERAL EMERGENCY MANAGEMENT AGENCY FILES – FEMA CONTRACT FILES Grant applications, work plans, semi-annual reports and other administrative information		Retain at agency 5 years; successful audit; destroy. 44 CFR 9	11/13/2014 5/14/2018
SW-009	FEDERAL EMERGENCY MANAGEMENT AGENCY FILES – FEMA COMMUNITY FILES Maps showing flood plain areas and correspondence between Watershed Stewardship and Conservation Districts for particular communities		Replace as updated 44 CFR 9	11/13/2014 5/14/2018
	DAM SAFETY PROGRAM			
DSP-001	FEDERAL EMERGENCY MANAGEMENT AGENCY FILES-FEMA CONTRACT FILE Grant applications, work plans, semi-annual reports and other administrative information		Retain at agency 5 years; successful audit; destroy. 44 CFR 9	5/14/2018
DSP-002	PROFESSIONAL SERVICES CONTRACTS Requests for proposals, contracts, and task orders for providing professional engineering services for the Dam Safety Program		Retain at agency 10 years; successful audit; transfer to Delaware Public Archives for permanent preservation 7 Del Admin C 5103	5/14/2018

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DSP-003	PHOTOS Photographs documenting construction, maintenance or inspection activities at dams throughout the state		Retain at agency 10 years; transfer to Archives for permanent preservation 7 Del Admin C 5103	5/14/2018
DSP-004	DAM INSPECTION REPORTS Visual inspection of a dam by a Delaware licensed professional engineer to detect any signs of deterioration in material, developing weaknesses or unsafe hydraulic or structural behavioral Owners of regulated dams in Delaware are required to conduct informal inspections of their dams at least quarterly and regular inspections at least once a year for high hazard dams and once every two years for significant hazard dams. A Delaware licensed professional engineer must perform regular inspections, and a comprehensive written report must be prepared and submitted to the DNREC Dam Safety Program for each inspection. Regular inspections of all state-owned, regulated dams are performed jointly by professional engineers from DNREC Dam Safety Program and DelDOT		Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation 7 DE C 42 7 Del Admin C 5103	5/14/2018
DSP-005	EMERGENCY ACTION PLAN (EAPs) Plan prepared by the dam owner and approved by the department which identifies emergency conditions at a dam and specifies preplanned actions to minimize loss of life and property damage in the event of a potential dam failure		Retain at agency until updated; transfer to Delaware Public Archives for permanent preservation 7 DE C 42 7 Del Admin C 5103	5/14/2018
DSP-006	ENGINEERING REPORTS Technical documents produced by internal or consultants including but Hydrologic and Hydraulic Reports		Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation	5/14/2018
DSP-007	CONSTRUCTION DRAWINGS, SPECIFICATIONS AND PERMIT APPROVALS Construction drawing, specifications, permit approvals, shop drawings and other documents related to construction on regulated dams.		Retain at agency 10 years; transfer to Delaware Public Archives for permanent preservation 7 Del Admin C 5103	5/14/2018
DSP-008	OPERATION AND MAINTENANCE MANUALS Technical documents related to operating and maintaining dams throughout the state		Retain at agency until obsolete; transfer to Delaware Public Archives for permanent preservation 7 Del Admin C 5103	5/14/2018

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DELAWARE PUBLIC ARCHIVES

Record Group: **1620**

Agency: **NATURAL RESOURCES AND ENVIRONMENTAL CONTROL**

Division: **OFFICE OF NATURAL RESOURCES-WATERSHED STEWARDSHIP-**

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	WATERSHED ASSESSMENT AND MANAGEMENT SECTION			
	WATERSHED ASSESSMENT BRANCH			
WRWP-008	STREAM SAMPLING DATA Laboratory analyses of samples from state streams.		Retain at agency 3 years; destroy. Maintain data permanently in EQuIS Database 7 Del Admin C 7400	11/26/1984 5/14/2018
	WATER AND SPECIAL ENVIRONMENTAL PROJECTS			
WSE-001	TMDL DOCUMENTS TMDL Regulations, Background and Basis Documents, Assessments, Reports, Correspondence, and Responses to Comments		Retain paper copies 5 years after scanned and verified; destroy paper copies: maintain data permanently. 7 Del Admin C 7400	5/14/2018
WSE-002	SURFACE WATER QUALITY STANDARDS DOCUMENTS FOR TOXICS Guidance documents, Assessments, Technical procedures, Regulatory Development Process, Correspondence, Responses to Comments		Retain paper copies 5 years after scanned and verified; destroy paper copies: maintain data permanently. 7 Del Admin C 7401	5/14/2018
WSE-003	WATERSHED APPROACH TO TOXICS ASSESSMENT AND RESTORATION (WATER) PROGRAM DOCUMENTS Work Plans, Fact Sheets, Sampling and Analysis Plans, Maps, Contracts, Annual Program Reports, Other Reports		Retain paper copies 5 years after scanned and verified; destroy paper copies: maintain data permanently.	5/14/2018
WSE-004	WATER RESEARCH DATA Data are stored on XLS spreadsheets and in the Site Investigation and Restoration Section's EQuIS database. Full laboratory reports stored on CDs.		Maintain data permanently. NOTE: Move lab reports from CD's to a more reliable storage media as needed	5/14/2018
WSE-004	FISH ADVISORY PROGRAM DOCUMENTS Memorandum of Understanding, Sampling and Analysis Plans, Contracts, Reports, Assessments, Technical Procedures, Maps, Presentations, Brochures, Correspondence		Retain paper copies 5 years after scanned and verified; destroy paper copies: Maintain data permanently.	5/14/2018
WSE-005	TOXICS IN BIOTA MONITORING DATA		Maintain data permanently. Store in SIRS EQuIS Database	5/14/2018

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	Data are stored on XLS and QPW spreadsheets. Full laboratory reports stored on CDs.			
WSE-006	SEDIMENT ASSESSMENT PROGRAM DOCUMENTS Sampling and Analysis Plans, Contracts, Reports, Assessments, Maps, Presentations, Correspondence. Includes Delaware River Main Navigation Channel Deepening.		Retain paper copies 5 years after scanned and verified; destroy paper copies: Maintain data permanently.	5/14/2018
WSE-007	TOXICS IN SEDIMENT MONITORING DATA Data are stored on XLS and QPW spreadsheets.		Maintain data permanently. Store in SIRS EQuIS Database	5/14/2018
WSE-008	DELAWARE RIVER BASIN COMMISSION TOXICS ADVISORY COMMITTEE DOCUMENTS PCB TMDL Documents, Sampling and Analysis Plans, Reports, Assessments, Maps, Presentations, Correspondence		Retain paper copies 5 years after scanned and verified; destroy paper copies: Maintain data permanently.	5/14/2018
WSE-009	DELAWARE INLAND BAYS SURFACE WATER TOXICS INFORMATION Assessments, Reports, Presentation, Correspondence, Publications		Retain paper copies 5 years after scanned and verified; destroy paper copies: Maintain data permanently.	5/14/2018
WSE-010	CHESAPEAKE BAY SURFACE WATER TOXICS INFORMATION Assessments, Reports, Presentation, Correspondence, Publications		Retain paper copies 5 years after scanned and verified; destroy paper copies: Maintain data permanently.	5/14/2018
WSE-011	NPDES TOXICS REVIEWS Assessments, PCB Pollution Minimization Plans, MS4 Discharges, and VX discharge from DuPont Chambers Works, NJ, etc.		Retain paper copies 5 years after scanned and verified; destroy paper copies: Maintain data permanently.	5/14/2018
WSE-012	NATURAL RESOURCE DAMAGE ASSESSMENT DOCUMENTS Assessments, Correspondence	Confidential	Retain paper copies 5 years after scanned and verified; destroy paper copies: Maintain data permanently.	5/14/2018
WSE-013	EMERGING CONTAMINANTS IN SURFACE WATER Reports, Papers, Presentations		Retain paper copies 5 years after scanned and verified; destroy paper copies: Maintain data permanently.	5/14/2018

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	PUBLICATIONS		Please refer to the State General Administrative Schedule	
	PHOTOGRAPHS		Please refer to the State General Administrative Schedule	
	MAPS		Please refer to the State General Administrative Schedule	
	SHELLFISH AND RECREATIONAL WATER PROGRAMS			
DSRP-001	GRANTS – BEACHES ENVIRONMENTAL ASSESSMENT AND COASTAL HEALTH ACT PROJECT FILES (BEACH ACT PROJECT FILES) Grants, maps, correspondence, copies of contracts and memoranda of agreement and progress reports to US Environmental Protection Agency (EPA) resulting from grants to the Shellfish and Recreational Water Programs, Performance Measures Report (EPA)		Retain at agency for 3 years after final payment; successful audit; scan and verify; destroy hard copy; retain data permanently in STORET. Memoranda of Agreement are to be transfers to Archives for permanent preservation	5/13/2016 5/14/2018
DSRP-002	PROGRAM EVALUATIONS Evaluations (EPA and US Food and Drug Administration), Public Comment		Retain at agency 6 years (i.e. 2 evaluation cycles); scan and verify; transfer to Delaware Public Archives for permanent preservation.	5/13/2016 5/14/2018
DSRP-003	PROGRAM DOCUMENTS Annual Grant Reports and Agency reports with support materials, Marine Bio toxin Contingency Plan, Vibrio Control Management Plan, MOAs and MOU's		Retain at agency 12 years (i.e. 12 year growing cycle); scan and verify; transfer to Delaware Public Archives for permanent preservation.	5/13/2016 5/14/2018
DSRP-004	PROGRAM RESEARCH DATA Water quality data is recorded onto the State data management portal through the Division of Water Resources Environmental Laboratory Section or the US EPA's STORET data management system. Long Term water quality data, pollution source data, etc.		Retain paper copies 5 years after scanned and verified; destroy paper copies: maintain data permanently. Water quality data maintained permanently through STORET	5/13/2016 5/14/2018
	WATERSHED MANAGEMENT BRANCH			
ECPP-001 Replaced by WA-001 WRPS-006	STUDY GROUP PROJECTS (Inland Bays Task Force And Monitoring Committee) Correspondence, reports, public hearings, contracts and agreements relating to the development of the inland bay area, waste water treatment facilities and on-sit disposal regulations.		Retain at agency 1 year after termination of project; purge correspondence; transfer to Delaware Public Archives for permanent preservation.	11/26/1984 8/1/1989 2/27/1993 5/14/2018

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WA-001 WRPS-6	INLAND BAYS ESTUARY PROGRAM FILES Program includes a Task Force and a Monitoring Committee. Arranged chronologically under the following sub-headings: 1. Minutes 2. Press Releases 3. Research Projects 4. Workshop Materials 5. Reports 6. Correspondence 7. Task Force Recommendations 8. Contract Files		Retain at agency 2 years; successful audit; transfer to Delaware Public Archives for permanent preservation.	8/3/1989 2/23/1993 5/14/2018
ECPP-002	MINUTES - INTERNAL COMMITTEE Regulations and conditions developed under the study group projects.		Retain at agency for 1 year after termination of project; transfer to Delaware Public Archives for permanent preservation.	11/26/1984 5/14/2018
ECPP-003	COASTAL ZONE ACT Regulates development of coastal zone area.		Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation.	11/26/1984 5/14/2018
ECPP-004	LAND USE PLANNING ACT Primary distribution agency to review LUPA (Land Use Planning Act) applications.		Retain at agency 3 years; transfer to Delaware Public Archives for permanent preservation.	11/26/1984 5/14/2018
ECPP-005	208 WATER QUALITY PLANNING Federally funded projects and studies to ascertain good water quality and management.		Retain at agency 3 years after successful audit; transfer to Delaware Public Archives for permanent preservation.	11/26/1984 5/14/2018
ECPP-006	GRANT APPLICATIONS Yearly record of what federal grants have been applied for and accepted.		Retain at agency 3 years after audit; destroy.	11/26/1984 5/14/2018
ECPP-007	REPORTS State sponsored reports dealing with water pollution control and management ideas.		Submit 2 copies to Delaware Public Archives upon publication for Delaware Documentation.	11/26/1984 5/14/2018

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ECPP-008	PUBLICATIONS, PAMPHLETS AND BROCHURES Informational material on groundwater, pollution and water quality.		Submit 2 copies to Delaware Public Archives upon publication for Delaware Documentation.	11/26/1984 5/14/2018
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Agency Notes:

1. Delaware Codes used within this Retention Schedule:
 - a. [29 Del C 5](#) Public Records Law
 - b. [29 Del C 100](#) Freedom of Information Act (FOIA)
 - c. [6 Del C 12A](#) Uniform Electronic Transaction Act
 - d. [7 Del C 41](#) Conservation-Agricultural and Soil Conservation; Drainage and Reclamation of Lowlands-Drainage of Lands and Management of Waters; Tax Ditches
 - e. [7 Del C 42](#) Conservation-Agricultural and Soil Conservation; Drainage and Reclamation of Lowlands-DAM Safety
2. Delaware Administrative Code:
 - a. [7 Del Admin C 5101](#) Natural Resources and Environmental Control-Watershed Stewardship-Sediment and Stormwater Regulations
 - b. [7 Del Admin C 5102](#) Natural Resources and Environmental Control-Watershed Stewardship-Regulation Governing Beach Protection and the Use of Beaches
 - c. [7 Del Admin C 5103](#) Natural Resources and Environmental Control-Watershed Stewardship-Delaware DAM Safety Regulations
 - d. [7 Del Admin C 7400](#) Natural Resources and Environmental Control-Watershed Stewardship-Watershed Assessment Section
 - e. [7 Del Admin C 7401](#) Natural Resources and Environmental Control-Watershed Stewardship-Watershed Assessment Section-Surface Water Quality Standards
3. United States Code/Code of Federal Regulation:
 - a. [44 CFR 9](#) Emergency Management and Assistance-Federal Emergency Management Agency, Department of Homeland Security-General-Floodplain Management and Protection of Wetlands
4. Industry Codes
5. The destruction of paper and electronic records requires an authorized Destruction Notice from the Delaware Public Archives
6. For electronic records or electronic systems consisting of multiple record series with differing retention periods, the records should be retained until the longest retention period has been met, unless the software permits selective deletion.
7. Vital Records or Contingency Back-up Records (paper and electronic) are those records essential to the continued functioning or reconstitution of an organization before, after, and during an emergency or disaster and those that are needed to protect the legal and financial rights of the government and those affected by government activities. These records should be duplicated and dispersed to sites that are located a sufficient distance to avoid being subject to the same emergency

Notes: Retention Schedule Modification History

Series	Title and Explanation and action taken	Retention	Date of change
Schedule has been review/updated with adding additional series received approval from DAG on 4/27/2018 and Secretary Gavin on 5/11/2018			

BENEFITS OF RECORDS MANAGEMENT

Centralized management of records is essential in government agencies. Effective records management programs enable agencies to:

- Identify and protect vital records
- Identify records with enduring value (archival records), that track the development of government policy
- Improve customer support
- Improve the performance of storage and retrieval systems through files management.
- Improve the accountability of public funds.
- Increase the efficiency and productivity of office operations through better accessibility and faster retrieval ability
- Reduce the costs associated to support record storage: equipment, supplies, office space, and personnel.
- Reduce information duplication and waste by standardizing processes within an agency so personnel know where and how information is stored and how it may be retrieved
- Reduce the legal liability risks by keeping records according to retention schedule
- Reduce the volume of records stored by destroying records that have reached the end of their retention and transferring permanent records to archives
- Apply available technologies to manage electronic records that can improve both information handling and public service delivery
- Reduce the amount of electronic records and thereby reducing the total costs of ownership associated with paying fees for backups, maintenance, migration, recovery and infrastructure support

Government records document the conduct of public business and are the "memory" of government. They contain information on the administration of public policies and programs, the decision-making process, development, and origin. Furthermore, government records provide a means for monitoring activities and programs, accountability, document, protect the rights of citizens, and define the obligations of governments.

Helpful Hints for Records Management

The Retention Schedule contains the listing of records series used by the Department of Transportation. As noted in the introduction, the instruction provided within this schedule reflects the minimum length of time a record series shall be retained by the agency, the DPA, or in certain cases by both. Records Officers and Authorized Agents should contact their DPA Information Resources Specialist regarding any questions concerning records created or maintained by their agency. The following suggestions will be helpful when using this publication:

1. To be successful at records management, the General and Agency Specific Retention Schedules will become the most referenced document in your agency's program. Their purpose is to provide instruction on the how long to retain records and the statutory or business practice requirements.
2. Become familiar with the General Records Retention Schedule and the Agency Specific Records Retention Schedule. The General Records Retention Schedule is divided into sections according to the category of record, (e.g., accounting and financial, administrative, electronic, and personnel).
3. Review the State General Records Retention Schedule and Locate all records used by your agency. If a record cannot be located within a record series in the General Records Retention Schedule or the agency's records retention schedule, contact the Information Resources Specialist so that the record may be analyzed and added to the agency's schedule.
4. Identify the records that have met their recommended retention period. Insure that all audit requirements have been met and litigation proceedings finalized prior to destruction (see [Audit/Legal/Statutory Requirements](#)).
5. Do not destroy any records until you receive a copy of the Destruction Notice that is signed by the State Archivist, authorizing the destruction. Agencies will receive an official notification of all approvals or denials.
6. List records eligible for destruction on a [Destruction Notice](#) Record titles should be worded exactly the same as listed on the retention schedule. The Destruction Notice must be authorized/signed by the records officer, authorized agent or agency head. This authorization certifies that all the records listed, have met all state and federal audits requirements, all audit reports have been accepted, and all issues resolved. Furthermore, that no legal actions are pending to which the records may pertain. In addition, it certifies that all images generated from the records have been verified for completeness and accuracy. The Destruction Notice must be emailed to the DPA. For more information, please refer to the DPA publication: [User's Guide for Destruction](#)
7. Make a Content List (inventory) of all the records that are eligible for transfer to the State Records Center for storage, or the State Archives for permanent preservation. Review the records using the appropriate Retention Schedule and then complete a Content List (this is a Microsoft Excel Spreadsheet that is created by the Government Service section of DPA) and the [Transfer Document](#). Email the Transfer Document and the Content List (Excel spreadsheet) to the agency's DPA analyst or the Analyst Team mailbox (AnalystTeam@state.us.de) to coordinate arrangements for the transfer of records. For more information, please refer to the following DPA publications for further information regarding the transfer of records: [Preparation of Records for Transfer to DPA](#), [User' Guide to Storage and Use of Archives Boxes](#), and [User's Guide for Transfer](#).

AUDITS AND STATUTORY REQUIREMENTS

Audit Considerations:

Records subject to successful audit must be retained for the periods listed in the General Records Retention Schedules or in any Agency Specific Retention Schedules. During that period, the records must be audited, and have all questioned expenditures, procedures, or other issues noted in the audit report, satisfactorily resolved and/or all recommendations for changes have been implemented and approved by all applicable federal and state agencies.

If state and federal funds are commingled on a project, then the longer retention applies. After all audit requirements have been met, those documents having a permanent retention status should be imaged or transferred per retention schedule instructions.

Agencies are responsible for knowing all audit requirements and other specific program regulations that apply to their records. This information should be obtained from the agency/grantor that is administering, funding, or licensing the program or grant. An all-encompassing retention description cannot be stated in every case. Refer to the terms of the state or federal grant.

Legal and Statutory Considerations:

Federal and state statutes and administrative regulations are subject to change. When this occurs, agencies may be required to retain certain records for a longer period than indicated in the retention schedules. In these cases, the administrative code, statutory, or regulatory requirement take precedence to the retention schedule instructions ([Title 29 Delaware Code, §524](#)). Additionally, agencies must contact their assigned DPA Information Resource Specialist to update their retention schedule so that it complies with the applicable legal statutes.

Records that are involved in any legal action must be retained until after exhaustion of all legal appeals, challenges and remedies, even if they have met the minimum retention requirements.

Confidential Records:

Records may be deemed confidential by statute or by the personal nature of the information contained therein. Records designated as confidential on the General Records Retention Schedule or agency retention schedule should be maintained and handled in a manner that will ensure that the confidentiality of the information is not breached. If a record's confidential information cannot be separated from information that is not confidential, the whole file or series should be maintained and handled as a confidential series. Not all record series can be identified on the General Records Retention Schedule as confidential. It is the agency's responsibility to determine the confidentiality of these records and maintenance thereof. Confidential records transferred to DPA for storage, document imaging or preservation must be identified.

NON-RECORD MATERIAL

Non-record materials are not “record” in character because they do not serve to document the function, policies, decisions, procedures, operations, finances or other activities of the organization.

When in doubt: When it is difficult to decide whether files are record or non-record materials, you should treat them as records. You should consult with DPA to determine the record or non-record status of a particular file.

Non-record materials may include:

- Blank forms
- Duplicate Copies: duplicates of any documents or publications kept solely for convenience and ease of reference
- Business Catalogs, trade journals, and other similar publications or papers that are not created by the agency, require no action, and are not part of a record series upon which action is taken
- Government Publications (External) or processed materials that are received from another activity or office that require no action and are not required to support any other documentation (the originating office is required to maintain record copies)
- Government Publications (Internal) or processed material inventories for which an official copy has been already been retained by the agency for record purposes (See Delaware Documentation)
- Sample letters and Templates (samples/templates of letters used by the agency that contain no real information)

Shredding (crosscut) is the approved method of destruction for records containing confidential or sensitive information (e.g. names, addresses, DOB, financial data, SSN, etc.). Once records are shredded, they may be recycled.

It is highly recommended that non-records materials be maintained separate from the official records to avoid confusion. An agency’s records management program should include a process that regularly scrutinized records to remove non-record materials.

GLOSSARY OF RECORDS MANAGEMENT TERMS

ACCESS

The archival term for authority to obtain information from or to perform research in archival materials

ACCESSION

(v.) To transfer physical and legal custody of documentary materials to an archival institution

(n.) Materials transferred to an archival institution in a single accessioning action

ACTIVE RECORD

A record needed to perform current operations; It is frequently used and usually retained at the agency.

ADMINISTRATIVE VALUE

The usefulness of a record to the originating group in the conduct of its business or daily operations

AGENCY

An office, department, board, commission, or other separate unit of county, state or municipal government, regardless of branch (executive, legislative, or judicial)

APPRAISAL

The process of determining the value and disposition of records based on their current administrative, evidential, fiscal, informational, and legal value; their arrangement; and their relationship to other records. This appraisal is conducted jointly by the agency and a DPA analyst using the [Record Series Inventory Form](#)

ARCHIVAL VALUE

The enduring worth of documentary materials for continued preservation in an archival repository. May also be referred to as historical, continuing, or enduring value.

ARCHIVES

1. The records created or received and accumulated by a person or organization in the course of the conduct of affairs, and preserved because of their historical or continuing value

2. The agency responsible for selecting, preserving, and making available records determined to have permanent or continuing value.

3. The building in which an archival repository is located. See also DELAWARE PUBLIC ARCHIVES.

AUDITS

Audits examine the management and financial operations of an agency. Audits measure the economy and efficiency with which agency operations are managed; how program results are achieved; and program effectiveness. They also verify compliance with laws, regulations, and internal policies in carrying out programs. Audits may also recommend improvements in the management and conduct of state and local government programs and activities. It is the agency's responsibility to identify records requiring audits and maintain awareness of the audit status. Agencies may contact the State Auditor of Accounts office for the status of state audits.

COMPUTER OUTPUT MICROFILM (COM) See Micrographics

CONFIDENTIAL RECORDS

Confidential records are records that are not open to the public in order to protect the privacy rights of individuals or the security arrangements of locations, persons, places and items as defined by law. Federal and State statutes and regulations determine a record's confidentiality status. Restrictions to public inspection of confidential records may apply to the entire record or to discrete portions of information enclosed in the record. It is the agency's responsibility to identify records containing confidential information.

CONSERVATION

Treatments that stabilize, repair, or restore deteriorated records to a usable condition. Also means the transfer of information from a deteriorating recording medium to a more stable recording medium (Migration).

CONVENIENCE COPY / READING FILE:

Unofficial files; duplicates of any documents or publications kept solely for ease of reference

COPIES:

The Official Copy of a record should be designated whenever possible if copies are made. A copy of a record does not always give it non-record status. Several copies of a single form may have record status because each serves a separate program purpose. Multiple copies of an original record are typically categorized as non-record materials.

CUBIC FEET

Measurement of volume for records, archives, and manuscripts A cubic foot (cu. ft. or c.f.) is 1' x 1' x 1'. To determine a cubic foot measure the dimensions of the container's length, width and height in inches and input them into the following formula: **(Length x Width x Height) / 1728**

CUSTODY

The guardianship of records, archives and manuscripts which may include both physical possession (protective responsibility) and legal title (legal responsibility).

DELAWARE PUBLIC ARCHIVES

The Delaware Public Archives is hereby constituted the central depository for the reports, publications, rules and regulations of the government of this State and all political subdivisions thereof. [Title 29 Delaware Code § 519](#).

DESCRIPTION

A list of representative records in the records series, or a clarification of the title in a retention schedule.

DISPOSITION

The final action that puts into effect the results of an appraisal decision for a series of records E.g. transfer to the archives for permanent preservation, transfer to a records center, or destruction.

DOCUMENT

Recorded information, regardless of form or medium, with three basic elements: base, impression, and message Frequently used interchangeably with record or documentary materials.

ELECTRONIC RECORDS

An electronic record is a record that is stored, generated, received, or communicated by electronic means for use by, or storage in, an information system or for transmission from one information system to another. Electronic record formats include, but are not limited to, word processing documents, spreadsheets,

databases, emails, websites, audio, and video files, etc. NOTE: The content of a record, not the medium, determines whether a record constitutes a public record.

ELECTRONIC MAIL

Electronic mail are text documents which are created, stored, and delivered in an electronic format. As such, email messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters. Email may also contain features commonly associated with traditional records systems. They include calendars, directories, distribution lists, and attachments such as word processing documents, spreadsheets, or images that are incorporated into an email message. Also referred to as E-mail

EVIDENTIAL VALUE

The value of records or papers as documentation of the operations and activities of the records-creating organization, institution, or individual

FINDING AID

A description or list from any source that provides information about the contents, location, and nature of documentary materials

FISCAL VALUE

Records used to document an agency's financial decisions and activities. These records are critical in supporting the agency while undergoing audits.

GENERAL SCHEDULE

A records retention schedule which specifies the disposition of certain series of records common to many offices or agencies within the same organization or type of government. See also RETENTION SCHEDULE.

HISTORICAL RECORDS

Records that will be a community resource for historical and genealogical research, exhibits, publications, teaching aids, long-term legal documentation, or other activities. The long-term usefulness of a record for historical or other research determines whether a record will be kept permanently.

INFORMATION RESOURCE SPECIALIST:

A duty position within the Delaware Public Archives that is also referred to as a Records Analyst. This person is responsible to coordinate records management functions (e.g. policies and procedures, create schedules, and training) with an agency's Records Officers to ensure compliance with the State of Delaware's Public Records Law.

LEGAL VALUE

Records that document or support an organization's business agreements, ownership rights, or that document the rights of citizens

LIFE CYCLE

Records pass through identifiable phases from the point of their creation, through their active maintenance and use, to their final disposition by destruction or transfer to an archival institution or records center.

MICROFILM

Reduced scale, photographic record of documentary materials

MICROGRAPHICS

The technology involved in the creation and use of microfilm media, including reels, fiche, and computer output microfilm (COM).

NON-RECORD MATERIAL

Material that is not record in character because it comprises solely library or other reference items, because it duplicates records and provides no additional evidence or information, or because its qualities are non-documentary.

OPTICAL CHARACTER RECOGNITION (OCR)

Process used to capture, recognize, and translate printed alphanumeric characters into machine readable and searchable text.

PERMANENT RETENTION

Indicates need for continued retention of record due to its long-term administrative, legal, fiscal, or historical value.

PRESERVATION

Action taken to slow or prevent the deterioration or damage of archival records Basic actions to provide adequate facilities for the protection, care, and maintenance of archives, records, and manuscripts

PUBLIC RECORDS

Any document, book, photographic image, electronic data recording, paper, sound recording or other material regardless of physical form or characteristics, including electronic records created or maintained in electronic information systems, made, used, produced, composed, drafted or otherwise compiled or collected or received in connection with the transaction of public business or in any way related to public purposes by any officer or employee of this state or any political subdivision thereof

PURGING

The process of examining files to identify and selectively remove, non-record materials and documents of short-term value, especially those eligible for immediate destruction. Also known as screening and weeding files.

RECORDS CENTER (STATE)

A facility designed and constructed to provide low-cost efficient storage and reference service for inactive records pending ultimate disposition. In this case, the State Record Center is synonymous with the Delaware Public Archives.

RECORD GROUP

Organizationally related records established on the basis of origin with particular regard for the complexity and volume of the records and the administrative history of the record-creating institution or organization.

RECORDS MANAGEMENT

The application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposition of records, undertaken to reduce costs and improve efficiency in record-keeping. Includes management of filing and imaging equipment and supplies; filing and information retrieval systems files; correspondence, reports, and forms management; historical documentation; imaging; systems applications; retention scheduling; and vital record identification and protection.

RECORDS OFFICER

The person(s) whose responsibilities include the development and oversight of an agency's records management programs. [29 Delaware Code § 502\(9\), 504\(a\)\(3\), 506, and 521\(b\) & \(c\).](#)

RECORD SERIES

Records, files or items arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form; or because of some other relationship due to their creation, receipt, or use. An example of a Records Series, using the State Agency General Personnel Retention Schedule, is GPR-005: PERSONNEL RECORD, DEPARTMENTAL. It is the Master personnel record for each employee established and maintained by the appointing authority of each agency. This series is a file unit that is comprised of many items but maintained as a single unit out of operational necessity.

RECORDS SERIES INVENTORY

1. A detailed listing that may include the types, locations, dates, volumes, equipment, classification systems, and usage data of an organization's records
2. The breaking down of each record to capture all pertinent information about the record for use in its appraisal

RETENTION INSTRUCTIONS

Specific instructions directing the minimum retention for each record series. Remarks indicate length of time that the record should be retained by the agency and the events or time periods that need to occur before disposition of the record series can be effected. Exceptions to the retention instructions are noted.

RETENTION SCHEDULE

A list of record series which describes an agency's records; establishes a **minimum** period for their retention by the agency, and provides mandatory instructions on what to do with them when they are no longer needed for current business. Also called records disposition schedule, records control schedule, records retention schedule, records retention and disposition schedule, or schedule.

SCHEDULE

To establish retention periods for current records and provide for proper disposition at the end of their active use.

SECURITY COPY

Copy of a vital record that is stored for security purposes in a location apart from the original records. Used to restore data in case of an emergency or disaster.

VITAL RECORDS

Vital Records are those records that are required to ensure that an agency is able to function during an emergency, disaster, and recovery operations. Furthermore, they are records that are crucial to protecting the legal and financial rights and interests of an agency and of the individuals directly affected by its activities. The agency is responsible for identifying which of their records are Vital.

Working Papers. Working papers are Records. Do not confuse "Non-records" with "working papers". Working papers are public records assembled or created in the preparation of other records, and are needed to trace actions, steps, and decisions covered in the final or master record. These may include rough notes or calculations used in the preparation of audits, budgets, studies, or reports that are not fully represented in the final product. They support the final product, but are not fully represented by the final product and may offer important evidence concerning how the final product was derived.

RECORDS MANAGEMENT ON-LINE RESOURCES

Access To Records	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Information Resource Specialist (Analyst) Assignments	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Appointment of Records Officers and Authorized Agents	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments (OMB Circular A-102)	http://www.whitehouse.gov/omb/circulars_index-slg/
Audits of States, Local Governments, and Non-Profit Organizations (OMB Circular A-133)	
Delaware Documentation Procedures	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Delaware Statutes <ul style="list-style-type: none"> Freedom of Information Act Public Records Law Uniform Electronic Transactions Act 	http://delcode.delaware.gov/title29/c100/index.shtml http://delcode.delaware.gov/title29/c005/sc01/index.shtml http://delcode.delaware.gov/title6/c012a/index.shtml
Delaware Public Archives Forms	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Destruction <ul style="list-style-type: none"> Items Prohibited in Destruction Boxes Records Transfer and Destruction Boxes 	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Electronic Records <ul style="list-style-type: none"> Model Guidelines for Electronic Records Suitable Media and Formats for Submitting eRecords Electronic Mail Guidelines for Maintaining and Preserving Records of Web-based Activities 	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Guidelines for Utilizing Paper and Computer Output Conversion Services	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Records Retention / Disposition Projects Cubic Foot Conversion Chart	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Transfers <ul style="list-style-type: none"> Preparation of Records for Transfer to DPA Guidelines for Utilizing Records Storage Facilities 	http://archives.delaware.gov/govsvcs/govsvcs.shtml
Users Guides For: <ul style="list-style-type: none"> Appointment Orders Destruction Imaging Support Record Series Inventory 	http://archives.delaware.gov/govsvcs/govsvcs.shtml

<ul style="list-style-type: none">• Record Service Requests• Transfers	
Vital Records Management	http://archives.delaware.gov/govsvcs/govsvcs.shtml