

## State of Nevada Bureau of Corrective Actions

Version Date: 10/16/2013

### **2004242 Brownfields Assessment Files**

Reviewed: 12/6/2004

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

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

Disposition: Permanent: Transfer to State Archives

### **2004243 Brownfields Clean-up Files**

Reviewed: 12/6/2004

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

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

Disposition: Permanent: Transfer to State Archives

### **2004244 Brownfields Contract Files**

Reviewed: 12/6/2004

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

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

Disposition: Destroy

### **2004249 Certification Applications: Incomplete, Denied and Failed**

Reviewed: 12/6/2004

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

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

Disposition: Destroy

### **2004250 Certification Files**

Reviewed: 12/6/2004

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

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

Disposition: Destroy

### **2004252 Exam Files for Certification**

Reviewed: 12/6/2004

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

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

Disposition: Destroy Securely

### **2004253 Examinations for Certification**

Reviewed: 12/6/2004

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

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

Disposition: Destroy Securely

### **2004241 Heating Oil Files**

Reviewed: 12/6/2004

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

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

Disposition: Destroy

### **2004226 LUST (Leaking Underground Storage Tank) Files**

Reviewed: 12/6/2004

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

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

Disposition: Destroy

### **2004228 Petroleum Fund Claims**

Reviewed: 12/6/2004

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

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

Disposition: Destroy

### **2004231 Project Tracking (PT) Database**

Reviewed: 12/6/2004

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

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

Disposition: Destroy

### **2004229 Superfund Grant Administrative Records**

Reviewed: 12/6/2004

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

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

Disposition: Destroy

### **2004230 Superfund Site Specific Administrative Records**

Reviewed: 12/6/2004

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

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

Disposition: Permanent: Transfer to State Archives

### **2004227 UST (Underground Storage Tank) Files**

Reviewed: 12/6/2004

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

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

Destroy

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Disposition:

### **2004245 Voluntary Clean-up Files**

Reviewed: 12/6/2004

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

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

Disposition: Permanent: Transfer to State Archives