

Environmental Quality, Department of

Division	Schedule #	Title	Description	Disposition
Administrative Services	2189	Energy Information	This series consists of files related to the study of electricity used per square foot in the department. Included are workshop on energy conservation, reference materials, and gas and electric company receipts.	Transfer to State Archives.
Environmental Protection Council	3234	Correspondence	This series consists of correspondence received and sent by the staff of the Environmental Protection Council. The correspondence includes cover letters and other short administrative correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area ten (10) years, then dispose.
Environmental Quality, Department of	396	Young Adult Conservation Corps Camp Records	This series consists of files related to the YACC records. Included are enrollee sheets and time sheets for each enrollee. This series is cut off at the end of the fiscal year.	Hold in the current files area; transfer to SRC; hold five (5) years, then destroy.
Environmental Quality, Department of	397	Young Adult Conservation Corps Office Records	This series consists of files related to Young Adult Conservation Corps YACC. Included are personnel files, time sheets, quarterly reports, payroll registers, and progress reports. This series is cut off at the end of the fiscal year.	Hold in the current files area; transfer to SRC; hold five (5) years, then dispose.
Geology	6136	Schneeflock Logs	Records include printed logs which may include measurements of resistivity, spontaneous potential, gamma rays, porosity, water type, and other information used in geological studies of oil and gas exploration.	Hold out-of-state Schneeflock Logs five (5) years, then transfer to the State Records Center; hold fifteen (15) years, then dispose. Hold Mississippi Schneeflock Logs in the Geology Library

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Nuclear Program	1552	Administrative Files	This series consists of administrative files. Included are memos, letters, and copies of federal register excerpts and litigation guidelines.	Hold in the current files area five (5) years. Material is to be microfilmed; hard copy may then be disposed. Master copy of each record of enduring or archival value filmed shall be deposited with the department. Mississippi Code Annotated 25-59-29 Department shall mean Department of Archives and
Pollution Control	3185	Air Quality Strip Charts	This series consists of original files of measurements of air pollutant concentrations and other meteorological data taken from a number of air sample collection sites. This documentation is in the form of graphical recordings called "strip charts". Information from these charts is entered into a computer database, and a summary report prepared. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years after data is summarized or entered into database, then dispose.
Pollution Control	3187	Asbestos Program General Correspondence	This series consists of general correspondence relating to operation of the asbestos abatement program. Included is correspondence concerning general inquiries about the program or concerning potential projects which never reach the notification stage. It is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose.
Pollution Control	3188	Air Quality Division E.P.A. Files	This series consists of files related to information received from or sent to the Environment Protection Agency. Included are acid rain studies and pamphlets, memos from other agencies, data on from other agencies, data on acid rain in Mississippi, correspondence, grant information, a study conducted by the EPA and air quality reports.	Hold in the current files area until superseded or no longer needed, then transfer to State Archives.
Pollution Control	3191	Increment Consumption Data	This series consists of reports setting out in summary form emissions statistics by county and source. The report is updated periodically to reflect changes in emission levels by source.	Hold latest report and most recently superceded report in current files; transfer all others to the State Archives.

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Pollution Control	3192	National Emissions Data System (NEDS) Files	This series consists of copies of annual reports made by the Environmental Protection Agency concerning emissions within the state. These reports are used by the E.P.A. in compiling national statistics, but, according to agency personnel, are not separately published. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then transfer to State Archives.
Pollution Control	3200	Ambient Monitoring Data Files	This series consists of files related to monitoring data collected at various stream stations throughout the state. Data and water samples are collected every other month, analyzed, and filed with the Water Quality Assessment Branch. Included are monitoring reports, maps, station information, site photographs and flow data. This series is cut off at the end of the calendar year.	Hold in the current files area twenty (20) years, then transfer to State Archives.
Pollution Control	3202	Water Quality Studies	This series consists of studies and monitoring data concerning water quality for nine different river basins in the state. Documents in this series provide a history of monitoring and water quality within a particular river basin. Included are studies prepared by the agency, multi-agency studies, compilations of monitoring data university studies and information concerning the river basin.	Hold in the current files area as long as needed for reference within the agency, then transfer to State Archives.
Pollution Control	3207	Miscellaneous Solid Waste Files	This series consists of complaint files that do not warrant creation of separate facility files. Included are complaint investigations, following-up correspondence, letters of inquiry, and enforcement files.	Hold in the current files area ten (10) years, then dispose.
Pollution Control	3212	EPA Compliance Reports	This series consists of reports prepared by the Groundwater Division for filing with the U.S. Environment Protection Agency. Reports are filed quarterly and annually. The reports contain information on activity in the groundwater program, application for federal certification, and description pollution events. The annual report also contains a narrative summary of activity, work plans and budget estimates. This series is cut off at the end of the fiscal year.	Hold in the current files area ten (10) years, then transfer to State Archives.

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Pollution Control	3215	Well Logs	This series consists of well logs sent to the agency providing detailing data on the completion of disposal wells. These logs are in the form of log strip charts which set out geologic data information on well completion and verification of type of activity carried out. The more recent logs are color-coded to ease reading of data.	Hold in the current files area five (5) years; transfer to SRC; hold five (5) years, then transfer to State Archives.
Pollution Control	3216	Underground Injection Control Files	This series consists of files maintained on each facility engaged in disposal well operations. There are two types of operators. The files contain permits, correspondence, applications, monthly or quarterly reports, complaints and other information.	Hold in the current files area five (5) years after facility ceases operation; transfer to SRC; hold five (5) years, then transfer to State Archives.
Pollution Control	3217	Underground Tank Facility Files	This series consists of files related to underground fuel tank sites. Each site operator is required to notify the agency of the location, number and description of underground tanks.	Hold in the current files area five (5) years after closure and end of post-closure monitoring; transfer to SRC; hold five (5) years, then transfer to State Archives.
Pollution Control	3228	Comprehensive Environmental Response, Compensation and Liability Act (This series consists of records relating to sites which may require cleanup under the terms of the Comprehensive Environmental Response, and Compensation and Liability Act. Included are site investigation plans, preliminary scoring, National Priority Listing files, correspondence, cleanup plans, monitoring data and other related files.	Hold in the current files area ten (10) years; transfer to SRC; hold five (5) years, then transfer to State Archives.
Pollution Control	3239	Administrative Orders	This series consists of files related to administrative orders issued by the Mississippi Commission of Environmental Quality. Included are settlements, fines, citations for violations of laws or permits, letters, return receipts, and copies of orders. Copies of the administrative orders are filed in the division where the order originated.	Hold in the current files area five (5) years; transfer to SRC; hold five (5) years, then transfer to State Archives.

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Pollution Control	3240	Docket Books	This series consists of docket books related to administrative orders issued by the MS Commission on Environmental Quality. The docket books are as an index to the administrative orders of the MS Commission on Environmental Quality. Included are listings of the orders issued, records of violations and penalties and payment records.	Hold in the current files area ten (10) years, then transfer to State Archives.
Pollution Control	5931	Groundwater Assessment & Remediation Files (Site Name)	This series includes environmental assessments, corrective action plans, and monitoring reports of sites with real or perceived contamination across the state.	Image and verify. Hold imaged files in the current files area permanently. Once file becomes inactive, transfer paper and electronic files to State Archives.
Pollution Control	6001	Plans and Specifications	This series consists of files related to the construction of water and wastewater treatment and collection systems. Included are project names, associated permit numbers and correspondence.	Image and verify; dispose of paper files once verified. Hold imaged files permanently.
Pollution Control	6042	Emergency Response Files	This series consists of files related to responses to chemical releases at fixed permitted facilities and non-permitted facilities in Mississippi. Included are responder reports and responsible party reports related to cleanup activities, and related files.	Hold twenty (20) years, then transfer to State Archives.
Pollution Control	6269	Treatment, Storage and Disposal (TSD) Files	This series consists of files related to regulation of facilities disposing of treating or storing hazardous waste required by federal law to obtain a permit to operate. The subfiles cover four areas: Permitting (containing application, supporting data, permits); financial files, monitoring files and compliance files. This series is cut off at the end of the calendar year.	Image and verify files, then dispose of paper. Hold electronic files permanently and transfer digital copies to the State Archives.

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Pollution Control	6270	Annual Hazardous Waste Reports	This series consists of reports filed annually by each large quantity waste generator and TSD facility, together with annual summary reports prepared by the agency from these reports. Included in these reports is data on type of waste generated, manner of treatment where waste is disposed of and nature of transportation. Statistics are kept as to types of treatment, waste, and methodology. This series is cut off at the end of the fiscal year.	Image and verify files, then dispose of paper. Hold electronic files permanently and transfer digital copies to the State Archives.
Pollution Control	6272	Generator Files	This series consists of files related to facilities which discharge hazardous waste, but are exempted by federal law from the requirement of obtaining a permit. Included are notification forms advising the agency of the hazardous waste discharge, inspection reports, enforcement information and related correspondence.	Image and verify files. Hold digital files until facility is closed, then transfer to CERCLA files and apply schedule 3228.