

ENVIRONMENTAL RECORD RETENTION REQUIREMENTS

FEDERAL REQUIREMENTS

EPA PROGRAM	RECORD	CITATION 40 CFR	TITLE OF RULE	RECORD RETENTION PERIOD	COMMENTS
CAA	Measurements, Performance, Tests	60.7 (f)	Notification and Recordkeeping	2 years	For NSPS, Includes CEMS
CAA	Monitoring Data, Calibration Checks	61.14 (f)	Monitoring Requirements	2 years	For NESHAPS
CAA	Emission test results	61.33 (e)	Stack Sampling	2 years	For NESHAPS
CAA	Title V Operating Permit Records	70.6 (a)(3)(ii)(A)(6)	Permit Content	5 years	Data, support documents, applications, etc.
SPCC	SPCC Plans & Inspection Records	112.7 (e) (8)	Guidelines for Preparing & Implementing SPCC Plan	3 years	Keep up -to-date
NPDES	Permit Application Records	122.21 (p)	Application for a Permit - (p) Recordkeeping	3 years	5 years for permits & applications
NPDES	Permit Monitoring Records	122.41 (j) (2)	Conditions Applicable Permits (i) Monitoring/records	3 years	Monitor / maintain / chart / report
RCRA	Hazardous Waste Manifests	262.40 (a)	Recordkeeping	3 years	Keep LDRs with manifests
RCRA	Biennial Reports	262.40 (b)	Recordkeeping	3 years	Some states require annual reports
RCRA	Exception Reports	262.40 (b)	Recordkeeping	3 years	Exception reports to be filed within 45 days
RCRA	Test Results, Waste Analysis	262.40 (c)	Recordkeeping	3 years	Keep up -to-date
RCRA	Inspection Log or Summary	265.15(d)	General Inspection Records	3 years	Keep up -to-date
RCRA	Training Records	265.16(e)	Personnel Training	Closure	3 years for former employees
RCRA	Contingency Plan	262.40 (d)	Contents of Contingency Plan	While generating	Keep up -to-date
RCRA	Closure Plan / Amendment / Records	265.112	Closure Plan; Amendment of Plan	~ Closure	TSDF only
RCRA	Closure Plan / Amendment / Records	265.118	Post - Closure Plan; Amendment of Plan	~ Closure +	TSDF only
RCRA	Closure Cost Estimates	265.142 (d)	Cost Estimate for Closure	~ Closure	TSDF only
RCRA	Post-Closure Cost Estimates	265.142 (d)	Cost Estimate for Post - Closure Care	~ Closure +	TSDF only
RCRA	LDR Waste Analysis / Document	268.7(a)(7)	Waste Analysis & Recordkeeping	5 years	Keep up -to-date
UST	Corrosion Inspection Records	280.31 (d) (1)	Operation & Maintenance of Corrosion Protection	3 tests	Tests every 3 years
UST	UST Repair Records	280.33 (f)	Repairs Allowed	UST Life +	Keep up -to-date
UST	Inspection / Repairs / Investigation	280.34 (b)	Reporting and recordkeeping - (b) Recordkeeping	UST Life +	280.20/280.31/280.33/280.45/280.74
UST	Release Detection Records	280.45 (a)/(b)/(c)	Release Detection Recordkeeping	5/1/5 years	Claims / Tests / Repairs
UST	Closure Records	280.74	Closure Records	Closure + 3	Comply with 280.34 & 280.72
UST	Financial Responsibility	280.11	Recordkeeping	UST Life +	Keep until released under 280.11/280 G
EPCRA	Tier II Reports & Documentation	370.25 (d)	Inventory Reporting	Not Specified	Records must be available for inspection
EPCRA	Form R Reports & Documentation	372.10 (a)	Recordkeeping	3 years	Keep back-up calculations
PCB'S	Annual Document Logs	761.180 (a)	Records and Monitoring - (a) In Service/Disposal	3 years after PCBs gone	> 45 kgs (100 lbs) PCBs /50 PCB capacitors
PCB'S	PCB Manifests	761.209 (a)	Retention of Manifests Records - (a) Generator	3 years	PCB manifests ~ same as RCRA manifests

SELECTED WISCONSIN REQUIREMENTS

CAA	Measurements, Performance, Tests	439.04 (2)	Recordkeeping	5 years	
CAA	Monitoring Data, Calibration Checks	439.04 (2)	Recordkeeping	5 years	
CAA	Emission Test Results	439.04 (2)	Recordkeeping	5 years	
CAA	Annual Reports and Backup Data	438.03 (4)	Required records	5 years	Data, support documents, etc.
RCRA	Hazardous Waste Manifests	615.08 (7)	Manifest System	3 years	Keep LDRs with manifests
RCRA	Annual Reports and Backup Data	615.11 (1) (c)	Reporting	3 years	Annual reports required in Wisconsin
RCRA	Exception Reports	615.11 (2) (c)	Reporting	3 years	Exception reports to be filed within 45 days
RCRA	Test Results, Waste Analysis	615.06 (5)	Hazardous Waste Determination	3 years	Keep up -to-date
RCRA	Inspection Log or Summary	615.05 (4)	General Requirements	3 years	Keep up -to-date
RCRA	Training Records	630.16 (5)	Personnel Training	Closure	3 years for former employees
CWA	Stormwater Records	216.29(7)	Compliance and Reporting Requirements	5 years	

Revised 07/02/01 - Meverden Environmental, Inc. - This list should not be assumed to be complete or accurate