

## Records Retention

- I. Excerpts from General Retention Schedules
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### Part I. Excerpts from the [General Retention Schedule for NYS Government Records, September 2016.](#)

Please review the full statement for specific notes and exceptions. Generally, if there is any pending litigation or investigations, the records must be maintained.

The link below will open to the Health & Safety section of the General Schedule. Other sections may be accessed from the link above.

## General Retention and Disposition Schedule for New York State Government Records

Effective September 2016



The University of the State of New York – The State Education Department  
New York State Archives – Albany, New York 12230 – [www.archives.nysed.gov](http://www.archives.nysed.gov)



## Part II. Minimum Retention of Select Environmental Records by Program Regulation

*The following types of records are not currently specifically addressed by the General Retention Schedule for NYS Government Records, September 2016 or SUNY schedules. Stated are the regulatory minimum retention periods per the regulatory program.*

<b>Hazardous Waste</b>		
Manifest (including all LDRs and other documentation)	3 yrs from date was accepted by the initial transporter	6 NYCRR Part 372.2(c)(1)(i)
Annual Report	3 yrs from due date of the report	6 NYCRR Part 372.2(c)(1)(ii)
Exception Report	3 yrs from due date of the report	6 NYCRR Part 372.2(c)(1)(ii)
Test results, waste analyses, or other determinations	3 yrs from the date the waste was last sent to an on-site or off-site TSD	6 NYCRR Part 372.2(c)(1)(iii)
Any haz waste records associated with an unresolved enforcement activity or upon request of the Commissioner	Extended	6 NYCRR Part 372.2(c)(1)(v)
Universal Waste (LQH) records of shipment	3 yrs from shipment	6 NYCRR 374-3.3(j)
<b>Petroleum Bulk Storage</b>		
UST inventory monitoring records	5 yrs	6 NYCRR Part 613.4(i)
UST periodic tightness testing	5 yrs	6 NYCRR Part 613.5(a)(4)(iii)
UST cathodic protection and leak detection systems	1 yr	6 NYCRR Part 613.5(b)(4)
AST 10 yr inspections and monthly inspections	10 yrs	6 NYCRR Part 613.6(c)(1)
<b>Air Emissions</b>		
Monthly natural gas, et. al. consumption records for boilers subject to NSPS	5 yrs	40 CFR Part 60.48(c)(g)
Preconstruction/change notifications; Startup, shutdown, and malfunction records for natural gas, et. al. fired boilers subject to NSPS	2 yrs from the date of measurement, maintenance or record	40 CFR Part 60.7(a)(b)and (f)
Monitoring data and supporting information	5 yrs	6 NYCRR Part 201-6.5(c)(2)
Fuel composition sulfur limitations	3 yrs	6 NYCRR Part 225-1.8
Proof of eligibility of exempt activities	5 yrs	6 NYCRR Part 201-3.2
Proof of eligibility of trivial activities	5 yrs	6 NYCRR Part 201-3.3
Each emission statement and supporting calculations, data, and estimates	5 yrs	6 NYCRR Part 202-2.5
<b>SPCC</b>		
Inspections, tests, and records with written procedures	3 yrs	40 CFR Part 112.7(e)
<b>Medical Waste</b>		
Tracking forms and exception reports	3 yrs	6 NYCRR Part 364.9(e)

<b>Storm Water and Wastewater Discharges (SPDES)</b>		
All reports, monitoring information and measurements required by a SPDES permit, and data used to complete SPDES permit applications.	5 yrs, unless extended by DEC written request, from date of sample measurement, report or application.	6 NYCRR Part 750-2.5(c)(1)
<b>Pesticide Applications</b>		
Date, place, method, type and dosage rate of pesticide applied, and target organism.	3 yrs	6 NYCRR Part 325.25(a)
<b>Refrigerants</b>		
Servicing records and reports for appliances containing ≥ 50 lbs of refrigerants (Substances containing whole or in part Class I or II ODS)	3 yrs	40 CFR Part 82.166 (k)(m)(n)(o)(p)(q)
<b>PCBs</b>		
Annual reports, manifests, and certificates of destruction, clean up and inspection records	3 years after the facility no longer triggers the requirements	40 CFR 761.180
<b>Hazardous Materials</b>		
Training records for each person who performs a haz mat packaging, labeling, or marking function or who otherwise offers a hazmat for transportation	3 yrs or at least 90 days after ending employment as a hazmat employee.	49 CFR Part 172.704(d)