

Technical Report for the
Vermont Geological Survey FY 2013 Geologic Data Preservation Project
National Geological and Geophysical Data Preservation Program

Prepared for:

US Geological Survey

Prepared by:

Vermont Geological Survey

Marjorie Gale, Environmental Scientist

Marjorie.gale@state.vt.us

802-522-5210

FAX 802-828-1541

1 National Life Drive, Davis 2

Montpelier, Vermont 05620

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ABSTRACT

The Vermont Geological Survey (VGS), a Division in the Department of Environmental Conservation (DEC) in the Vermont Agency of Natural Resources (ANR), participated for the first time in 2013-2014 in the National Geological and Geophysical Data Preservation Program (NGGDP), a federally-funded program within the US Geological Survey (USGS) for the preservation of geoscience materials and data. The project goal is to preserve unpublished maps, documents, samples, and data (geochemical, petrographic, geochronological, geophysical etc.) and to create appropriate metadata to facilitate use of these materials by other professionals in academia, government and the private sector.

The project was conducted in several phases: discovery, inventory, identification and naming of collections, creation of metadata and uploading of data to ScienceBase. As a result of the inventory of 69,000 files, 14 collection level items were defined. Files were reviewed and metadata written for collection level items. Collection level and child item metadata was successfully uploaded.

The VGS is creating data preservation and management plans in accordance with State and Agency plans. However, important elements to guide database and metadata development as part of data preservation in Vermont are being developed at the Agency and State level. Therefore, we have suggested tactics for 3-5 year Interim Plans for each documented Collection and listed general strategies for the future.

INTRODUCTION

The Vermont Geological Survey (VGS) is a Division in the Department of Environmental Conservation (DEC) in the Vermont Agency of Natural Resources (ANR). The 2013 – 2014 FY was the first year in which the VGS participated in the National Geological and Geophysical Data Preservation Program (NGGDP), a federally-funded program within the US Geological Survey (USGS) for the preservation of geoscience materials and data. The project goal is to preserve the Vermont Geological Survey's unpublished maps, documents, samples, and data (geochemical, petrographic, geochronological, geophysical etc.) and to create appropriate metadata to facilitate use of these materials by other professionals in academia, government and the private sector.

Access to metadata is through ScienceBase, an Open Source project and a collaborative scientific database. Basic records in ScienceBase describe a variety of entities, such as datasets, publications, and maps. ScienceBase items may include metadata and uploaded files. NGGDP is just one of the Communities in ScienceBase and the Vermont Geological Survey metadata is within the NGDPP Community.

The focus for the VGS in the first year of the NGGDP grant was: 1) to conduct an inventory of our geological data, maps, and samples, 2) to develop Collection level categories for the inventoried materials and enter metadata for the Collections into the NGGDP/ScienceBase database, 3) to enter metadata for individual items in the Collections wherever possible, and 4) to develop a plan for the preservation and archiving of the inventoried materials. The NGGDPP grant allowed us to conduct an inventory of our digital and physical holdings and assess the scope, quantity, type and condition of these collections. We successfully completed goals 1-3 and have developed short-term (3-5 year) plans for data preservation which will allow us to track statewide and Agency data management plans currently in development.

BACKGROUND

Prior to 2011, the VGS occupied a three story building in Waterbury, VT with storage space for maps, rock and mineral samples, cores, and publications. Additional sample storage was

provided in an on-campus storage building. The VGS also maintained a library open to the public, as required by statute. The VGS physically moved three times since Tropical Storm Irene caused flooding of the office complex 2011 and each move has resulted in a reduction in physical space. The VGS moved to a new permanent location in Montpelier, VT in February 2013. However, an additional move within the same location is upcoming and will result in a further reduction in office space.

Most of our physical collections were destroyed in the 2011 flood, but some have been temporarily housed elsewhere or permanently transferred to the Vermont State Archives. Collections are currently in a storage facility, individuals' homes, colleges, and in various State buildings. Storage space for scientific specimens is at a minimum. Although the hard copy library was destroyed, the majority of the library had been previously scanned as part of the National Geothermal Data System project. Additional unpublished items and a photographic library were not scanned. Metadata and actual data for some of the individual items in collections resides in the National Geologic Map Database (NGMDB) and the National Geothermal Data System (NGDS). The NGGDPP grant allowed us to conduct an inventory of our digital and physical holdings and assess the scope, quantity, type and condition of these collections.

The VGS by Vermont statute is required to maintain records and a library of geologic information; the function has become principally digital and web based. The VGS does not anticipate having the physical space required to maintain a hard copy library or sample repository and will need to maintain as many collections as possible in a digital format. In addition, the Vermont ANR is participating in a records conversion project with a goal of minimizing hard copy materials, improving access to records and eventually creating a paperless workplace. The VGS is involved in this project and was interviewed by a contractor in 2012, with hopes of receiving recommendations about metadata, data conversion and data preservation in 2013. Specifically, we had hoped for, but did not receive, recommendations to address conversion and metadata file structure for our digital records and photographs plus storage and metadata for rock core, thin sections, and hand samples. Subsequently, we have had two meetings with ANR Information Technology (IT)

to discuss data management and on-going programs within ANR and the State. Suggestions from ANR IT are incorporated in our Interim Plan for each data collection.

In tandem with the NGGDP project, the VGS has been participating with DEC in developing guidelines and rules for records management. As part of the paper reduction and open access project, the State of Vermont and DEC are implementing a records management program and specific records management processes have been developed in order to allow adoption/implementation of General Records Schedules (GRS) developed by Vermont State Archives and Records Administration (VSARA). It is the mission of VSARA to “provide, protect, promote, and preserve Vermont public records, in collaboration with other public agencies, for the benefit of the public we collectively serve.”

Vermont law states that “...the Vermont state archives and records administration (hereafter VSARA) is charged with administering and implementing a records management program for state government in accordance with professional records and information management practices and principles”. VSARA publishes record retention schedules (required by law for the destruction of records or transfer of records into the State Archives) and records management guidelines and standards. In addition, VSARA has developed a number of General Record Schedules (GRS) to provide consistency in recordkeeping by Vermont public agencies for common functions and activities. The General Records Schedule for Monitoring Records “is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, monitoring compliance with statutory and regulatory requirements and/or orders, permits, licenses, and similar authorizations issued by or under the statutory authority of a public agency.”

VSARA’s goals are:

- The public has access to authentic and reliable records for as long as needed to protect interests and to assure government accountability.
- Public agencies have the tools and resources necessary to manage their records and information in an effective and efficient manner.
- Records of continuing value are preserved and accessible to current and future generations.

- Low-cost, secure repositories for public records, regardless of format, are available at an enterprise and statewide level.

It is the DEC policy to conform to applicable laws, regulations and procedures regarding the management and disposition of public records. The DEC has a Notice of Adoption (VSARA-11) approved by the Vermont State Archivist on January 04, 2010 and the DEC adopted the VSARA General Records Schedule for Monitoring Records (GRS-1482.1104: Approved 04/12/2012). As such the DEC agreed to implement, at a minimum, the applicable retention and disposition requirements outlined in GRS-1482.1104, the VSARA File Formats Guidelines and the DEC Monitoring Procedure.

There are two main GRS which now govern data preservation at the VGS: 1) Transitory Records GRS revised in January 2014 and 2) Monitoring Records GRS. These GRS are included as Appendices A and B and include definitions of terms, length of time documents must be retained, and when and how to dispose of documents and data. By including much of our data and maps in the Monitoring GRS, we are able to hold data permanently.

One other factor affecting our data preservation and management plans is the expected transition to SharePoint or other platform. DEC/ANR selected SharePoint as the software platform to manage records and anticipated migrating records in 2014. Technical issues have slowed the process. The VGS has delayed creation of metadata for individual records until SharePoint is operational and procedures for data migration are in place. The SharePoint migration has contributed to the decision to write an interim or short term data preservation plan and not to focus on developing record level metadata at this time. ANR IT has suggested some interim file management for VGS to pursue so that work we do on metadata, file structure and any conversion from one computer program to another will be transferable to new systems. Since both ANR and DEC are in flux, we are pursuing minimal changes at this time.

Lastly, a multi-year server and infrastructure consolidation project, I-TOP (Information Technology Optimization Project) was begun in 2011. Files are backed up daily by the Department of Information and Innovation (DII) on a statewide level and DII is responsible

for disaster recovery and file preservation. DII is also responsible for server infrastructure, system capacity and system security and privacy.

INVENTORY AND INTERIM PLANS

Discovery Phase: The majority of data held by VGS are 69,000 digital files which reside on staff computers and are backed-up to the Vermont state server. Some files are also posted on the Department web site, posted on the NGDS site, or posted at the Vermont Center for Geographic Information (VCGI). As an initial step in the data preservation process, Survey staff reviewed 69,000 digital files to determine files in need of preservation. Definitions of “collections” and “documents” were distributed to staff and suggestions made concerning grouping of datasets. Many files were discovered to be duplicates, unable to be accessed with current software, or drafts of documents. Only a portion of the files were determined to be in need of inclusion in a data preservation plan.

Access to metadata is through ScienceBase, an Open Source project and a collaborative scientific database with centralized search and discovery applications. Every basic record in ScienceBase is an item, which may describe a variety of entities, including datasets, publications, projects, and maps. ScienceBase items may include metadata and uploaded files. NGGDP is just one of the Communities in ScienceBase

Collections Identification: As a result of the inventory, 14 collection level items were defined. Files were reviewed and metadata written for collection level items.

Inventory Upload: Collection level and child items metadata were added to ScienceBase.

The collections and the plan to preserve the data are:

- *Vermont Geological Survey Collection of Bedrock Thermal Conductivity Data*
Description: Location (UTM NAD83), lithology, description, structure data, laboratory name, laboratory address, date, method, thermal conductivity in W/mK for 40 rock samples collected from surface outcrops in Vermont. Analyses conducted at Southern Methodist University Geothermal Laboratory on 1.5" diameter plugs.

Dates: 2010-2012

Associated data: Vermont Geological Survey Rock Chemistry Collection I

Format: Microsoft Excel spreadsheet

Interim Plan: We do not anticipate collecting new data on thermal conductivity.

Existing data will be maintained in MS Excel. Annually update spreadsheet. Annually update metadata at ScienceBase. Tasks can be accomplished by existing staff.

Maintain data until obsolete or superseded in accordance with VSARA Monitoring GRS.

- *Vermont Geological Survey Collection of Carbon14 Dates*

Description: Carbon 14 age dates from 5 samples of wood and peat obtained from surficial deposits in Vermont.

Dates: 2003-2014

Associated Data: Paper datasheets

Format: Microsoft Excel spreadsheet

Interim Plan: Within 3-5 years, using existing staff and resources, scan paper data sheets, combine into one file and store as a pdfa file on the State server. Transfer data from the paper data sheets to the MS Excel spreadsheet, then destroy paper copy. Update metadata and data annually. Tasks can be accomplished by existing staff. Retain data in accordance with VSARA Monitoring GRS.

- *Vermont Geological Survey Collection of Digital Photographs*

Description: 6074 digital photographs of geologic features of Vermont including field sites, mine sites, hazards such as landslides, rockfalls, floods, and stream erosion, minerals, geomorphology, landscape, and geophysical and geologic testing operations. The images document field studies and illustrate various geologic features and data collected in the field. Images are used for publications, presentations, education, and as a visual record.

Dates: 2003-2014

Associated Data: GIS data, outcrop locations, GPS locations, field data spreadsheets

Format: jpg, psd, ai, tiff and pdf

Interim Plan: A long term plan in the early stages of development may include a

digital photograph archive accessible on-line by the public and linked to geologic maps, field stations and data. Work to create an archive and metadata for the existing 6074 images will require funds for database development and web development. The interim plan is for minor adjustments in our file management practices. Images are currently stored in folders on a shared network drive and are primarily sorted by geographic area, map project and date. Beginning in 2015, images will also be filed by field station number and network paths to the appropriate folders will be included in our MS Excel spreadsheets for projects. This will provide better location information, associated field data, and will not be labor intensive. It is an interim process we can accomplish without creating a complex system from which metadata may not migrate.

- *Vermont Geological Survey Collection of Borehole Temperature Data*

Description: The data is from 18 water well observations at locations in Vermont and includes location, measurement date, rock name, and temperature. Data was obtained as part of the National Geothermal Program and can be accessed on-line through the NGDS web site.

Dates: 2010-2014

Associated Data: Vermont Geological Survey Collection of Geophysical Water Well Logs

Format: Microsoft Excel spreadsheet

Interim Plan: Project level data may be collected in the future. Data will be maintained at the project level and also contributed annually to the archival spreadsheet which contains the complete dataset. Tasks can be accomplished by existing staff. Annually update metadata at ScienceBase. Retain data in accordance with VSARA Monitoring GRS.

- *Vermont Geological Survey Collection of Geophysical Water Well Logs*

Description: Comprehensive geophysical well logs from 18 bedrock wells in Vermont. Data from temperature, conductivity, gamma, caliper, and acoustic televiewer logs. Borehole camera video from selected wells.

Dates: 2012-2014

Associated Data: Vermont Geological Survey Collection of Borehole Temperature Data

Format: WellCad, Microsoft Excel

Interim Plan: Project level data may be collected in the future. Data will be maintained at the project level and also contributed annually to the archival spreadsheet which contains the complete dataset. Tasks can be accomplished by existing staff. Annually update metadata at ScienceBase. Retain data in accordance with VSARA Monitoring GRS.

- *Vermont Geological Survey Collection of Georeferenced Map Images*

Description: This is a collection of historical georeferenced map images for Bulletins, Special Bulletins and Environmental Series publications plus original surficial quadrangle maps (scale 1:62,500) which were contributed to the Surficial Geologic Map of Vermont (1970). Images were scanned, georeferenced and uploaded to the National Geothermal Data System (NGDS). Images provide historical information about bedrock, structure, outcrop locations and surficial materials in Vermont. Images can be used in Geographic Information Systems to integrate with other data for analyses of geologic, hydrogeologic and environmental issues.

Dates: 1950 -1989

Associated Data:

Format: TIF

Plan: No additional preservation actions are anticipated at this time. Maps will be retained in accordance with the VSARA Monitoring GRS. Maps are stored both on the ANR server and at the Illinois hub for geothermal data:

<http://geothermal.isgs.illinois.edu/ArcGIS/rest/services/aasggeothermal>

- *Vermont Geological Survey Collection of Groundwater Chemistry Data*

Description: Comprehensive groundwater chemistry data from ~200 bedrock wells in Vermont. Parameters analyzed included Gross Alpha, Aluminum, Antimony, Arsenic, Barium, Beryllium, Cadmium, Calcium, Chromium, Cobalt, Copper, Iron, Lead, Magnesium, Manganese, Mercury, Molybdenum, Nickel, Potassium, Selenium, Silver, Sodium, Strontium, Thallium, Total Hardness, Uranium, Vanadium, Zinc,

Chloride, Nitrate, Phosphorous, Silica, Sulfate, Alkalinity, and Fluoride. These data were collected to screen wells in field areas for contaminants such as Arsenic, Uranium, Gross Alpha, Nitrate, and Fluoride.

Dates: 2005-2014

Associated Data:

Format: Microsoft Excel

Interim Plan: Update data annually and maintain data until superseded and obsolete (indefinitely) in accordance with VSARA Monitoring GRS. Update metadata at ScienceBase annually.

- *Vermont Geological Survey Collection of Oil and Gas Exploration Well Records* (with 6 child items) -6 oil and gas exploration wells were drilled in Vermont. The records describe the well location and descriptions of materials at various depths. Wells are in Chittenden, Grand Isle and Franklin Counties. The records provide information about the subsurface geology in Vermont. The information is useful to geologists, environmental scientists, consultants and town planners. Available data for 6 wells are in pdf format and accessible on-line at

<http://www.anr.state.vt.us/dec/geo/oilandgas.htm>

Dates: 1956-1984

Associated Data:

Format: Pdf

Interim Plan: Records will be converted to pdfa format. Records will be maintained indefinitely in accordance with the VSARA Monitoring GRS.

- *Vermont Geological Survey Collection of Petrographic Thin Sections*

Description: 150 thin sections from bedrock mapping projects in Vermont. The thin sections document mineralogy, metamorphism and the structural history of the lithologies in each of the field areas from bedding to foliations to fractures. Thin sections are not available to the public at this time.

Dates: 2003-2014

Associated Data: Student theses at the University of Vermont and Middlebury College

Format: Physical sample

Interim Plan: Create master list in MS Excel of sample locations, associated study title, year collected, and where thin section is stored.

- *Vermont Geological Survey Collection of Publications*

Description: 418 maps, bulletins, reports and miscellaneous publications distributed on-line. 10 child items: Miscellaneous maps and reports, State Park series, Bulletin Series, Economic Geology Series, Environmental Geology Series, Open File Reports, Special Bulletins, Special Publications, Studies in Vermont Geology, and Technical Report Series

Dates: 1861-2014

Associated Data:

Format: Pdf

Interim Plan: Metadata will updated annually. New records will be saved in pdfa format. Records will be maintained indefinitely in accordance with the VSARA Monitoring GRS. Records of archival nature will be transferred to the Vermont State Archivist and to the Department of Libraries.

- *Vermont Geological Survey Collection of Reports of the State Geologist*

Description: Reports of the Vermont State Geologist include information on economic minerals and the mineral industry, geologic maps and reports of towns and quadrangles, and descriptions of features. Access on-line at through the Agency of Natural Resources, Vermont Geological Survey web site:

<http://www.anr.state.vt.us/dec/geo/StateGeoRpts.htm>

Dates: 1845-1974

Associated Data:

Format: Adobe Acrobat pdf and Paper copy

Interim Plan: No additional work on records is planned. Records will be maintained indefinitely in accordance with the VSARA Monitoring GRS. Duplicate hard copies are in the State Library.

- *Vermont Geological Survey Collection of Bedrock Geochemistry Data I*

Description: 40 bedrock samples were collected from surface outcrops in Vermont.

Samples are the same set as those analyzed for thermal conductivity as part of the National Geothermal Data System program.

All analyses were done at AcmeLabs, Canada. Samples were analyzed using ICP – ES (emission spectroscopy) and ICP-MS (mass spectrometry). Geochemical analyses are used in calculations of heat production, understanding background chemistry, investigating potential sources of contaminants and determining tectonic environment.

Dates: 2010-2013

Associated Data: Vermont Geological Survey Collection of Thermal Conductivity Data

Format: Microsoft Excel

Interim Plan: Maintain in current format

- *Vermont Geological Survey Collection of Rock Geochemistry Data II*

Description: Comprehensive whole-rock chemistry data (~500 samples) from representative bedrock formations in the central Vermont. These whole-rock data were acquired to provide context for the groundwater chemistry from ~200 bedrock wells. These data were produced by AcmeLabs in Canada and the Middlebury College Geology Dept. Some data is published, some is available through the Geological Society of America repository, or through the Vermont Geological Survey. Data is not in a single spreadsheet or data base at this time.

Dates: 2005-2014

Associated Data: Vermont Geological Survey Collection of Groundwater Chemistry Data

Format: MS Excel

Interim Plan: Update data annually and maintain data until superseded and obsolete (indefinitely) in accordance with VSARA Monitoring GRS. Update metadata at ScienceBase annually.

- *Vermont Geological Survey Collection of Till Geochemistry Data*

Description: Geochemical analyses (45 elements) of the <2mm size fraction of glacial till deposits in Vermont. Analyses (4Litho package) are being conducted by

Activation Laboratories, Ancaster, Ontario, Canada. Data set includes GPS location and descriptions of till collection sites. 2014. Geochemical data collection links to groundwater mapping projects, forest health, natural geochemical variability in Vermont and till source studies.

Dates: 2014

Associated Data: Till data sheets; physical sample duplicates

Format: Microsoft Excel, ARCGIS, pdf

Interim Plan: Make data accessible on-line in 2015. Update data annually and maintain data until superseded and obsolete in accordance with VSARA Monitoring GRS. Update metadata at ScienceBase annually. Save data sheets in pdfa format. Retain till samples at Norwich University until project is complete plus 5 years.

Strategies:

- 1) The VGS collects field and analytical laboratory data annually. The data generally is stored by project in Excel spreadsheets from which it can be exported to a number of programs including ARCGIS and DAISY. We also utilize graphing programs in Excel. The organization by project has resulted in numerous spreadsheets and duplicates of data but with a limited number of larger, single datasets with documentation and complete metadata. Therefore, as part one of the data preservation plan, the recommendation is to build a series of spreadsheets which will contain the reviewed (QA/QC) data and appropriate metadata. Data actively being processed may remain at the project level, but once processed, the data would be uploaded to the archival database on at least an annual basis.

Given that staff do not have time available in the current fiscal year for the database compilations and development of metadata, a five year effort and planning to incorporate some of the data preservation work into existing staff workplans is an option. The annual updates should be relatively straightforward once the system is in place. Alternatively, funding could be sought for a temporary employee to work on databases and metadata.

- 2) Continue to contribute to national databases and publicize databases via the VGS web site and geologic or other natural resources newsletters.
- 3) Maintain participation in the Records Management Project at ANR/DEC.
- 4) Contribute archival materials to the State Archivist and to the Department of Libraries.
- 5) Maintain VGS web site with links to accessible data.
- 6) Conduct inventory and enter metadata for any new Collections.
- 7) Distribute multiple copies to various state or federal agencies such as USGS, NGDS, State Archivist, State Libraries, other research institution libraries.
- 8) Seek to publish in peer-reviewed journals so that it is not just held in-house.
- 9) Develop metadata for child items; Build databases for child items
- 10) Investigate options for accessible long-term storage of physical collections.
- 11) Acquire new collections.

CONCLUSION

The VGS is creating data preservation and management plans in accordance with State and Agency plans. However, we are awaiting important elements to guide database and metadata development as part of data preservation in Vermont. Therefore, we have suggested tactics for 3-5 year Interim Plans for each documented Collection. We also are able to list some general strategies for the future.

The 3-5 year plan includes developing metadata for individual items within the Collections, standardization and consolidation of databases, and transferring paper originals or digital copies of some materials to the Department of State Libraries or to the State Archivist per the VSARA and DEC Records Management Schedules.

Although the first grant year is primarily the inventory (mainly 69,000 digital files) and Collections metadata, funding in the future may be sought for updating digital GIS data to new formats, creation of new databases, and partnerships with other government agencies and academia to preserve additional archival materials.

APPENDIX A, Transitory General Records Schedule

APPENDIX B, Monitoring General Records Schedule

**State of Vermont
Agency of Natural Resources
Department of Environmental Conservation
Records Management Procedure**

Domain:	Management	Effective Date:	August 24, 2011
Title:	DEC Records Management Procedure for the Transitory General Records Schedule (GRS1000.1000)	Document Version:	Final V.5.0 6 pages
Applicable To:	Department of Environmental Conservation: Transitory Records		
Prepared / Revised by:	Nancy Manley, DEC Records Officer	Revision Date:	January 27, 2014

I. Policy and Objective

It is the Department of Environmental Conservation’s (hereafter DEC or the Department) policy to conform to applicable laws, regulations and procedures regarding the management and disposition of the DEC’s public records.

Vermont law states that “...the Vermont State Archives and Records Administration (hereafter VSARA) is charged with administering and implementing a records management program for state government in accordance with professional records and information management practices and principles”. VSARA publishes record retention schedules (required by law for the destruction of records or transfer of records into the State Archives) and records management guidelines and standards. In addition, VSARA has developed a number of General Record Schedules (GRS) to provide consistency in recordkeeping by Vermont public agencies for common functions and activities. The General Records Schedule for Transitory Records applies to “those records created or received in the course of Department business but are temporary in nature; not subject to any legal requirements, explicit or implied; administratively obsolete after a specific action or process is completed”.

The DEC has a Notice of Adoption (VSARA-11) for General Records Schedules approved by the Vermont State Archivist on 01/04/2010. The Department hereby adopts the Vermont State Archives and Records Administration (VSARA) General Records Schedule for Transitory Records (GRS-1000.1000: Approved 12/06/2010, last revised 1/30/2012). As such the Department agrees to implement, at a minimum, the applicable retention and disposition requirements outlined in GRS-1000.1000, the VSARA File Formats Guidelines and this Procedure.

II. Applicable Laws, Regulations, Standards and Procedures

- [1 V.S.A. §§ 315-320: Access to Public Records, including 1 V.S.A. § 317a: Disposition of Public Records](#)
- [3 V.S.A. § 117: Vermont State Archives and Records Administration](#)
- [3 V.S.A. § 218: Agency/Department Records Management Program](#)
- [Archives and Records Management Handbook issued by VSARA](#)

III. Impacted Departments or Divisions

This Procedure applies to all the Transitory Records received or generated by DEC programs and divisions. This applies to written or recorded information, regardless of physical form or characteristics, and includes electronic or digital records and data. (1 V.S.A. § 317).

IV. Definitions Related to DEC Transitory Records

- A. Correspondence: Communications, produced or received, that are routine in nature and not subject to any specific legal requirements. Includes transmittal letters that do not add information to that contained in the transmitted material and correspondence from other agencies that is received for general information purposes only.
- B. Destroy: Transitory records are destroyed by recycling or deleting.
- C. Drafts: Use for all preliminary or tentative versions of documents that were collected and used in the preparation of a final document; that are not legally required, acted upon, or applied; and that do not contain significant or substantial changes or comments that provide insight into the evolution of the final version. All other drafts must be retained according to their intended record type (i.e., policies, permits, etc.) as listed in another general record schedule or an agency-specific record schedule.
- D. File or folder: A collection of records related to a project, facility, licensed individual or activity. Files or digital folders may contain a mix of transitory and record types with other associated record keeping requirements.
- E. Notes: Brief statements of a fact or experience, written down for review, or as an aid to memory, or to inform someone else. Includes short, informal notes such as phone messages.
- F. Obsolete: No longer needed or having any administrative value; this may be due to revision or being superseded. The attached table provides more information and examples of when certain record types become obsolete.
- G. Publications: Reproduced or published material received from other offices or organizations which require no action and are not required for documentary purposes. Includes catalogues, trade journals, other publications or papers received which require no action and are not part of a case or project upon which action is being taken or will be taken.
- H. Public Record: "public record" or "public document" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business. Electronic public records, whether received as electronic (including email) or digitized in the records handling process, are maintained and processed the same as hard copy public records.
- I. Record Custodian: is the person who possesses, produces, acquires or receives transitory papers, documents, machine readable materials, or any other written or recorded matters, regardless of their physical form or characteristics. The record custodian is the person who can best determine whether and when records are obsolete. At each stage of a file's life cycle the custodian at that time should weed obsolete records from the file before the file moves to the next custodian.
- J. Reference Sources: Sources of information that were intended primarily for consultation and, if used to prepare or update a formal or ongoing record, are cited as needed.

Includes duplicate, informational, extra, unofficial, or informal copies of records that were kept only for convenience or quick reference.

- K. Requests: Requests and responses for forms, publications, records, and other agency information that do not require administration review before, or further action after, the form, publication, record, or other agency information is provided.
- L. Retention: The amount of time that a record must be in the legal custody of the record custodian. For transitory records, retention is zero years after the record is obsolete.
- M. Standard Operating Procedure (SOP): SOPs are detailed, written instructions to achieve uniformity of the performance of a specific function within a program area.
- N. Transitory Records: are those records created or received in the course of Department business but are temporary in nature; not subject to any legal requirements, explicit or implied; administratively obsolete after a specific action or process is completed.
- O. Weeding: The records management term for separating temporary records from archival records in accordance with the approved records schedule. Weeded transitory records are destroyed.
- P. Worksheets: Forms, checklists and other worksheets used to prepare or update a formal or ongoing record or informally track workflow.

V. **DEC Transitory Records Procedure**

The DEC has established the following practices with respect to the management, reservation and disposition of its transitory public records in compliance with all applicable laws and the requirements established by the VSARA in 3 V.S.A. § 218. This Procedure and the associated table will be reviewed at least every 6 months by the DEC records team and revised as warranted to reflect current DEC operations.

- A. The custodian of a transitory record is responsible for determining whether and when a specific record is obsolete and can be destroyed. The custodian of a file in process is responsible to weed out obsolete records before transferring the file to a subsequent custodian. For example, the record custodian for a permit application file may change from an administrative to technical to administrative staff over the life cycle of that file. The administrative staff would weed out or delete obsolete records before passing the file, or providing access to an electronic file, to the technical staff. The technical staff would then weed out obsolete records before returning the file to admin staff for final disposition.
- B. Table 1 has been developed by the DEC records team to serve as guidance to staff and to ensure maximum consistency in the process of determining what is “obsolete”.
- C. DEC programs and subprograms are strongly encouraged to create SOPs that detail at an appropriate level how transitory records are managed and specifically actions or events that trigger a determination of obsolete. The purpose of these SOPs is to ensure the greatest level of consistency within program areas and as appropriate across the DEC.
- D. Hard copy transitory records should not be scanned unless a digital version of a transitory record is temporarily necessary to complete a work process (e.g. allow

broader access to the documents). The digital version of a transitory record should be deleted when it becomes obsolete.

- E. Typically, a file related to a project, facility, licensed individual or activity includes both transitory records and records that are covered by a specific activity Records Schedule or another General Records Schedule and the associated DEC procedure. After all transitory records have been weeded from a file; the file should be reviewed by the division records liaison to ensure that those remaining records are handled according to the specific activity records schedule.
- F. Duplicate records made only for convenience of reference or informational purposes must be discarded when no longer needed unless otherwise directed through an internal policy or programmatic Standard Operating Procedures. Duplicates or copies of records shall not be retained longer than the original records.

VI. Table 1 - Transitory General Records Schedule Record Description and Program Examples

Record Category	Description and Examples	
<p>Correspondence (Routine) GRS-1000.1000.28</p>	<p>Use for any correspondence, produced or received, that is routine in nature and not subject to any specific legal requirements. Includes transmittal letters that and correspondence from other agencies that is received for general information purposes only.</p>	
	<p>DEC Program examples:</p> <ol style="list-style-type: none"> 1. Transmittal memos/letters/e-mail/facsimile 2. Outgoing requests for information 3. Date triggered bulletins and reminders received (e.g. DHR communications, IT updates) 4. Reminder communications of actions to be taken or items due 5. eMail: Junk or non-business received or sent 6. Non project specific ANR/DEC emails 	<p>Obsolete:</p> <ol style="list-style-type: none"> 1. When the correspondence does not add information to that contained in the transmitted or attached material 2. After response received and deemed complete 3. When the trigger date has passed 4. When the response date has passed 5. Upon receipt 6. After reading and responding as required
<p>Drafts GRS-1000.1000.37</p>	<p>Use for all preliminary or tentative versions of a document that were not shared, not put into practice, or superseded by a formal or ongoing record. Drafts that are legally required, acted upon, or applied must be retained according to their intended record type (i.e. policies) as listed in another general record schedule or an agency-specific record schedule.</p>	
	<p>DEC Program examples:</p> <ol style="list-style-type: none"> 1. Draft documents created by staff that are not published inside or outside the organization. Documents range from initial draft memos, permits, procedures or policies; working drafts. 2. Drafts documents that contain only minor edits to content (e.g., stylistic, spelling or grammatical changes) or formatting changes. 3. Drafts documents that reflect content that is included in a subsequent draft that is retained according to its intended record type (e.g., permits) or in the final version of the record. May retain one version that consolidates multiple comments but find obsolete each author’s copy. 4. Drafts documents that do not contain significant or substantial changes or comments that provide insight into the evolution of the final version. 	<p>Obsolete: All examples 1-4: When abandoned or superseded.</p>
<p>Notes GRS-1000.1000.60</p>	<p>Use for brief statements of a fact or experience, written down for review, or as an aid to memory, or to inform someone else. Includes short, informal notes such as phone messages.</p>	
	<p>DEC Program examples:</p> <ol style="list-style-type: none"> 1. Project or study notes 2. Calendar and personal planner notes 3. Personal meeting notes 	<p>Obsolete when:</p> <ol style="list-style-type: none"> 1. Incorporated into written document or entered into information tracking system. 2. No longer needed for reference 3. No longer needed for reference or when transcribed/approved version is available

Publications GRS-1000.1000.74	Use for reproduced or published material received from other offices which require no action; are not required for documentary purposes; and are not part of a case upon which action is being taken or will be taken.	
	DEC Program examples: 1. Catalogues, trade journals, other publications or papers. Also resource, product or seminar brochures	Obsolete when: 1. Outdated or superseded
Reference Sources GRS-1000.1000.80	Use for sources of information that were intended primarily for consultation and, if used to prepare or update a formal or ongoing record, are cited as needed.	
	DEC Program examples: 1. Information or guidance kept only for quick reference or convenience. 2. Outdated policies and administrative procedures that direct work processes.	Obsolete when: 1. No longer needed for reference 2. Superseded or revoked.
Requests GRS-1000.1000.139	Use for requests and responses for forms, publications, records, and other agency information that do not require administration review before or further action after, the form, publication, record, or other agency information is provided.	
	DEC Program examples: 1. Orders for maps, bulletins, publications 2. For reporting forms, application forms, training hour reports, permit reports 3. Requests for copies of records 4. Requests for file review or for information 5. Work orders (IT, BGS, DII, etc)	For all examples, obsolete after response to request is completed or sent.
Worksheets GRS-1000.1000.104	Use for forms, checklists and other worksheets used to prepare or update a formal or ongoing record or informally track workflow.	
	DEC Program examples: 1. Data entry checklists, monitoring report logs, checklists of expiring certificates, licenses and/or permits 2. Task and to do lists – personal reminder information Data entry or action checklists to track progress of an activity 3. Printed database outputs used for proofreading and quality control purposes	For all examples obsolete when activities complete or data logged into system.

**State of Vermont
 Agency of Natural Resources
 Department of Environmental Conservation
 Records Management Procedure**

Domain:	Management	Effective Date:	October 19, 2012
Title:	DEC Records Management Procedure for the Monitoring General Records Schedule (GRS1000.1063)	Document Version:	1.1 21 pages
Applicable To:	Department of Environmental Conservation: Regulatory and Non-regulatory Monitoring Programs as listed		
Prepared / Revised by:	Nancy Manley, DEC Records Officer	Revision Date:	October 19, 2012
Key Words: Ambient Monitoring; Regulatory Monitoring; DMR (discharge monitoring report); Self-monitoring reports; Residuals quarterly reports;			

I. Policy and Objective

It is the Department of Environmental Conservation’s (hereafter DEC or the Department) policy to conform to applicable laws, regulations and procedures regarding the management and disposition of the DEC’s public records.

Vermont law states that “...the Vermont state archives and records administration (hereafter VSARA) is charged with administering and implementing a records management program for state government in accordance with professional records and information management practices and principles”. VSARA publishes record retention schedules (required by law for the destruction of records or transfer of records into the State Archives) and records management guidelines and standards. In addition, VSARA has developed a number of General Record Schedules (GRS) to provide consistency in recordkeeping by Vermont public agencies for common functions and activities. The General Records Schedule for Monitoring Records “is reserved for recorded evidence of activities and transactions that relate to or affect, in a specific manner, monitoring compliance with statutory and regulatory requirements and/or orders, permits, licenses, and similar authorizations issued by or under the statutory authority of a public agency.”

The DEC has a Notice of Adoption (VSARA-11) approved by the Vermont State Archivist on January 04, 2010. The Department hereby adopts the Vermont State Archives and Records Administration (VSARA) General Records Schedule for Monitoring Records (GRS-1482.1104: Approved 04/12/2012).

As such the Department agrees to implement, at a minimum, the applicable retention and disposition requirements outlined in GRS-1482.1104, the VSARA File Formats Guidelines and this Department Monitoring Procedure.

II. Applicable Laws, Regulations, Standards and Procedures

- [1 V.S.A. §§ 315-320: Access to Public Records, including 1 V.S.A. § 317a: Disposition of Public Records](#)
- [3 V.S.A. § 117: Vermont State Archives and Records Administration](#)
- [3 V.S.A. § 218: Agency/Department Records Management Program](#)
- [Archives and Records Management Handbook issued by VSARA](#)

III. Impacted Divisions or Programs

This procedure applies to all Department programs involved in the activity of monitoring as listed in Table 1 of this Procedure.

IV. Definitions and Associated Discussions Related to DEC Monitoring Records

- A. Accreditation: The process by which an agency or organization evaluates and recognizes a laboratory as meeting certain predetermined qualifications or standards, thereby accrediting the Laboratory.
- B. Agreements: Use for written contracts or other written arrangements related to monitoring, including compliance agreements, contracts or agreements for analytical testing.
- C. Archival, Conditional: Records that meet the conditions of a “Vermont Archival Record” under special but not all circumstances. Monitoring registers or databases may be deemed archival, after they are superseded, and as documented in this procedure. If they are determined to be archival ownership may be transferred to VSARA and consequently may be stored at the Vermont Records Center.

- D. Completed or Closed: The activity or process supported by the record has concluded, been completed or finalized (appeals included).
- E. Compliance monitoring: refers to monitoring conducted to determine whether a facility or activity is conforming to a rule, such as a specification, policy, regulation, permit condition, standard or law. Monitoring may be conducted by the regulated entity or the State.
- F. Confirm: Applies to records that have an appraised value of *conditionally archival*. See the definition of Archival, Conditional above.
- G. Correspondence (routine): Communications, produced or received, that are routine in nature and not subject to any specific legal requirements. Includes transmittal letters that do not add information to that contained in the transmitted material and correspondence from other agencies that is received for general information purposes only. This document type is usually transitory and destroyed after it is determined to be obsolete.
- H. Declarations or Monitoring report: Use for formal statements related to compliance with statutory and regulatory requirements and/or orders, permits, licenses, and similar authorizations. Includes self-monitoring reports and any additional documentation submitted with the declaration. Declarations are submitted to the DEC programs from permittees or others.
- I. Destroy – General: Records with this disposition are eliminated by recycling or deleting the record.
- J. Expired: Conditions or requirements supported by the record are satisfied or completed and no further action is required. Permits that include monitoring requirements may include an expiration date; when that date has passed the permit has expired. Certain permits may be renewed and/or superseded. Typically, the renewal process would be completed before the permit has expired. Monitoring requirements in a renewed permit may be the same as a previous permit. Monitoring requirements in the renewed permit that are different than the previous permit would supersede the previous requirements.
- K. Legal Notices: Use for official, written statements, notices, or announcements that are required by law.
- L. Monitoring records: recorded evidence of activities that could be related to regulatory and non-regulatory requirements on a facility; efforts by the Department to check compliance of a regulated or unregulated facility or action; or efforts by the Department to check ambient environmental quality or assess natural resources.

- M. Monitoring, Self: Permitted facilities that conduct compliance monitoring of their own facility and submit it to the regulatory authority.
- N. The NELAC Institute (TNI): The National Environmental Laboratory Accreditation organization that establishes standards regarding Laboratory policies, procedures and practices.
- O. Obsolete: No longer needed or no longer having any administrative or legal value; this may be due to a document revision or because the record has been superseded.
- P. Permit: A record that documents the authorizing programs decision on an application. For the purposes of this Procedure, “Permit” includes: permits, certifications, determinations and authorizations. “Authorizations” may include program approval for an activity to be covered under a General Permit. Certain but not all permits include monitoring requirements See table 1. For the purposes of this Procedure, “permit” does not include a “license”.
- Q. Plans: Use for monitoring plans, and Quality Assurance Plans including schedules. This record type would include site plans that are a part of a monitoring plan, e.g. a site plan that documents sampling locations on a property and related to a monitoring schedule. Site plans that are included in a permit application package or are referenced in a decision (i.e. permit) are addressed in the DEC Procedure for Permit (Land Use) Records.
- R. Public Record or public document: Any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business. Electronic public records, whether received as electronic (including email) or digitized in the records handling process, are maintained and processed the same as hard copy public records.
- S. Quality Assurance Plans: A document stating the management’s policies, objectives, principles, organization structure and authority, responsibilities, accountability, and implementation of an agency, organization, or laboratory, to ensure the quality of its product and the utility of its product to its users.
- T. Raw Data: The documents generated during analysis or field observations. This documentation includes, but is not limited to, electronic data, magnetic tapes, untabulated sample results, quality control sample results, printouts of chromatograms, instrument outputs and handwritten records.

- U. Record Custodian: For permitting records, the person or program who produces or acquires papers, documents, machine readable materials, or any other written or recorded matters, regardless of the record's physical form or characteristics. The custodian is the "owner" of the record at a given point in processing.
- V. Registers: Systems or databases that provide for the systematic and regular recording of monitoring information or activities. Registers or databases are only superseded when they are fully replaced by a new system and it has been confirmed that the new database has the same content as the old database. Updating a database by adding new data does not create a *superseded* database.
- W. Reported: The release of validated and approved test results to a client in electronic or paper format.
- X. Reports: reports and similar narratives issued by the agency about its monitoring activities, including relevant supporting material. For reports that have significant administrative value, retain permanently and use the retention requirements for Reports in GRS-1000.1102 (Administrative Policy Records).
- Y. Retention: The amount of time that a record must be in the legal custody of the record custodian. See Table 1 for more details.
- Z. Standard Operating Procedures (SOPs): A written document that details the method for an operation, analysis or action, with thoroughly prescribed techniques and steps. SOPs are officially approved as the methods for performing certain routine and repetitive tasks.
- AA. Superseded: A record or system has been superseded when it has been replaced in full effect by a newer more recent version of that record. Databases are superseded when replaced by a new database and it has been confirmed that the new database has the same content as the old database. Updating a database by adding new data does not create a *superseded* database.
- BB. Supporting Material: Supporting documentation not otherwise specified in this schedule that is created or received by the agency. Examples include raw data and technical records.
- CC. Technical Records: Accumulations of data and information which results from carrying out tests and/or calibrations and which indicate whether specified quality or process parameters are achieved. This may include forms, contracts, worksheets, work books, check sheets, work notes, control graphs, external or internal test reports and calibration certificates, customers' notes, papers and feedback.

DD. Waivers: Waivers and variances related to monitoring compliance with statutory and regulatory requirements and/or orders, permits, licenses, and similar authorizations.

EE. Weed: The process of separating temporary records from archival records in accordance with the approved records schedule or associated procedure.

V. **DEC Monitoring Procedure**

The DEC has established the following practices with respect to the management, preservation and disposition of its monitoring public records in compliance with all applicable laws and the requirements established by the VSARA in 3 V.S.A. § 218. This Procedure and the associated Table 1 and Attachment 1 specify for each program the action that triggers the retention clock; retention time; and method of disposition. The retention time may be longer than that specified in the VSARA General Records Schedule but will not be less than that minimum value. Attachment 1 provides program specific examples of record types. These documents will be reviewed at least every 6 months by the DEC records team and revised as warranted to reflect current DEC operations.

- A. A record file related to monitoring actions related to a project, facility or activity typically includes both transitory records and records that are covered by this Monitoring Records Procedure. Transitory records created or received as part of activities associated with monitoring may be weeded as appropriate in accordance with GRS-1000.1000 (Transitory Records) and the associated DEC Procedure. After all transitory records have been weeded from a file; the file should be reviewed by the division records liaison to ensure that those remaining records are handled according to this Procedure.
- B. The custodian of a record is responsible for determining whether and when a specific record is transitory (obsolete) and can be destroyed. The custodian of a file in process is responsible to weed out obsolete records before transferring the file to a subsequent custodian. Pursuant to the DEC Transitory Records Procedure the administrative staff would weed out or delete obsolete records before passing the file, or providing access to an electronic file, to the technical staff. The technical staff would then weed out obsolete records before returning the file to admin staff for final disposition under this Procedure.
- C. Registers or systems that provide for the systematic and regular recording of monitoring information or activities shall be retained until the register is superseded. Registers or databases are only superseded when they are fully replaced by a new system and it has been confirmed that the new database has the same content as the old database. Updating a database by adding new data does not create a *superseded* database.

D. Duplicate records made only for convenience of reference or informational purposes must be discarded when no longer needed unless otherwise directed through an internal policy or programmatic Standard Operating Procedures. Duplicates or copies of records shall not be retained longer than the original records.'

Table 1: Department of Environmental Conservation Monitoring Programs and Related Activities
Summary of Record Retention Triggers, Timeframes and Disposition

Program Name, Activity or Source Category	State and Federal Authority	Agreements Expired; retain 3 years then destroy	Monitoring Reports or Declarations Superseded; retain 0 years then destroy	Legal Notices Completed or closed; retain 1 year then destroy	Plans Expired; retain 3 years then destroy	Registers or databases Superseded; confirm new database same content as previous	Reports Completed or closed; retain 3 years then destroy	Supporting Material Obsolete; retain 0 years then destroy	Waivers Expired; retain 3 years then destroy
DEC LAB	National Environmental Laboratory Accreditation (TNI)	Contract for the analysis of samples. Retain until Project completion or contract is revised or superseded plus 5 years and then destroy	Not applicable	Not applicable	Laboratory Quality Assurance Plan; Retain until inactive (revised /superseded) plus 5 years and then destroy	Laboratory Information Management System (LIMS); Retain until results are reported plus 5 years then destroy/delete. Analytical instrument raw data. Retain until results are reported plus 5 years or until software is obsolete or information is no longer readable.	Laboratory Final Reports (electronic); Retain until results are reported plus 5 years then destroy	Raw data & technical records: Retain until results are reported plus 5 years then destroy. Laboratory SOPs: Retain until revised or outdated plus 5 years, then destroy.	Not applicable
Air Monitoring	State of VT: 10 V.S.A. Chapter 23 USEPA: 40 CFR Part 30 40 CFR Part 35.00	Retain paper data records 3 years and electronic data records 3 years or until Agreement has expired. Records will only be deleted or destroyed.	Retain 1-3 years dependent on reporting frequency. Attainment designations demonstration data shall be retained indefinitely within the appropriate State Implementation Plan (SIP) file.	Retainage dependent on reporting frequency or expiration date of notice.	All electronic QAAP, Network, and Grant Work plans, and required SOP's retained 3 years until revised or superseded. Current hard copies are retained in operational file. Grant or regulatory requirement for data will dictate retention time	Proprietary database for sample & meta data will be retained 5 years. Records >5 years will be backed up & retained on transferable media or network. Database records > 20 years may be destroyed unless considered "significant" by APR 1000.1102, EPA Air Quality System (AQS) database will be final repository for all historical compliance Air Toxics and NAAQS data and grant required data. Archival determination must be considered prior to destruction.	Retain reports 3 years until revised or superseded. Reports can be destroyed unless considered "significant" by APR 1000.1102, or is referenced or submitted as part of SIP.	All electronic monitoring method, SOP's, Guidance Documents instrument manuals, shall be retained until obsolete, revised, or superseded. Destroy or delete	Retain EPA attainment designation waivers indefinitely until waiver has expired or been replaced. Consideration of "significant" by APR 1000.1102,

Program Name, Activity or Source Category	State and Federal Authority	Agreements Expired; retain 3 years then destroy	Monitoring Reports or Declarations Superseded; retain 0 years then destroy	Legal Notices Completed or closed; retain 1 year then destroy	Plans Expired; retain 3 years then destroy	Registers or databases Superseded; confirm new database same content as previous	Reports Completed or closed; retain 3 years then destroy	Supporting Material Obsolete; retain 0 years then destroy	Waivers Expired; retain 3 years then destroy
Geology	Statute 10VSA, Ch. 7, Section 105-106	Expired; retain 10 years then destroy	Not applicable	Not applicable	Retain until obsolete.	Superseded; confirm new database same content as previous	Published reports and documents are retained permanently	Raw data & technical records: retain until obsolete; then destroy	Not applicable
Lakes and Ponds Section-Ambient monitoring	10VSA 37, 47, 49	Expired, retain 6 years, then indefinitely as electronic file	Superseded, retain indefinitely as electronic file	Completed or closed; retain 1 year then destroy	Expired, retain 6 years, then indefinitely as electronic file	WQData-SQL data archive, Assessment database, no record deletion	Retain as electronic file indefinitely	Raw data & technical records: retain until obsolete; then destroy	Not applicable
Monitoring, Assessment and Planning	CFR131.10 10VSA37, 39, 41,43,47,49	Expired, retain 6 years then destroy	Lists of priority waters maintained until superseded. OK to destroy only when assessment status tracked via Assessment database.	Completed or closed; retain 1 year then destroy 303(d) list notices: Completed or closed; retain 4 years then destroy	WQ Remediation Plans Expired - retain 6 yrs, QAPP's Retain until inactive (revised /superseded) plus 10 years and then destroy /Retain 3 yrs, then destroy, only if electronic file appended to monitoring DB. Else retain.	Biomonitoring WQData-SQL data archive, Assessment database, TMDL Database maintained until superseded. No record deletion	Published reports and documents are retained permanently	Raw data & technical records: retain until obsolete; then destroy	Not applicable

Record Type	
Agreements	Use for written contracts or other written arrangements related to monitoring, including compliance agreements, contracts or agreements for analytical testing.
	1272 orders; WQ Remediation Plans
Monitoring Reports or Declarations	Use for formal statements related to compliance with statutory and regulatory requirements and/or orders, permits, licenses, and similar authorizations. Includes self-monitoring reports and any additional documentation submitted with the declaration. Declarations are submitted to the DEC programs from permittees or others.
	discharge monitoring reports (DMRs), WR-43 reporting forms, Residuals Management Quarterly Reports and supporting analytical lab data
Notices, Legal	Use for official, written statements, notices, or announcements that are required by law.
	Basin Plan Notices; 303(d) list notices
Plans	Use for monitoring plans, and Quality Assurance Plans including schedules. This record type would include site plans that are a part of a monitoring plan, e.g. a site plan that documents sampling locations on a property and related to a monitoring schedule. Site plans that are included in a permit application package or are referenced in a decision (i.e. permit) are addressed in the DEC Procedure for Permit (Land Use) Records.
Registers	Systems or databases that provide for the systematic and regular recording of monitoring information or activities. Registers or databases are only superseded when they are fully replaced by a new system and it has been confirmed that the new database has the same content as the old database. Updating a database by adding new data does not create a <i>superseded</i> database.
	Biomonitoring; WQData-SQL data archive, Assessment database, TMDL Database; Wastewater Inventory database and DEC Rolodex.
Reports	Reports and similar narratives <u>issued by the agency about its monitoring activities</u> , including relevant supporting material. For reports that have significant administrative value, retain permanently and use the retention requirements for Reports in GRS-1000.1102 (Administrative Policy Records).
	Site assessment reports

Supporting Material	Supporting documentation not otherwise specified in this schedule that is created or received by the agency. Examples include raw data and technical records.
Waivers	Waivers and variances related to monitoring compliance with statutory and regulatory requirements and/or orders, permits, licenses, and similar authorizations.
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