

I Environment and Energy for UMass Boston--Paper Retention Schedule Based on Secretary of State schedule--Modified for UMass Boston							
Record Type	Record Category	Record Sub-Category Code	Record Sub-Category Title	Description	Owner	UMB Standard Retention Schedule	Retention Schedule Begins
I Environment and Energy	I1 Environmental Conservation and Protection	I1-1	Environmental Natural Resources Management Records	Documents plans and studies for the campus on how to best manage its natural and recreational resources. Includes project documentation, studies, areas of critical environmental concern (ACEC) records, surveys, site assessments, GIS maps, resource plans, and related correspondence.	Environmental Health & Safety	6 years	Upon creation.
I Environment and Energy	I1 Environmental Conservation and Protection	I1-4	Environmental Disaster Planning and Relief Records	Documents efforts to protect areas from environmental disasters. Includes Oil Spill Plans.	Environmental Health & Safety	(a) Summary documentation: Permanent. (b) All other records: 10 years.	Upon creation.
I Environment and Energy	I1 Environmental Conservation and Protection	I1-8	Wetlands Project Approval Records	Documents appeals to the DEP regarding applications for construction projects within wetland restricted deed areas as determined by local municipal Conservation Commissions. Includes notices of intent, orders of conditions, determinations of applicability, denials, and appeals.	Environmental Health & Safety	(a) Unappealed determinations of applicability and orders of conditions: Retain 30 days following municipal decision. (b) Appealed orders of condition: Retain 1 year after certificate of compliance has been issued. (c) Appealed determinations of applicability: Retain 10 years from DEP's final determination.	Upon closure or completion.
I Environment and Energy	I2 Construction and Engineering	I2-1	Construction and Engineering Records	Documents resources required for planning and implementation of policies. Includes aerial photos, GIS maps, and other related materials.	Facilities	Retain until administrative use ceases.	Upon creation.
I Environment and Energy	I2 Construction and Engineering	I2-2	Environmental Impact Studies, Site Analyses, and Reports	Documents reports and studies summarizing environmental impact of proposals and plans.	Environmental Health & Safety	Permanent.	After administrative use ceases.

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I Environment and Energy	I2 Construction and Engineering	I2-3	Environmental System Records	Documents the regulation of the design, building, and operation of environmental systems such as wastewater sludge, septic sewage, and septic systems. Includes permit applications, engineering plans, variance requests, and related correspondence.	Environmental Health & Safety/ Facilities	10 years	Upon creation.
I Environment and Energy	I2 Construction and Engineering	I2-4	Environmental Engineering Reports and Plans	Documents the use of appropriate technology, the proper operation and maintenance of equipment, and determination of site suitability for projects that are managed by the campus. Includes descriptions of pollution control equipment, design criteria, site plans, system schematic diagrams, construction drawings and specifications, and related correspondence.	Environmental Health & Safety/ Facilities	15 years	After acceptance.
I Environment and Energy	I3 Laboratory	I3-2	Environmental Laboratory Records	Documents the laboratory testing of environmental samples containing contaminants, toxins, and pollutants. Includes bacteriological and chemical samples, tests and reports, lab log books, chromatograms, data reports and workbooks, and related correspondence.	Environmental Health & Safety	(a) Analytical reports, logs, and charts: 10 years. (b) Proficiency tests: 3 years.	Upon creation.
I Environment and Energy	I4 Regulation and Compliance	I4-1	Environmental Administrative Law Appeal Case Files	Documents non-criminal cases relating to environmental regulations and laws. Includes administrative records, pleadings, and final decisions.	Environmental Health & Safety	15 years	After final action.

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I Environment and Energy	I4 Regulation and Compliance	I4-3	Massachusetts Environmental Policy Act (MEPA) Review Records	Documents comments and input submitted in accordance with MEPA review requirements prior to EOE permit issuance. Includes MEPA documents, engineering reports, environmental assessments, Clean Water Act (Watershed) documents, NPDES permit applications and documentation, and related correspondence.	Environmental Health & Safety	2 years	Upon closure or completion.
I Environment and Energy	I4 Regulation and Compliance	I4-7	Environmental Regulation and Licensing Records	Documents the licensing, permitting, and subsequent status updating of buildings, facilities, or operations that could adversely impact the environment. Includes applications, site plans, operations and procedures reviews, testing, hazardous waste handling change of status forms, hazardous waste state generator registration forms, and related correspondence.	Environmental Health & Safety	15 years	Upon creation.
I Environment and Energy	I4 Regulation and Compliance	I4-8	Environmental Monitoring and Inspection Records	Documents the ongoing monitoring of environmental conditions such as air emissions or water discharges to determine and document the compliance status of the campus. Includes facility activity descriptions, operating status of pollution control equipment, test results, discharge monitoring reports, and recordkeeping evaluations.	Environmental Health & Safety	15 years	Upon creation.

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I Environment and Energy	I4 Regulation and Compliance	I4-9	Environmental Investigation and Enforcement Records	Documents the investigation into licensing violations or other activities adversely impacting the environment. Includes notices of non-compliance, enforcement orders, penalty assessment notices, return to compliance documents, notices of enforcement conference, adjudicatory hearings, and related correspondence.	Environmental Health & Safety	15 years	Upon creation.
I Environment and Energy	I5 Hazardous Waste Management	I5-3	Hazardous Materials Right-To-Know Records	Provides hazards information for the purpose of chemical spill and other emergency planning. Includes hazardous materials user lists, substance lists, and chemical inventories for labs.	Environmental Health & Safety	3 years	Upon creation.
I Environment and Energy	I5 Hazardous Waste Management	I5-4	Hazardous Materials Contingency Plan Records	Documents campus plans to respond to hazardous waste emergencies to prevent and minimize hazards to public health, safety, and the environment. Includes plans, support materials, and related correspondence.	Environmental Health & Safety	15 years	After inactive, revoked, or superseded.
I Environment and Energy	I5 Hazardous Waste Management	I5-6	Contaminated Site Cleanup Records	Documents cleanups involving hazardous waste spillage or leaks.	Environmental Health & Safety	(a) Summary reports: Permanent. (b) All other records: 10 years. (c) Non-reportable: 3 years.	Upon creation.
I Environment and Energy	I5 Hazardous Waste Management	I5-8	Facilities Hazardous Substances Records	Documents hazardous materials use at facilities such as toxic, caustic, flammable, and combustible materials. Includes material safety data sheets and related lists and reports.	Facilities	30 years	Upon submission.

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I Environment and Energy	I5 Hazardous Waste Management	I5-10	Asbestos Regulation Records	Documents the process to inspect, review, and enforce asbestos regulations. Includes inspection/ test reports, decontamination plans, blanket approvals, waiver requests, field notes, asbestos sampling results, and related correspondence.	Environmental Health & Safety	(a) Notification forms: 3 years. (b) All other records: 15 years.	Upon creation.
I Environment and Energy	I5 Hazardous Waste Management	I5-11	Hazardous Waste Transport and Disposal Records	Documents the transportation and disposal of hazardous waste shipments from generator to final disposal. Includes Uniform Hazardous Waste Manifests and monthly operating report summaries from each transporter.	Environmental Health & Safety	Manifests and receipts: 10 years.	Upon creation.
I Environment and Energy	I5 Hazardous Waste Management	I5-12	Radioactive Waste Disposal Records	Documents the transportation and disposal of hazardous waste.	Radiation Safety	Manifests and receipts: 30 years.	Upon creation.
I Environment and Energy	I6 Waste and Emissions	I6-5	Medical, Biological, and other Waste Disposal Records	Documents the disposal of materials from campus facilities.	Environmental Health & Safety/ Health Services	3 years	Upon creation.