

**RECORDS RETENTION SCHEDULE  
[DEPARTMENT OF ENERGY AND ENVIRONMENTAL  
PROTECTION]**

Form RC-050 (Revised 02/2012)



STATE OF CONNECTICUT  
Connecticut State Library  
Office of the Public Records Administrator  
231 Capitol Avenue, Hartford, CT 06106  
<http://www.ctstatelibrary.org/>

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1. **SCOPE:** This schedule lists records unique to Department of Energy and Environmental Protection and is used in conjunction with the General Records Retention Schedules and other relevant Records Retention Schedules.
2. **AUTHORITY:** The Office of the Public Records Administrator issues this Records Retention Schedule under the authority granted by §11-8 and §11-8a of the *General Statutes of Connecticut* (CGS).
3. **RETENTION PERIODS:** Retention periods listed on this schedule are based on the records' administrative, fiscal, legal, and historical values, as well as statutory or regulatory requirements. In most instances the established period sets the minimum retention requirement. However, some records have maximum retention periods set by Federal or State statutes or regulations. Please note that any statute or regulation listed in brackets in the "Retention" column indicates the legal citation for that retention requirement. If a records series states, "Permanent/Archival," the agency should request approval to transfer the records to the State Archives or an approved archival repository once the records are inactive. If a records series states, "May contain historical value," the agency should contact the State Archives for archival appraisal before requesting disposition of the records. Not all such records will be determined to be archival; conversely, some records without this statement might have archival value. See General Letter #2009-1 for guidelines on transferring records to the State Archives.
4. **FORMAT:** Retention periods listed on this schedule apply to the official record copy, whether in paper, electronic, or other format. If records are maintained only in an electronic system, the records custodian must be able to retrieve and interpret the content for the retention period.
5. **DISPOSITION AUTHORIZATION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-108), which is used to request permission to destroy or transfer records that have met their retention period. The agency Records Management Liaison Officer (RMLO), the State Archivist, and the Public Records Administrator must sign the authorization form *prior* to destruction or transfer of public records. The Office of the Public Records Administrator cannot grant continuing approval to destroy records on an ongoing basis. No records may be destroyed if there are pending or active Freedom of Information Act (FOIA) requests; litigations; investigations; audits; or other cases, claims, or actions. Note that if there is a destruction hold placed on records, the retention period does not change and once the hold is lifted, the records may be destroyed after receipt of the signed Form RC-108.
6. **DISPOSITION DUE TO REFORMATTING:** Records custodians may request permission to dispose of original records that have been scanned provided the retention period is 10 years or less and the agency has submitted a *Certificate of Compliance* in accordance with the State Library's *Standards for the Use of Imaging Technology for Storage, Retrieval, and Disposition of Public Records*. With certain exceptions, custodians may request permission to dispose of original records that have been microfilmed provided the agency has submitted a *Certificate of Compliance* in accordance with the State Library's *Required Minimum Microfilming Standards for Public Records*.
7. **AUDIT REQUIREMENTS:** Under the Single Audit Act (31 USC 7501) audit requirements apply to Federal, State, and Local programs. The retention requirement, "\_\_\_ years, or until audited, whichever is later," requires further explanation. In most instances "audit" refers to the general agency audit conducted by the State Auditors of Public Accounts or the general town or municipal audit conducted by an outside auditing agency, unless otherwise noted. The specific record itself may or may not have been examined as part of the audit process. The requirement of "until audited" is fulfilled when the official audit report is issued. The auditors may recommend that certain records be corrected. Such records, even when they meet retention requirements, must be retained during the period that any review is pending.
8. **FOIA DISCLOSURE:** This retention schedule governs the retention of public records – not the disclosure of public records. Refer to CGS §1-200 et seq. or contact the Office of Governmental Accountability, Freedom of Information Commission (FOIC), regarding the disclosure of public records.
9. **ESSENTIAL RECORDS:** Records designated as "Essential" are those records necessary to respond to an emergency; to reestablish normal operations after any such emergency; to protect the rights and interests of the agency; and to protect the rights and interests of individuals for whom it has responsibility.
10. **OBSOLETE RECORDS:** Records designated as "OBSOLETE" or "SERIES CLOSED" are no longer created or received in the normal course of business. Records custodians should request approval for the appropriate disposition of any records so designated as soon as the retention period has passed.
11. **RECORDS CREATION REQUIREMENT:** Nothing on this schedule mandates the creation of a record or records series if the agency does not already create or receive it in the normal course of business. However, agencies should be aware of any additional recordkeeping requirements established by state or federal statute or regulation.

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<b>AGENCY:</b> Department of Energy and Environmental Protection		<b>AGENCY ADDRESS:</b> 79 Elm Street, Hartford, CT 06106		This schedule is: <input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISED  Superseded schedule number(s): 02-13-1	
<b>DIVISION, UNIT, OR FUNCTION:</b> Forestry					
<b>RELEVANT STATUTES &amp; REGULATIONS AND ACRONYMS USED ON THIS SCHEDULE:</b> CGS Sec. 12-96 through CGS 12-99, CGS Sec. 12-107a through 107-f; CGS Sec. 23-65f through CGS Sec. 23-65q; RCSA Sec. 12-107d-1 to 12-107d-5 Policies and Standards for Evaluating Land Proposed for Classification as Forestland; RCSA Sec. 65h-1 to 65h-1 Certification of Forest Practices; Conn. Agencies Regs. Sec. 23-65j-1 Forest Practices; 16 U.S.C. Chapter 41 – Cooperative Forestry Assistance.					
<b>RMLO (type or print):</b> Mary Lou Kramer	<b>JOB TITLE OF RMLO (type or print):</b> Paralegal Specialist 1	<b>APPROVED (Signature of State Archivist):</b> <i>Kenneth Pellegrino</i>		<b>DATE SIGNED:</b> MAY 22 2014	
<b>APPROVED (Signature of RMLO):</b> <i>Mary Lou Kramer</i>		<b>DATE SIGNED:</b> 5/22/2014	<b>APPROVED (Signature of Public Records Administrator):</b> <i>Le On K Power</i>		<b>EFFECTIVE DATE OF SCHEDULE:</b> 5/22/2014

Series #	Records Series Title	Description	Retention	Disposition	Notes
A.	Forest Land				
1.	<b>Forest Land Classification Records</b>	[OBSOLETE] This series documents the classification of forest land pursuant to CGS Sec. 12-96 through Sec. 12-98. Including but not limited to: application forms, maps, and correspondence.	10 years from date of cancellation	Destroy after receipt of signed Form RC-108	Classifications remain active until cancelled pursuant to CGS Sec. 12-99.  Classifications are now issued by municipalities.
2.	<b>Forest Land Certificate Records</b>	[OBSOLETE] This series documents certificates issued by DEEP designating land as forest land pursuant to CGS 12-107d. Including but not limited to: applications; maps; certificates; reports; and correspondence.	5 years from date of cancellation	Destroy after receipt of signed Form RC-108	Forest land is defined pursuant to CGS Sec. 12-107b.  Certificates are now issued by town assessors.
3.	<b>Forest Land Designation Records - Appeals</b>	This series documents forest land designation appeals filed with the State Forester. Including but not limited to: forester reports; point or plot sampling data; field notes; maps; photographs; and State Forester decisions.	5 years from date State Forester's review transmitted to land owner(s) and assessor(s) [Conn. Agencies Regs. §12-107d-4(g)(2)]	Destroy after receipt of signed Form RC-108	Appeals can be filed by land owners or assessors.

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4.	<b>Forest Land Designation Records - Annual Summaries</b>	This series documents municipal forest land designation summaries submitted annually to the Division of Forestry. Summaries include the number of owners of farm land, forest land or open space land and a listing of the parcels of land for each classification showing each parcel's acreage, the total acreage of all parcels, the number of acres of each parcel classified as farm land, forest land or open space land, and the total acreage for all such parcels. Including but not limited to: summaries.	Until superseded	Destroy after receipt of signed Form RC-108	Forest land is defined pursuant to CGS Sec. 12-107b.  Pursuant to CGS Sec. 12-107d(k) summaries must be filed by the assessor of municipality during the month of June.  It is the responsibility of the Assessor's to retain individual parcel records.
5.	<b>Landowner Assistance Records</b>	This series documents DEEP forest management assistance to forest land owners. Including but not limited to: correspondence; cost-share applications; reports; maps; plans; historical property data; and Environmental Reviews (ERT).	10 years from date of last assistance	Destroy after receipt of signed Form RC-108	
6.	<b>State Timberland Management Plans</b>	This series documents 10 year plans for the management of state owned timberlands. Including but not limited to: plans; maps; tree inventory data; and work schedules.	Permanent	Retain in agency or transfer to State Archives	Each plan covers a large block of a particular state forest or in some cases the entire forest. May range in size from 300 acres to more than thousands of acres.
7.	<b>Special Use License (SUL) Records</b>	This series documents special use license requests for state forests and parks pursuant to CGS Sec. 23-11. Including but not limited to: applications, permits, and correspondence.	1 year from termination of permit or from date permit denied	Destroy after receipt of signed Form RC-108	

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8.	<b>Incident Reports- Resolved</b>	This series documents resolved incidents involving the Forestry Division, such as theft, vandalism, and injury to job contractor. Including but not limited to: incident reports and related documents used to monitor the number and type of incidents.	3 years from date of resolution	Destroy after receipt of signed Form RC-108	
(S1-280)	<b>Incident Reports - Unresolved</b>	This series documents circumstances surrounding unresolved incidents involving the Forestry Division, such as theft, vandalism, and injury to job contractor. Including but not limited to: incident reports and related documents used to monitor the number and type of incidents.	10 years from date of report	Destroy after receipt of signed Form RC-108	
9.	<b>Forest Product Harvest Permits</b>	This series documents permits to harvest forestry products with a value under \$300. Including but not limited to: applications;, liability releases; permits; and related correspondence.	1 year from permit completion date or date permit denied	Destroy after receipt of signed Form RC-108	
10.	<b>State Timber Sales – Potential Bidders Lists</b>	This series consists of lists of potential bidders for state owned timber sales.	Until superseded	Destroy after receipt of signed Form RC-108	
11.	<b>State Timber Sales - Agreements</b>	This series documents agreements for state forestland timber sales. Including but not limited to: harvest plans; bid invitations and awards; agreements; completion reports; performance deposit returns; and related correspondence.	10 years after completion of operation	Destroy after receipt of signed Form RC-108	
12.	<b>State Timber Sales - Buyer Insurance Records</b>	This series documents buyer insurance records for state owned timber sales. Including but not limited to: insurance certificates.	Until superseded	Destroy after receipt of signed Form RC-108	

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13.	State Forest Plantation Records	[ <i>OBSELETE</i> ] This series documents tree planting on state forestland from the 1920s through the 1940s. Including but not limited to: binders and ledgers.	Permanent	Retain in agency or transfer to State Archives	
14.	State-wide Aerial Photographs	This series consists of aerial photographs and indexes of state forest land.	Permanent	Retain in agency or transfer to State Archives	Older photos do not have indexes.
<b>B. Urban Forestry</b>					
15.	America the Beautiful (ATB) Grant Program Records - Approved	This series documents approved ATB urban forestry grants and the distribution of funds to municipalities. Including but not limited to: grant applications; evaluations; correspondence; personal services agreements; inspection reports; and completion letters.	3 years [7 CFR 3016.42(2)(b)]	Destroy after receipt of signed Form RC-108	ATB urban forestry grants are funded through the USDA Forest Service State, Private Forestry Program, and Regional Greenhouse Gas Initiative (RGGI).
16.	America the Beautiful (ATB) Grant Program Records - Denied	This series denied ATB urban forestry grants. Including but not limited to: grant applications and correspondence.	1 year from date application denied	Destroy after receipt of signed Form RC-108	
17.	Tree City USA Records	This series documents DEEP assistance to municipalities to obtain Tree City USA designations. Including but not limited to: applications, resolutions, and correspondence.	3 years from date status granted	Destroy after receipt of signed Form RC-108	Tree City USA designation based on Arbor Day Foundation (ADF) criteria. The ADF reviews the applications for this designation.
18.	Forest Legacy Program (FLP) Applications – Funded	This series documents funded FLP applications. Including but not limited to: applications; evaluation sheets; maps; baseline documents; stewardship plans; and monitoring sheets for easement compliance.	Permanent	Retain in agency	Pursuant to 16 U.S.C. §2103c, DEEP partners with the U.S. Forest Service to implement the Connecticut Forest Legacy Program (FLP).

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19.	<b>Forest Legacy Program (FLP) Applications – Not Funded</b>	This series documents FLP applications denied funding. Including but not limited to: applications; evaluation sheets; maps; and correspondence.	3 years from date funding denied	Destroy after receipt of signed Form RC-108	
20.	<b>Municipal Assistance Records</b>	This series documents urban forestry assistance to municipalities. Including but not limited to: correspondence, tree inventory data, and maps.	10 years from date of last assistance	Destroy after receipt of signed Form RC-108	
<b>C. Fire</b>					
(S10-600)	<b>Forest Fire Training Records - DEEP Staff</b>	This series documents DEEP staff forest fire training. Including but not limited to: sign in sheets, task books, and certification forms.	Duration of employment plus 30 years	Destroy after receipt of signed Form RC-108	
(S2-340)	<b>Forest Fire Training Records - Volunteer Fire Companies</b>	This series documents DEEP forest fire training for volunteer fire companies. Including but not limited to: rosters and forms.	3 years from date of training	Destroy after receipt of signed Form RC-108	
21.	<b>Forest Fire Training Records – Lesson Plans</b>	This series documents DEEP forest fire training lesson plans for staff and volunteer fire companies. Including but not limited to: lesson plans.	Until superseded	Destroy after receipt of signed Form RC-108	
22.	<b>Forest Fire Weather Prediction Records</b>	This series documents DEEP forest fire weather predictions, including predicted fire danger scale, wind speeds, and wind directions. Including but not limited to: forms.	10 years from date of prediction	Destroy after receipt of signed Form RC-108	
23.	<b>Forest Fire Statistics</b>	This series documents Connecticut forest fire statistics, including acres burned, number of fire starts, location, weather, and cause. Including but not limited to: logs.	Permanent	Retain in agency	

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24.	<b>Prescribe Burn Plans</b>	This series documents plans to set controlled forest or brush fires. Including but not limited to: plans.	3 years from completion of project or until plan superseded, whichever is later	Destroy after receipt of signed Form RC-108	
25.	<b>Firefighter Sign-In Sheets</b>	This series documents firefighter attendance during forest fires and prescribed burns. Including but not limited to: sign-in sheets.	Duration of employment plus 30 years	Destroy after receipt of signed Form RC-108	
26.	<b>Firefighting Equipment Records</b>	This series documents federal firefighting equipment on loan to DEEP or volunteer fire companies. Including but not limited to: equipment inventory and forms.	2 years from date of equipment disposal	Destroy after receipt of signed Form RC-108	See S10-200 for firefighting equipment inspection records.
27.	<b>Medical Screening Reports</b>	This series documents medical screenings of DEEP firefighters to determine task placement. Including but not limited to: reports.	3 years from date of report	Destroy after receipt of signed Form RC-108	
28.	<b>Volunteer Fire Assistance (VFA) Fund Records</b>	This series documents the Division of Forestry administration and distribution of VFA funds to eligible volunteer fire departments. Including but not limited to: applications; documentation supporting application approval or rejection; agreements; and expense reports.	3 years [7 CFR 3016.42(2)(b)]	Destroy after receipt of signed Form RC-108	VFA funds are part of a national allotment for rural fire protection under Cooperative Forestry Assistance Act of 1978, as amended by the Forest Stewardship Act of 1990.
29.	<b>Fire Equipment Assistance Records</b>	This series documents DEEP assistance to volunteer fire companies to purchase equipment. Including but not limited to: correspondence; applications; payment records; and purchase orders.	3 years or until audited, whichever is later	Destroy after receipt of signed Form RC-108	

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<b>D. Forest Practitioners</b>					
30.	<b>Certified Forest Practitioner Annual Summaries</b>	This series documents Division of Forestry annual summaries of individual certified forest practitioners' activities for the past year to present a snapshot of forest and industry health. Including but not limited to: summaries.	Permanent	Retain in agency or transfer to State Archives	Pursuant to CGS Sec. 23-65i each certified forest practitioner shall submit annual reports to DEEP on or before June 1 <sup>st</sup> .
31.	<b>Certification Files – Approved</b>	This series documents approved forest practitioner certifications. Including but not limited to: applications; examination results; photographs; certificates; correspondence; compliance warnings; and annual reports.	2 years from date certification expires or is superseded	Destroy after receipt of signed Form RC-108	Forest practitioner certification pursuant to CGS Sec. 23-65h.
32.	<b>Certification Files – Denied – Examination Failure</b>	This series documents forest practitioner certifications denied for failure to pass the certification exam. Including, but not limited to: applications; examination results and correspondence.	2 years from date of denial	Destroy after receipt of signed Form RC-108	
33.	<b>Certification Files – Denied, Suspended, or Revoked</b>	This series documents the denial, suspension, or revocation of forest practitioner certifications pursuant to CGS Sec. 23-65o. Including but not limited to: notice of denial, suspension, or revocation; hearing records; photographs; reports; statements; inventories; memorandum; correspondence; and inspector field notes.	5 years from date certificate denied or suspension/ revocation order issued	Destroy after receipt of signed Form RC-108	
34.	<b>Certification Files – Incomplete</b>	This series documents non-certified forest practitioners failing to complete the application process. Including but not limited to: applications and correspondence.	2 years from date application received	Destroy after receipt of signed Form RC-108	



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35.	<b>Certification Exam Records – Administered Exams</b>	This series documents forest practitioner certification exams administered pursuant to CGS Sec. 23-65h. Including but not limited to: exams and answer sheets.	Until superseded	Destroy after receipt of signed Form RC-108	
36.	<b>Certification Exam Records – Sign In Sheets</b>	This series documents forest practitioner certification exam attendance. Including but not limited to: sign-in sheets.	3 years from date of examination	Destroy after receipt of signed Form RC-108	
37.	<b>Certification Exam Records – Failed Applicant Photographs</b>	This series consists of photographs of forest practitioner applicants failing the certification exam.	Upon determination the applicant has failed	Destroy after receipt of signed Form RC-108	
38.	<b>Continuing Education Workshop Records</b>	These series documents certified forest practitioner continuing education workshops approved by DEEP. Including but not limited to: agendas; assignment of continuing education units (CEU); and attendance rosters.	5 years from date of workshop	Destroy after receipt of signed Form RC-108	
39.	<b>Complaint Files – Uncorroborated</b>	This series documents complaints filed regarding potential violations of the Forest Practices Act where complaints are found to have insufficient evidence. Including but not limited to: photographs; reports; statements; inventories; and inspector field notes.	2 years from date investigation closed or final report issued	Destroy after receipt of signed Form RC-108	Complaints are filed against certified forest practitioners or individuals that are not certified forest practitioners.

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40.	<b>Complaint Files – Enforcement Orders Issued - Certified Forest Practitioner</b>	This series documents Forest Practices Act violations and enforcement orders issued following a complaint against a certified forest practitioner. Including but not limited to: consent orders; notice of violation; referral to Attorney General, States Attorney or other law enforcement agency; penalty calculations; photographs; reports; statements; inventories; correspondence; and inspector field notes.	20 years from date enforcement order issued	Destroy after receipt of signed Form RC-108	Pursuant to CGS Sec. 23-65/ through 23-65n.
41.	<b>Complaint Files - Enforcement Orders Issued – Non-Certified Forest Practitioner</b>	This series documents Forest Practices Act violations and enforcement orders issued following a complaint against an individual that is not a certified forest practitioner. Including but not limited to: photographs; reports; statements; inventories; superior court referrals; correspondence; and DEEP orders.	15 years from date enforcement order issued	Destroy after receipt of signed Form RC-108	Pursuant to CGS Sec. 23-65/ through 23-65n.
42.	<b>Logging Operations Records - Complaints</b>	This series documents complaints against logging operations. Including but not limited to: photographs; reports; statements; inventories; and inspector field notes.	5 years from date investigation closed	Destroy after receipt of signed Form RC-108	
43.	<b>Logging Operations Records - Compliance Inspections</b>	This series documents field visits to inspect compliance of logging operations. Including but not limited to: field notes.	1 year from date of inspection	Destroy after receipt of signed Form RC-108	If violations are found, records become part of the complaint file in #42.