

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
SOLID WASTE**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGSW-001	<p>SOLID WASTE MANAGEMENT PLANNING RECORDS</p> <p>Reports, studies, analyses, projections, and similar planning records concerning solid waste and resource recovery system facilities and management.</p>		<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>
LGSW-002	<p>FACILITY PERMITS AND APPROVALS</p> <p>Permits and approvals as may be required by law or regulation concerning the operation of solid waste facilities, incinerators, sanitary landfills, composting process plants, resource recovery systems, or other facilities involved with solid waste management. Include reports, correspondence, and other documentation bearing upon the application, issuance, or renewal of the permit or approval.</p>		<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>
LGSW-003	<p>TRANSFER PERMITS</p> <p>Application, copies of permits, and related documentation concerning the handling and transfer of solid waste.</p>		<p>Retain at agency 3 yrs after expiration, revocation, or denial of the permit; destroy.</p>
LGSW-004	<p>SOLID WASTE SPREADING PERMITS</p> <p>Document application for and approval of permits allowing land application of solid waste.</p>		<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>
LGSW-005	<p>INSPECTION REPORTS</p> <p>Inspection reports on the collection, handling, transfer, storage, processing, or disposal of solid waste by private concerns or individuals within the local government.</p>		<p>Retain at agency 3 yrs; destroy.</p>
LGSW-006	<p>TONNAGE REPORTS</p> <p>Daily tonnage reports of solid waste handled and processed in a sanitary landfill, disposal plant, composting plant, or resources recovery facility.</p>		<p>Figures totaled on a monthly report: Retain at agency 60 days; destroy.</p> <p>Figures not totaled on a monthly report: Retain at agency 1 yr; destroy.</p>
LGSW-007	<p>LOAD TICKETS</p> <p>Tickets or other forms that provide record of weight and/or volume of solid waste brought by local government or private vehicles to sanitary landfills, waste disposal plants, composting plants, or resource recovery facilities.</p>		<p>Load ticket is only source document used for any billing purposes: Retain at agency 1 yr; successful audit; destroy.</p> <p>Another document issued for billing purposes: Retain at agency 90 days; destroy.</p>