

SCHEDULE 11 – PUBLIC WORKS

Series	Series Title	Description	Retention
11.1	E911 Project Lists	Road name assignments and related documents generated by municipalities' E911 compliance activities.	Permanent
11.2	Excavation Permits	Permit to dig within municipal limits.	3 years
11.3	Field Books	Measurements and survey notes for highways, streets, bridges, and other construction projects.	Permanent
11.4	Landfill Monitoring	Testing (and requirements for it) for municipal landfill, groundwater, and surrounding soil.	Permanent
11.5.a	Solid Waste Management - Agronomic Utilization of Residuals	Unless otherwise provided for in the program license, the residual generator must make provisions to keep the following records: (1) Volume of residual generated on a yearly basis; (2) Volumes of residual utilized, processed, disposed and stored on a yearly basis; (3) Analytical results and residual process monitoring records pertaining to the utilization program and residual, including a record of sample locations; (4) A list of licensed utilization sites, loading rates at those site, analytical data, all license application submissions, a copy of licenses issued by the Department and all other site specific utilization information; and (5) Other information as specified in the utilization program license.	Duration of the utilization activities, and for a minimum of three (3) years after the utilization program ceases
11.5.b	Solid Waste Management - Processing Facilities	Records should include: (1) When applicable, as-built engineering drawings of the facility, including a schematic showing the relationship of the various subsystems; (2) Analytical and characterization data results required by these rules or license conditions; (3) An operations manual meeting the requirements of this section; (4) Records of odor monitoring data, exceedances, response actions and complaints, if any; (5) Copies of periodic and annual reports submitted to the Department; and (6) Stabilization facility operations log.	Duration of the facility operation and a minimum of 2 years after facility closure
11.6	Street Files	Record of all changes taking place on each street within municipality. May include street description, deeds to land street occupies, street plans, letters of easement, drainage issues, letters from citizens such as requests to fix potholes, work done (maintenance as well as changes), right-of-way documents.	Permanent
11.7	Work Orders	Order for Public Works staff to perform jobs.	3 years