

DEM7 Office of Emergency Response

DEM7.1 Site Report Files

DEM's Office of Emergency Response is responsible for assessment, containment, and remediation of environmental incidents. Incidents are categorized in accordance with their seriousness (severity, extent, type of material involved, population affected, and resources required to handle the incident). File content depends on the type of incident (chemical spill, fish kill, battery storage, etc.). Files may include, but are not limited to a wide variety of forms, checklists, and worksheets designed to guide and document incident management. Records may include, but are not limited to site safety plans, incident command structure forms, organization assignment lists, status update forms, spill reports, analytical and sampling reports, impact on natural resources reports, chain of custody forms, access agreements, assessment reports, site plans, and no further action letters.

a) Minor/Moderate Incident Files

Retention: Retain seven (7) years after no further action letter is issued.

b) Major/Severe Incident Files

Retention: Permanent.

DEM7.2 Emergency Response Cost Recovery Files

Files document DEM's recovery of costs for expenditures on environmental cleanups. Case files may include, but are not limited to, copies of the following: Emergency Response reports, completed Authorized Overtime forms, completed Call-In forms, spill clean-up contractor invoices, cost recovery payment request letters, cost recovery expenditure forms, cost recovery payee forms, and any related correspondence.

a) Minor and Moderate Incidents

Retention: Retain seven (7) years after cost recovery payments are complete.

b) Major and Severe Incidents

Retention: Permanent.

Note: For audit purposes, record copy of cost recovery documentation is held at DEM Management Services.

DEM7.3 Emergency Response Site Report Listing.

Contains a listing of all Rhode Island emergency response sites, updated monthly.

Retention: Retain three (3) years.

DEM7.4 Aboveground Storage Tank (AST) Facility Files

Documentation of monitoring activities relating to aboveground storage tank facilities for compliance with applicable laws, departmental regulatory requirements, and standards respecting tank registration, labeling, design and construction, regular inspection, repair, and spill clean up. Case files may include completed tank registration applications, tank registration numbers, formal/informal forms and documents, inspection reports, site plans, oil pollution control documents and all related correspondence. Also includes documentation concerning owner, operator or lessee reports, notices of violations and correspondence related to requirements.

Retention: Retain seven (7) years after facility is closed.

DEM7.5 Certificates of Records Destruction

Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable records retention schedules. (RIGL §38-1-10, §38-3-6(j), and §42-8.1-10.)

Retention: Permanent.

Note: In accordance with the General Records Schedule – GRS1 Executive, High-Level and Policy-Making Records, permanent retention condition applies to all major studies and reports, including Emergency Response records such as annual reports, statistical studies, program development documents, special plans, studies, and report. The General Records Schedule and further information is available on the State Archives Division website.