

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 704-19

PAGE
NO. 2 of 2

Item No.	Description	Retention
6.	<p><u>SURVEYS & INSPECTIONS</u></p> <p>This series includes industrial surveys and inspections concerning the use, handling or disposal of toxic and carcinogenic substances which may affect the public health. They are used for inclusion in the Toxic Substances Registry.</p>	<p>Retain in office for two (2) years, then destroy after having been computerized in the Toxic Substances Registry.</p>
7.	<p><u>REFERENCE MATERIALS</u></p> <p>This series contains pamphlets, brochures and books listing the various toxic substances; their use, how produced and handled by industry and how the general public may cause injury, disease and environmental degradation through its use or disposal in the State.</p>	<p>Non-Record and may be retain until they have no further value, then destroy.</p>