

This schedule applies to: Air Pollution Control Authorities

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of air pollution control authorities relating to the function of implementing air pollution prevention and control programs in accordance with chapter 70.94 RCW. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of state resources.

Public records designated as “Archival (Permanent Retention)” must not be destroyed. Records designated as “Archival (Appraisal Required)” must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency’s policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency’s policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on August 5, 2020.

Signature on File

**For the State Auditor:
Al Rose**

Signature on File

**For the Attorney General:
Matthew Kernutt**

Signature on File

**The State Archivist:
Steve Excell**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "AP" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
1.1	August 5, 2020	Minor revisions to the Air Pollution Control – Authorizing, Monitoring and Regulating.

SUPERSEDED

For assistance and advice in applying this records retention schedule,

please contact your agency's Records Officer

or Washington State Archives at:

recordsmanagement@sos.wa.gov

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1. AGENCY MANAGEMENT

The function relating to the overarching management of the agency, where not covered by *CORE*.

1.1 PLANNING			
<i>The activity of documenting and determining the agency's objectives, and the means for obtaining them, where not covered by CORE.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AP65-01-05 Rev. 0	<i>Air Resources Management Implementation Plan</i> Plans mandated by the Federal Clean Air Act for attaining compliance with federal air pollution regulations. Prepared by individual authorities and compiled by the State Department of Ecology.	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR
AP65-01-06 Rev. 0	<i>Air Resources Management Maintenance Plan</i> Plans mandated by the Federal Clean Air Act for maintaining compliance with federal air pollution regulations. Prepared by individual authorities and compiled by the State Department of Ecology.	Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR

SUPERSEDED

1.2 REPORTING

The activity of providing information as required by regulating authorities, where not covered by CORE.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AP65-01-03 Rev. 0	<i>Air Quality Data Summaries</i> Annual report of regional air quality statistics, including data collected from air monitoring sites.	Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR

SUPERSEDED

2. AIR POLLUTION CONTROL

The function of enforcing clean air laws within the air quality authority's jurisdiction.

2.1 AUTHORIZING, MONITORING AND REGULATING

The activity of authorizing and monitoring sources of air pollution in order to regulate the prevention, control, recovery, and/or release of contaminants into the atmosphere.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AP2020-008 Rev. 0	<p><i>Agricultural and Outdoor Burn Permits</i></p> <p>Records relating to the issuing of and monitoring for compliance with agricultural burning permits and other outdoor burning permits (such as land clearing, habitat, fire training, etc.).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, permits, fees; • Inspection and compliance documents; • Related correspondence/communications. 	<p>Retain for 6 years after expiration/revocation of permit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>
AP65-01-01 Rev. 0	<p><i>Air Pollution Source History Files</i></p> <p>Information compiled on permanent, temporary and portable sources of air pollution regulated under state and federal air pollution law, including emissions inventory, permit, inspection, compliance, complaint, enforcement and remedy documentation. Also includes Title V Sources and gas stations.</p>	<p>Retain for 6 years after source of pollution no longer exists <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
AP65-01-07 Rev. 0	<p><i>Asbestos Contractors Notifications and Reports</i></p> <p>Documentation of notifications and reports required to be filed with local air quality authorities by individual asbestos abatement contractors.</p>	<p>Retain for 6 years after end of reporting period <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

2.1 AUTHORIZING, MONITORING AND REGULATING

The activity of authorizing and monitoring sources of air pollution in order to regulate the prevention, control, recovery, and/or release of contaminants into the atmosphere.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AP65-01-09 Rev. 0	Site Monitoring Equipment Operating and Maintenance Documentation Logs and reports documenting the maintenance and operation on monitoring equipment at source sites.	Retain for 3 years after date of report or last log entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
AP65-01-10 Rev. 0	Weather Monitoring Reports Reports regularly compiled from weather monitoring stations that document the general condition of the weather as well as conditions that may lead to regulatory actions, such as burning bans.	Retain for 3 years after end of calendar year <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OFM

2.2 VIOLATIONS AND ENFORCEMENT

The activity of enforcing laws designed to prevent and reduce air pollution.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AP65-01-02 Rev. 0	<p><i>Air Quality Complaint Files</i> Documentation of complaints not associated with a regulated source, including initial report, investigation and follow-up.</p>	<p>Retain for 6 years after matter resolved <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL (for Disaster Recovery) OPR</p>
AP65-01-08 Rev. 0	<p><i>Burning Incident Files</i> Documentation of investigations and enforcement actions regarding smoke and other contaminants generated by indoor, outdoor, and agricultural burning. <i>Reference WAC 173-425, WAC 173-430, and WAC 173-433.</i></p>	<p>Retain for 6 years after matter resolved <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

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