Using Records Retention Schedules: Which Retention Schedules Do Air Pollution Control Authorities Use?

Purpose: Provide guidance to air pollution control authorities on which records retention schedules to use.

Air pollution control authorities need to use the following records retention schedules:

1. Local Government Common Records Retention Schedule (CORE)
   This schedule covers records that are commonly created/received by most government agencies (including air pollution control authorities), such as records relating to:
   - Board meetings
   - Contracts and agreements
   - Facilities management
   - Financial transactions and accounting
   - Grants/bonds
   - Human resources
   - Information systems/technology
   - Legal affairs
   - Media coverage
   - Payroll
   - Policies and procedures
   - Public records requests
   Records with minimal retention value (transitory records) are also covered in the Local Government Common Records Retention Schedule (CORE).

2. Air Pollution Control Authorities Records Retention Schedule
   This schedule covers records that are specific or unique to air pollution control authorities, such as records relating to:
   - Air pollution source history files
   - Air resources management implementation plans
   - Air resources management maintenance plans
   - Air quality complaint files
   - Air quality data summaries
   - Asbestos contractors notifications and reports
   - Burning incident files
   - Site monitoring equipment operating and maintenance documentation
   - Weather monitoring reports

Additional advice regarding the management of public records is available from Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov