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## **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:**