

**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.

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](mailto:recordsmanagement@sos.wa.gov)

**TABLE OF CONTENTS**

**1. AGENCY MANAGEMENT .....4**  
    **1.1 PLANNING ..... 4**  
    **1.2 REPORTING ..... 5**  
**2. AIR POLLUTION CONTROL.....6**  
    **2.1 AUTHORIZING, MONITORING AND REGULATING ..... 6**  
    **2.2 VIOLATIONS AND ENFORCEMENT ..... 8**  
**INDEXES .....9**

## 1. AGENCY MANAGEMENT

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

### 1.1 PLANNING

*The activity of documenting and determining the agency's objectives, and the means for obtaining them, where not covered by CORE.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
AP65-01-05 Rev. 0	<b><i>Air Resources Management Implementation Plan</i></b> 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.	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR
AP65-01-06 Rev. 0	<b><i>Air Resources Management Maintenance Plan</i></b> 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.	<b>Retain</b> for 6 years after superseded <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR

## 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	<b><i>Air Quality Data Summaries</i></b> Annual report of regional air quality statistics, including data collected from air monitoring sites.	<b>Retain</b> for 6 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR

## 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	<b><i>Agricultural and Outdoor Burn Permits</i></b> 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.).  Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Applications, permits, fees;</li> <li>• Inspection and compliance documents;</li> <li>• Related correspondence/communications.</li> </ul>	<b>Retain</b> for 6 years after expiration/revocation of permit  <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> (for Disaster Recovery) OPR
AP65-01-01 Rev. 0	<b><i>Air Pollution Source History Files</i></b> 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.	<b>Retain</b> for 6 years after source of pollution no longer exists  <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR
AP65-01-07 Rev. 0	<b><i>Asbestos Contractors Notifications and Reports</i></b> Documentation of notifications and reports required to be filed with local air quality authorities by individual asbestos abatement contractors.	<b>Retain</b> for 6 years after end of reporting period  <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR

## 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	<b>Site Monitoring Equipment Operating and Maintenance Documentation</b> Logs and reports documenting the maintenance and operation on monitoring equipment at source sites.	<b>Retain</b> for 3 years after date of report or last log entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
AP65-01-10 Rev. 0	<b>Weather Monitoring Reports</b> 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.	<b>Retain</b> for 3 years after end of calendar year <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (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	<b><i>Air Quality Complaint Files</i></b> Documentation of complaints not associated with a regulated source, including initial report, investigation and follow-up.	<b>Retain</b> for 6 years after matter resolved <i>then</i> <b>Transfer</b> to Washington State Archives for appraisal and selective retention.	<b>ARCHIVAL</b> (Appraisal Required) <b>ESSENTIAL</b> (for Disaster Recovery) OPR
AP65-01-08 Rev. 0	<b><i>Burning Incident Files</i></b> 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>	<b>Retain</b> for 6 years after matter resolved <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR



## INDEXES

### ARCHIVAL RECORDS INDEX

#### AGENCY MANAGEMENT

##### Planning

Air Resources Management Implementation Plan .....	4
Air Resources Management Maintenance Plan .....	4

##### Reporting

Air Quality Data Summaries .....	5
----------------------------------	---

#### AIR POLLUTION CONTROL

##### Authorizing, Monitoring and Regulating

Air Pollution Source History Files .....	6
Weather Monitoring Reports .....	7

##### Violations and Enforcement

Air Quality Complaint Files .....	8
-----------------------------------	---

### ESSENTIAL RECORDS INDEX

#### AGENCY MANAGEMENT

##### Planning

Air Resources Management Implementation Plan .....	4
Air Resources Management Maintenance Plan .....	4

##### Reporting

Air Quality Data Summaries .....	5
----------------------------------	---

#### AIR POLLUTION CONTROL

##### Authorizing, Monitoring and Regulating

Agricultural and Outdoor Burn Permits .....	6
Air Pollution Source History Files .....	6
Weather Monitoring Reports .....	7

##### Violations and Enforcement

Air Quality Complaint Files .....	8
-----------------------------------	---

### DISPOSITION AUTHORITY NUMBERS (DANs) INDEX

AP2020-008 .....	6	AP65-01-03 .....	5	AP65-01-07 .....	6	AP65-01-10 .....	7
AP65-01-01 .....	6	AP65-01-05 .....	4	AP65-01-08 .....	8		
AP65-01-02 .....	8	AP65-01-06 .....	4	AP65-01-09 .....	7		

## SUBJECT INDEX

*Note: The use in this index of CORE refers to the Local Government Common Records Retention Schedule.*

### A

accounting..... *see CORE*  
agricultural burning ..... 6, 8  
air monitoring data ..... 5  
air resources management plans..... 4  
asbestos contractors ..... 6  
asset management..... *see CORE*

### B

benefits (human resources)..... *see CORE*  
boards/councils/committees ..... *see CORE*  
burning (indoor/outdoor) ..... 6, 8  
burning permits ..... 6

### C

community relations ..... *see CORE*  
complaints..... *see also CORE*  
    air quality..... 8  
construction ..... *see CORE*  
contractors (asbestos) ..... 6  
contracts ..... *see CORE*

### D

data summaries (air quality) ..... 5  
design/construction ..... *see CORE*

### E

Ecology, Department of  
    *Federal Clean Air Act* ..... 4  
electronic information systems ..... *see CORE*  
executive communications ..... *see CORE*

### F

*Federal Clean Air Act* ..... 4  
financial..... *see CORE*  
fire training burning permits..... 6  
fleet/motor pool ..... *see CORE*

### G

glossary of terms..... *see CORE*  
governing bodies..... *see CORE*

### H

history files (air pollution sources) ..... 6  
human resources ..... *see CORE*

### I

indoor burning ..... 6, 8  
inventories ..... *see CORE*  
investigations ..... *see also CORE*  
    air quality..... 8  
    burning incidents ..... 8

### L

legal (advice, litigation, legal affairs) ..... *see CORE*

### M

mail/delivery ..... *see CORE*  
maintenance ..... *see CORE*  
meetings ..... *see CORE*  
minutes ..... *see CORE*  
monitoring ..... *see also CORE*  
    weather ..... 7  
monitoring equipment..... 7

---

**O**

outdoor burning..... 6, 8

---

**P**

payroll ..... *see CORE*  
permits  
    air pollution ..... 6  
    burning ..... 6  
plans.....*see also CORE*

air resources management..... 4  
property management..... *see CORE*  
public disclosure ..... *see CORE*

---

**R**

records management..... *see CORE*  
reports ..... *see also CORE*  
    air quality summaries ..... 5  
    asbestos contractors..... 6  
    site monitoring ..... 7  
    weather monitoring..... 7

---

**S**

security..... *see CORE*  
site monitoring..... 7  
source history files ..... 6  
staff records ..... *see CORE*  
statistics (air quality) ..... 5

---

**W**

weather monitoring ..... 7