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 local 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 February 2, 2022.

Signature on File	*Signature on File*	*Signature on File*
For the State Auditor: **Al Rose**	**For the Attorney General:** **Matthew Kernutt**	**Acting State Archivist:** **Terry Badger**

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 *Local Government General Records Retention Schedule (LGGRRS)*, 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 *Local Government Common Records Retention Schedule (CORE)*.
1.1	August 5, 2020	Minor revisions to the Air Pollution Control – Authorizing, Monitoring and Regulating.
1.2	February 2, 2022	Minor revisions to the Agency Management – Reporting section.

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

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

GLOSSARY 9

INDEXES 11

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	***Air Resources Management Implementation Plan*** 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 *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** **(for Disaster Recovery)** OPR
AP65-01-06 Rev. 0	***Air Resources Management Maintenance Plan*** 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 *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** **(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
AP2022-001 Rev. 0	***Air Quality Data*** Raw data from air quality monitors collected and retained by the Washington State Department of Ecology, which is shared with and used by air pollution control authorities for reporting purposes.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM
AP65-01-03 Rev. 1	***Air Quality Data Summaries and Forecasts*** Records documenting online summaries of air quality statistics and air quality forecasts which update throughout the day/week to reflect current and/or recent air quality data. Includes, but is not limited to: • Graphs, charts, and tables; • Maps; • Written descriptions; • Analysis documentation. Excludes: • Annual published reports of regional air quality statistics covered by *Publications – Master Set (DAN GS50-06F-04)*; • Monthly reports included in Board Meeting packets covered by *Meetings – Governing/Executive (DAN GS50-05A-13)*; • Raw air quality data covered by *Air Quality Data (DAN AP2021-011)*.	**Retain** until superseded *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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	***Agricultural and Outdoor Burn Permits*** 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: • Applications, permits, fees; • Inspection and compliance documents; • Related correspondence/communications.	**Retain** for 6 years after expiration/revocation of permit *then* **Destroy**.	NON-ARCHIVAL **ESSENTIAL** **(for Disaster Recovery)** OPR
AP65-01-01 Rev. 0	***Air Pollution Source History Files*** 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.	**Retain** for 6 years after source of pollution no longer exists *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** **(for Disaster Recovery)** OPR
AP65-01-07 Rev. 0	***Asbestos Contractors Notifications and Reports*** Documentation of notifications and reports required to be filed with local air quality authorities by individual asbestos abatement contractors.	**Retain** for 6 years after end of reporting period *then* **Destroy**.	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	***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 *then* **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 *then* **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	***Air Quality Complaint Files*** Documentation of complaints not associated with a regulated source, including initial report, investigation, and follow-up.	**Retain** for 6 years after matter resolved *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** **(for Disaster Recovery)** OPR
AP65-01-08 Rev. 0	***Burning Incident Files*** Documentation of investigations and enforcement actions regarding smoke and other contaminants generated by indoor, outdoor, and agricultural burning. *Reference: WAC 173-425, WAC 173-430, and WAC 173-433.*	**Retain** for 6 years after matter resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster. Security backups of these public records should be created and may be deposited with the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.

Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.

Non-Archival

Designation given to public records that do not possess sufficient historical value to be designated as "Archival." Agencies must retain these records for the minimum retention period specified by the appropriate current records retention schedule. Agencies should destroy these records after their minimum retention period expires, provided the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

Records Series

A group of records performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type or a number of different types of documents that are filed together to document a specific function.

State Records Committee

Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

INDEXES

ARCHIVAL RECORDS INDEX

See the Local Government Common Records Retention Schedule (CORE) for additional "Archival" records.

AGENCY MANAGEMENT
Planning
Air Resources Management Implementation Plan 4
Air Resources Management Maintenance Plan 4
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

See the Local Government Common Records Retention Schedule (CORE) for additional "Essential" records.

AGENCY MANAGEMENT
Planning
Air Resources Management Implementation Plan 4
Air Resources Management Maintenance Plan 4
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
AP2022-001 5
AP65-01-01 6
AP65-01-02 8
AP65-01-03 5
AP65-01-05 4
AP65-01-06 4
AP65-01-07 6
AP65-01-08 8
AP65-01-09 7
AP65-01-10 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
  incidents 8
  permits 6
air monitoring data 5
air quality 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 (agricultural/outdoor)
  incidents 8
  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

governing bodies ..... *see CORE*

H

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

I

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
incidents 8
permits 6

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