

This schedule applies to: Department of Ecology

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Department of Ecology relating to the unique functions of preserving, enhancing, and managing the air, land, and water resources of the state. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGGRRS)*, which authorizes the destruction/transfer of public records common to all state 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 issued records retention schedules to the Department of Ecology are revoked. The Department of Ecology must 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 State Records Committee in accordance with RCW 40.14.050 on April 4, 2018.

Signature on File

For the State Auditor:
Al Rose

Signature on File

For the Attorney General:
Sharon James

Signature on File

For the Office of Financial Management:
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Signature on File

The State Archivist:
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REVISION HISTORY

| Version | Date of Approval | Extent of Revision |
|---------|-------------------|---|
| 1.0 | March 14, 2012 | Consolidation of all existing disposition authorities (with some minor revisions). |
| 1.1 | June 6, 2012 | Revision of Air Quality and Water Resources sections with other minor revisions. |
| 1.2 | September 5, 2012 | Revision of Nuclear Waste Program and Legacy Records sections with other minor revisions. |
| 1.3 | December 7, 2016 | Revision to add Essential Records designation and minor revisions to other sections. |
| 1.4 | April 4, 2018 | Revisions of Spills, W2R Program sections and minor revisions to other sections. |

For assistance and advice in applying this records retention schedule,
please contact the Department of Ecology's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov

TABLE OF CONTENTS

1. AGENCY ADMINISTRATION AND MANAGEMENT4

1.1 FINANCIAL SERVICES – OFFICE 147 4

1.2 RULES AND ACCOUNTABILITY – OFFICE 175 6

2. ENVIRONMENTAL PROGRAM MANAGEMENT7

2.1 ALL ENVIRONMENTAL PROGRAMS 7

2.2 AIR QUALITY PROGRAM (AQ) – OFFICE 230..... 13

2.3 ENVIRONMENTAL ASSESSMENT PROGRAM (EAP) – OFFICE 330 19

2.4 HAZARDOUS WASTE AND TOXICS REDUCTION PROGRAM (HWTR) – OFFICE 430..... 24

2.5 NUCLEAR WASTE PROGRAM (NWP) – OFFICE 460 26

2.6 SHORELANDS AND ENVIRONMENTAL ASSISTANCE PROGRAM (SEA) – OFFICE 420 27

2.7 SPILL PREVENTION, PREPAREDNESS AND RESPONSE PROGRAM (SPPR) – OFFICE 800 34

2.8 TOXIC CLEANUP PROGRAM (TCP) – OFFICE 440 37

2.9 WASTE 2 RESOURCES PROGRAM (W2R) – OFFICE 450..... 40

2.10 WATER QUALITY PROGRAM (WQ) – OFFICE 525..... 45

2.11 WATER RESOURCES PROGRAM (WR) – OFFICE 530 54

3. LEGACY RECORDS 61

GLOSSARY 64

INDEXES 67

1. AGENCY ADMINISTRATION AND MANAGEMENT

The function relating to Ecology's Executive and Administration (*Program A*) not covered in the State Government General Records Retention Schedule (SGGRRS).

1.1 FINANCIAL SERVICES – Office 147

The activity of financial services to all levels of the agency.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|---|--|
| 92-12-51709 Rev. 2 | <p>Cleanup Site Cost Recovery Records</p> <p>Records relating to cost recovery of site-specific activities undertaken to secure response costs from responsible parties for Toxic remedial and removal sites, Leaking Underground Storage Tank (LUST) sites, Superfund sites, and Spills. Records used for cost recovery actions include cost accounting information necessary to documents the cost incurred to implement the response action.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Original documentation of employee time sheets; • Statements of Work (Site Logs); • AFRS monthly expenditure summary reports (240N); • Warrant Registers with expenditure detail; • Expenditure journal vouchers; • Related correspondence/communications. <p><i>Legal References: Model Toxics Control Act (MTCA) Chapters 70.105D, 70.105E RCW; (Spills) RCW 90.56.500; Leaking Underground Storage Tank Trust Fund State Financial Management Handbook, State Superfund Financial Mgmt. & Recordkeeping Guidance, EPA Region 10, Cost Recovery Policy, Circular A-102, OMB.</i></p> | <p>Retain for 20 years after end of biennium <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |

1.1 FINANCIAL SERVICES – Office 147

The activity of financial services to all levels of the agency.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|---|
| 74-03-03953 Rev. 5 | <i>Contracts and Grant File</i> A working file, used to verify payment and balances of contracts and contains contracts, working data, copies of vouchers processed. | Retain for 10 years after termination of contract <i>then</i> Destroy. | NON-ARCHIVAL ESSENTIAL OPR |
| 16-12-69019 Rev. 0 | <i>Field Citation/Notices of Infraction Books Issued</i> Records relating to the issuance of blank, pre-numbered field citations/notices of infraction to Ecology programs that use field citation books and book copies when citations are issued to alleged violators. Includes, but is not limited to: <ul style="list-style-type: none"> Control logs and related documentation; Voided citations or duplicates of issued citations to violators. | Retain for 3 years after completion or retirement of book and conclusion of audit <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 92-12-51705 Rev. 0 | <i>Paid Penalty Documents</i> Includes: the original penalty, any appeals, court judgments, delinquent letters and the cashing receipts. | Retain for 6 years after end of fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

1.2 RULES AND ACCOUNTABILITY – Office 175

The activity of coordinating agency rulemaking, monitoring/tracking/providing economic analysis and enforcement tracking.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--|
| 10-09-62318 Rev. 1 | <i>Cost-Benefit Analysis and Small Business Economic Impact Statements</i> Cost-Benefit Analysis and Small Business Economic Impact Statements used for rules development and analysis of other agency activities, including lifecycle analysis fee and revenue forecasting. Contains reports, analysis, data, significant drafts needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process. <i>Note: Copies of reports are also kept with the records for specific projects and activities.</i> | Retain for 6 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR |
| 74-03-03821 Rev. 1 | <i>Enforcement Dockets</i> Contains penalties, order, Notice of Violations (NOV), Pollution Control Hearings Board (PCHB) correspondence and recommendations for enforcement actions. | Retain for 10 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM |
| 10-09-62317 Rev. 0 | <i>Rule Making Docket and Semi-Annual Agendas</i> Rule Docket records include a master listing of rules adopted or under development indexed by Administrative Order Number as required by law. Semi-Annual Rules Development Agenda lists agency rules under development and copies of correspondence notifying interested persons on record as required by law. | Retain for 10 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR |

2. ENVIRONMENTAL PROGRAM MANAGEMENT

The function of managing Ecology's ten major environmental programs not covered in the *State Government General Records Retention Schedule (SGGRRS)*.

2.1 ALL ENVIRONMENTAL PROGRAMS

This activity covers records common across all environmental programs.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--------------------------------------|
| 90-08-46516 Rev. 3 | <i>Ecology and Environmental Protection Agency Performance Partnership Agreement (PPA) - Development/Implementation</i> Records documenting the development and/or implementation of annual and biennial joint work plans and annual agreements that establishes mutual priorities, performance expectations and contractual commitments between the US EPA and the Department of Ecology water, waste, and air programs. | Retain for 10 years after end of agreement or plan <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |

2.1 ALL ENVIRONMENTAL PROGRAMS

This activity covers records common across all environmental programs.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|---|---|
| 88-03-41887 Rev. 4 | <p><i>Ecology Complaints, Response, and Enforcement Actions</i></p> <p>Records relating to Ecology's response to complaints, reports, investigations, incidents and enforcement actions taken by any Ecology Environmental Program areas.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Complaints, investigations, witness statements, evidentiary documents (such as photos, samples, lab test); • Recommendations for enforcement action; • Notifications, contact logs, and notes; • Findings, settlement agreements/negotiations, post-finding materials; • Court and legal documents; • Penalties issued through to compliance actions; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Litigation Case Files – Significant (DAN GS 18009);</i> • <i>Litigation Case Files – Routine (DAN GS 18004).</i> <p><i>Note: Records include paper and electronic such as the Environmental Response Tracking System (ERTS).</i></p> | <p>Retain for 20 years after incident resolved <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.1 ALL ENVIRONMENTAL PROGRAMS

This activity covers records common across all environmental programs.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|---|
| 11-08-62680 Rev. 3 | <p>Ecology Environmental Assessment Studies and Projects</p> <p>Records relating to Ecology studies and projects completed for the assessment of Washington's environmental condition. Projects and studies include Total Maximum Daily Load (TMDL) projects as well as non-TMDL projects and studies administered through multiple programs and multiple funding sources.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Final reports and plans (such as QA Project Plan, IT Project Plan); • Related development or planning documents; • Project data and analysis, field notes, work memos; • Peer and client review and acceptance; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Published final reports covered by <i>State Publications (DAN GS15008)</i>; • <i>Studies (Major) – Final Reports (Unpublished) (DAN GS10016)</i>; • Records covered by <i>Studies (Major) Working Papers/Development (DAN GS 09030)</i>; • <i>Publications – Development (DAN GS 15009)</i>; • <i>Grants Issued by Agency – Applications (Successful) (DAN GS 23001)</i>; • <i>Grants Received by Agency (DAN GS 23004)</i>; • Interagency agreements covered <i>Contracts and Agreements (DAN GS 01050)</i>. | <p>Retain for 25 years after completion of project or publication</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.1 ALL ENVIRONMENTAL PROGRAMS

This activity covers records common across all environmental programs.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|--------------------------------------|
| 98-11-58963 Rev. 4 | <p><i>Ecology Fees, Generator Fees, Planner Fees and Permit Fees</i></p> <p>Records documenting fees paid by businesses relating to any Ecology-regulated function. Fees may be for generating hazardous waste, planning or permits.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Invoices and fee payments received; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Water Quality General Permit Management, Permittees and Facilities (DAN 11-12-63655).</i> | <p>Retain for 6 years after end of fee period <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

2.1 ALL ENVIRONMENTAL PROGRAMS

This activity covers records common across all environmental programs.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| 11-08-62679 Rev. 4 | <p><i>Ecology Inventory and Monitoring of Washington Air, Waters, and Shorelands</i></p> <p>Records relating to the ongoing inventory and monitoring of Washington state's air quality (including emissions), various fresh and marine waters and shorelands conditions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Final reports; • Significant drafts needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process; • Field notes, project data, analysis and summaries; • Press releases; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • Published final reports covered by <i>State Publications (DAN GS15008)</i>; • <i>Publications – Development (DAN GS 15009)</i>; • <i>Studies (Major) – Final Reports (Unpublished) (DAN GS10016)</i>; • Records covered by <i>Studies (Major) Working Papers/Development (DAN GS 09030)</i>. | <p>Retain for 25 years after date of final report or publication <i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.1 ALL ENVIRONMENTAL PROGRAMS

This activity covers records common across all environmental programs.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|---|
| 93-01-51921 Rev. 3 | <p><i>Ecology Technical Assistance and Consultation</i></p> <p>Records relating to Ecology's routine, non-binding technical assistance and consulting across the agency in multiple subject areas, including any environmental law, rule, policy, procedure, interpretations and guidance <i>when not covered by a more specific records series</i>. Official public records when created are captured in the official processes of the managing program.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Related correspondence/communications. | <p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| 11-08-62682 Rev. 3 | <p><i>Laboratory and Quality Assurance Plans, Manuals and Standard Operating Procedures</i></p> <p>Records relating to the development and implementation of various plans, manuals, and standard operating procedures required for operating environmental laboratories and scientific practices.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Final plans or manuals such as: Health and Safety, Chemical Hygiene and Quality Assurance; • Review and approval process documentation; • Individual plan or manual requirements such as auditing, testing and reporting. | <p>Retain for 6 years after superseded <i>then</i> Destroy.</p> | NON-ARCHIVAL ESSENTIAL OPR |

2.2 AIR QUALITY PROGRAM (AQ) – Office 230

The activity of protecting clean air, public health, and the environment.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|---|
| 92-01-49692 Rev. 4 | <p><i>Air Quality Agricultural and Outdoor Burn Permits</i></p> <p>Records relating to the burn permit process, including agricultural burning permits and outdoor burning permits such as land clearing, habitat or fire training.</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 end of permit <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |
| 96-04-56624 Rev. 2 | <p><i>Air Quality Agricultural Burn Authority Delegated to Counties</i></p> <p>Records relating to the process of delegating agricultural burn permit authority to county governments.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Delegation orders; • Public meeting notices and comments; • Compliance audit documents; • Related correspondence/communications. | <p>Retain for 6 years after order reissued/cancelled <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.2 AIR QUALITY PROGRAM (AQ) – Office 230

The activity of protecting clean air, public health, and the environment.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|---|
| 92-06-50759 Rev. 2 | <p><i>Air Quality Agricultural Burn Permit Smoke Management</i></p> <p>Records relating to daily smoke management decisions made by the Eastern Washington Burn Team. As required by court settlement agreement, the team makes a daily burn/no-burn decision for agricultural burning permit holders.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Daily current and forecasted air quality conditions; • Burn decisions and notices to citizens; • Related correspondence/communications. | <p>Retain for 10 years after end of calendar year <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |
| 12-06-68254 Rev. 1 | <p><i>Air Quality Agricultural Burning Practices and Research Task Force</i></p> <p>Records relating to the Agricultural Burning Practices and Research Task Force. The Task Force is a stakeholder group authorized to set fees, design best management practices and conduct research.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Standards and fee development documentation; • Significant drafts needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process; • Final documents; • Meeting materials and minutes; • Related correspondence/communications. | <p>Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.2 AIR QUALITY PROGRAM (AQ) – Office 230

The activity of protecting clean air, public health, and the environment.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| 74-03-03895 Rev. 3 | <p><i>Air Quality Emissions Authorized Service Providers</i></p> <p>Records relating to the training, testing and authorization of emissions service providers (emissions specialists) for auto mechanics and private fleets in the State of Washington. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Training attendance records; • Test scores; • Authorizations; • Audits and inspections of auto shops; • Related correspondence/communications. | <p>Retain for 6 years after end of Emissions Program <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |
| 12-06-68257 Rev. 1 | <p><i>Air Quality Limited Term Air Operating Permits</i></p> <p>Records documenting Air Operating Permits (AOP) for businesses and industries that are the largest sources of air pollution, such as portable sources and non-road engines. These permits have a limited term and require renewal every 5 years. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application and records documenting the application process (such as pre-application and application review/approvals/denials, notice of completeness); • Significant permit drafts; • Public notices, hearings, and comments; • Final permit and fee related records; • Audit and compliance records; • Inspection/monitoring records; • Related correspondence/communications. | <p>Retain for 7 years after end of permit <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.2 AIR QUALITY PROGRAM (AQ) – Office 230

The activity of protecting clean air, public health, and the environment.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|---|
| 92-06-50756 Rev. 4 | <p><i>Air Quality Permits – Perpetual Term</i></p> <p>Records relating to multiple types of Air Quality permits with a term that exists in perpetuity because they do not expire, such as Prevention of Significant Deterioration (PSD), Notice of Construction (NOC), New Source Review (NSR), and General Orders for NSR. Permits cover permanent, temporary and portable facilities regulated under state and federal air pollution law.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application and records documenting the application process (such as pre-application and application review, approvals/denials); • Final permit; • Modeling information; • Public notices, hearings, and comments; • Inspections/monitoring records; • Orders, copies of fee payments, audits, compliance; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Fee payment documentation covered by <i>Financial Transactions – General (DAN GS 01001)</i>; • Enforcement action records covered by <i>Ecology Complaints, Response, and Enforcement Actions (DAN 88-03-41887)</i>. | <p>Retain for 7 years after life of facility <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.2 AIR QUALITY PROGRAM (AQ) – Office 230

The activity of protecting clean air, public health, and the environment.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| 12-06-68258 Rev. 1 | <p><i>Air Quality Small Source Registration Program</i></p> <p>Records relating to the registration of small pollution sources or periodic air pollution sources.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Registration documents; • Inspections. | <p>Retain for 6 years after life of facility <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 91-03-47446 Rev. 3 | <p><i>Air Quality State Implementation Plans</i></p> <p>Records relating to the multiple state air quality management plans which describe how the state implements, maintains, and enforces the Federal Clean Air Act and National Ambient Air Quality Standards (NAAQS). Plans may include the State Implementation Plan (SIP), State Regional Haze Management Plan and Natural Event Action Plan.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reviews, studies, data analysis, and maps; • External review, comments; • Significant drafts, final plans and supplemental plans; • Related correspondence/communications. <p><i>Note: Ref. chapter 70.94 RCW and chapter 173-400 WAC.</i></p> | <p>Retain for 10 years after plan revised or superseded <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.2 AIR QUALITY PROGRAM (AQ) – Office 230

The activity of protecting clean air, public health, and the environment.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--------------------------------------|
| 12-06-68255 Rev. 1 | <p>Emissions and Department of Licensing Vehicle Implementation</p> <p>Records relating to the monitoring of Department of Licensing's vehicle registration records to ensure vehicle models (2009 and newer) registered in the state are in compliance with vehicle emission standards (<i>also known as "Clean Cars"</i>).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Monitoring data and reporting; Certifications of compliance from manufacturers; Related correspondence/communications. <p>Excludes when enforcement records covered by:</p> <ul style="list-style-type: none"> <i>Ecology Complaints, Response, and Enforcement Actions (DAN 88-03-41887).</i> | <p>Retain for 10 years after review of data <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 12-06-68256 Rev. 1 | <p>Emissions and Vehicle Manufacturers</p> <p>Records relating to the annual reports submitted by vehicle manufacturers which identify how they met or fell short of meeting emissions standards (<i>also known as "Clean Cars"</i>).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Annual reports; Review calculations; Future plans to meet emissions standards and monitoring; Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> <i>Ecology Complaints, Response, and Enforcement Actions (DAN 88-03-41887).</i> | <p>Retain for 10 years after end of reporting cycle <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

2.3 ENVIRONMENTAL ASSESSMENT PROGRAM (EAP) – Office 330

The activity relates to measuring and assessing environmental conditions in Washington State and providing credible science to guide environmental choices.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--|
| 91-06-47866 Rev. 2 | <p><i>Environmental Assessment Accreditation of Washington Laboratories</i></p> <p>Records relating to the accreditation of environmental laboratories doing business in Washington by Ecology.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications and supplements (such as: quality assurance manuals, standard operating procedures, proficiency testing, and data packages); • Department of Health notifications if testing drinking water; • Audits conducted by Ecology and final reports; • Issuance of certification and scope of accreditation; • Review and approval documentation; • Copies of fee payments or other payment corrections in lab folders; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Financial Transactions – General (DAN GS 01001) – Fee payment documentation;</i> • <i>Ecology Complaints, Response, and Enforcement Actions (DAN 88-03-41887).</i> | <p>Retain for 8 years after certification issued <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |

2.3 ENVIRONMENTAL ASSESSMENT PROGRAM (EAP) – Office 330

The activity relates to measuring and assessing environmental conditions in Washington State and providing credible science to guide environmental choices.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--|
| 91-06-47865 Rev. 3 | <p><i>Environmental Assessment Quality Assurance Management Plan</i></p> <p>Records relating to the quality assurance process in Ecology which provides oversight of the scientific process across the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Review and approval documentation (by agency and EPA); • Significant drafts needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process; • Final plans; • Quality Management Reports. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Ecology Laboratory and Quality Assurance Plans, Manuals and Standard Operating Procedures (DAN 11-08-62682);</i> • <i>Published final plans covered by State Publications (DAN GS15008);</i> • <i>Publications – Development (DAN GS 15009).</i> | <p>Retain for 6 years after date plan published <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |

2.3 ENVIRONMENTAL ASSESSMENT PROGRAM (EAP) – Office 330

The activity relates to measuring and assessing environmental conditions in Washington State and providing credible science to guide environmental choices.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| 11-08-62681 Rev. 1 | <p>Manchester Environmental Laboratory Hazardous Waste Permit Implementation</p> <p>Records relating to the implementation of the Hazardous Waste Permit for the Manchester Environmental Laboratory and handling of dangerous and hazardous waste from the facility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Issued permit; • Waste disposal records; • Audit and self-audit processes and reporting if required; • Related correspondence/communications. | <p>Retain for 6 years after end of permit <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 74-03-03943 Rev. 3 | <p>Manchester Environmental Laboratory Instrument Files and Log Books</p> <p>Records are log books created through the process of using each piece of equipment at the Manchester Environmental Laboratory. Log books contain documentation of every sample analyzed and the method by which the sample was analyzed.</p> | <p>Retain for 10 years after life of instrument <i>then</i> Destroy.</p> | NON-ARCHIVAL ESSENTIAL OPR |

2.3 ENVIRONMENTAL ASSESSMENT PROGRAM (EAP) – Office 330

The activity relates to measuring and assessing environmental conditions in Washington State and providing credible science to guide environmental choices.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|---|--|
| 91-06-47880 Rev. 2 | <p>Manchester Environmental Laboratory Project Files and Reports</p> <p>Records relating to the laboratory analysis and reporting of results to clients for any type of sample submitted.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Sample's chain of custody; • Test and analysis; • Summary of results and reports to client; • Lab notes; • Related correspondence/communications. | <p>Retain for 6 years after results accepted by client <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |

2.3 ENVIRONMENTAL ASSESSMENT PROGRAM (EAP) – Office 330

The activity relates to measuring and assessing environmental conditions in Washington State and providing credible science to guide environmental choices.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| 11-08-62683 Rev. 2 | <p>Manchester Environmental Laboratory Radiation Safety Records</p> <p>Records relating to the receipt, use, storage, transfer or disposal of radiation sources at the Manchester Environmental Laboratory.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Radiation Protection Plan and those required as a provision of the plan; • Provisions of the plan to control and document radioactive material owned by the lab (such as receipts or forms for delivery, repair, return or disposal); • Relinquishment of ownership certificate; • Wipe test documentation; • Inventory reports; • Related notifications/correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Internal Audits/Consultations – Final Reports and Audit Working Papers (DAN GS 04001).</i> <p><i>Note: Records remain on site due to their long term shelf-life and legal requirements for handling radioactive materials.</i></p> | <p>Retain for 30 years after termination of license <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.4 HAZARDOUS WASTE AND TOXICS REDUCTION PROGRAM (HWTR) – Office 430

The activity of reducing the use of toxic chemicals, finding safer alternatives to toxic chemicals and ensuring that dangerous wastes are managed and disposed of safely.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--------------------------------------|
| 90-08-46508 Rev. 5 | <i>HWTR Dangerous Waste and Used Oil Processor/Re-refiner Reporting</i> Records relating to the annual reporting of dangerous waste and used oil processor/refiner activities from toxic generators and waste management facilities used to create annual and biennial reports to submit to the federal Environmental Protection Agency and the State's Office of Financial Management. | Retain for 9 years after end of reporting period <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 90-08-46509 Rev. 3 | <i>HWTR Emergency Planning and Community Right-To-Know Act</i> Records submitted to the State Emergency Response Commission annually that relate to the storage of hazardous materials and release of toxic chemicals. Includes, but is not limited to: <ul style="list-style-type: none"> • Emergency and Hazardous Chemical Inventory Reports - Section 312 (Tier Two); • Toxic Release Inventory reports – Section 313; • Related correspondence/communications. | Retain for 6 years after end of reporting year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 11-08-62676 Rev. 1 | <i>HWTR Local Source Control Program</i> Records relating to Local Source Control activities for small businesses that generate small quantities of dangerous waste. Includes, but is not limited to: <ul style="list-style-type: none"> • Contracts; • Training and technical assistance; • Inspection and compliance records; • Related correspondence/communications. | Retain for 6 years after end of contract <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |

2.4 HAZARDOUS WASTE AND TOXICS REDUCTION PROGRAM (HWTR) – Office 430

The activity of reducing the use of toxic chemicals, finding safer alternatives to toxic chemicals and ensuring that dangerous wastes are managed and disposed of safely.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|---|
| 80-10-26104 Rev. 6 | <p>HWTR Notifications and Permits</p> <p>Records relating to the issuance of notifications and permits for facilities which treat, store or dispose of hazardous waste.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, reviews, modifications, final permits; • Compliance and corrective actions; • Financial assurance monitoring; • Significant drafts needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process; • Public review and comments; • Related correspondence/communications. | <p>Retain for 30 years after closed</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 92-03-49959 Rev. 4 | <p>HWTR Pollution Prevention Plans</p> <p>Records documenting Toxics Reduction Pollution Prevention (TRPP) plans for facilities generating or handling medium to large quantities of toxics.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • TRPP Plans, photographs; • Reviews, inspections, approvals; • Reports (such as progress and dangerous waste); • Related correspondence/communications. | <p>Retain for 15 years after end of plan</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |

2.5 NUCLEAR WASTE PROGRAM (NWP) – Office 460

The activity relates to oversight of the U.S. Department of Energy's Hanford cleanup activities, ensure sound management of mixed hazardous wastes in Washington State and protecting the state's air, water and land adjacent to the Hanford site.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|---|
| 12-09-68295 Rev. 1 | <p><i>NWP Hanford Site Agreements and Consent Decree Development</i></p> <p>Records relating to the development and update of agreements or consent decree at the Hanford nuclear waste facility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Significant drafts needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process; • Agreements; • Reviews, public comments; • Related correspondence/communications. | <p>Retain for 50 years after agreement superseded <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 91-09-48122 Rev. 3 | <p><i>NWP Hanford Site Agreements and Consent Decree Implementation</i></p> <p>Records relating to Ecology's implementation of multiple agreements and the consent decree at the Hanford nuclear waste facility, including the Tri-Party Agreement, land leases, Perpetual Care Agreements, contract with the Energy Facility Site Evaluation Council (EFSEC) as well as the federal Administrative record for each.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agreements, consent decree; • Reviews, work plans, and corrective measures; • Related correspondence/communications. | <p>Retain for 50 years after end of agreement <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.6 SHORELANDS AND ENVIRONMENTAL ASSISTANCE PROGRAM (SEA) – Office 420

The activity relates to working in partnership with communities to support healthy watersheds and promoting statewide environmental interest, including Coastal Zone Management (CZM), Federal Permitting, Floods and Floodplain Management, Ocean Resources, Office of Regulatory Assistance, Padilla Bay National Estuarine Research Reserve, Shoreline Management, State Environmental Policy Act (SEPA), Washington Conservation Corps (WCC), Watersheds and Wetlands.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|--|
| 12-03-68223 Rev. 1 | <p>Governor's Office of Regulatory Assistance Project Management Consultation</p> <p>Records relating to the facilitation and/or mediation of projects by the Governor's Office of Regulatory Assistance, managed in Ecology, which assists the public with any governmental regulation, license or permit requirements. Assistance is routine and non-binding and any official public records are captured by the official permit, licensing or approval process in the managing agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Related correspondence/communications and miscellaneous notes. | <p>Retain for 2 years after end of project <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |
| 12-03-68224 Rev. 0 | <p>SEA Aerial Flight Projects</p> <p>Records relating to shoreland condition across the state of Washington.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Aerial photograph prints and film. | <p>Retain for 50 years after date of flight <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR |

2.6 SHORELANDS AND ENVIRONMENTAL ASSISTANCE PROGRAM (SEA) – Office 420

The activity relates to working in partnership with communities to support healthy watersheds and promoting statewide environmental interest, including Coastal Zone Management (CZM), Federal Permitting, Floods and Floodplain Management, Ocean Resources, Office of Regulatory Assistance, Padilla Bay National Estuarine Research Reserve, Shoreline Management, State Environmental Policy Act (SEPA), Washington Conservation Corps (WCC), Watersheds and Wetlands.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|--|
| 80-10-26100 Rev. 6 | <p>SEA Grants and Contracts</p> <p>Records relating to Shorelands and Environmental Assistance-funded grants and contracts for Coastal Zone Management, Shoreline Management Act, Watershed Planning Act and the Coastal Protection-Terry Husseman Account.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of the grant or contract agreement; • Copies of invoice vouchers, financial summaries; • Project completion reports; • Related correspondence/communications. | <p>Retain for 15 years after end of agreement <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |
| 12-03-68225 Rev. 1 | <p>SEA Local Noise Ordinances</p> <p>Records documenting Ecology's review and approval of local government noise ordinances and zoning which sets limits for when noise becomes pollution.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of ordinance or zoning documents; • Reviews against regulations and approvals (chapters 70.107 and 46.09 RCW); • Related correspondence/communications. | <p>Retain for 10 years after date of approval <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |

2.6 SHORELANDS AND ENVIRONMENTAL ASSISTANCE PROGRAM (SEA) – Office 420

The activity relates to working in partnership with communities to support healthy watersheds and promoting statewide environmental interest, including Coastal Zone Management (CZM), Federal Permitting, Floods and Floodplain Management, Ocean Resources, Office of Regulatory Assistance, Padilla Bay National Estuarine Research Reserve, Shoreline Management, State Environmental Policy Act (SEPA), Washington Conservation Corps (WCC), Watersheds and Wetlands.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|---|---|
| 74-03-03914 Rev. 6 | <p><i>SEA Shoreline Management Act Permits</i></p> <p>Records relating to Ecology's review and approval (or denial) of each Substantial Development Permit, Conditional Use Permit & Variance documents generated by local governments under the Shoreline Management Act.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Local permit applications; • Data sheets, project descriptions, site and construction plans; • Staff analyses, approvals/denials; • Records generated when appealed with the Shoreline Hearings Board, Growth Management Hearings Board or Court of Appeals. <p><i>Note: Ref. chapter 90.58 RCW, Shoreline Management Act of 1971 and chapter 173-27 WAC.</i></p> | <p>Retain for 15 years after filing date <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.6 SHORELANDS AND ENVIRONMENTAL ASSISTANCE PROGRAM (SEA) – Office 420

The activity relates to working in partnership with communities to support healthy watersheds and promoting statewide environmental interest, including Coastal Zone Management (CZM), Federal Permitting, Floods and Floodplain Management, Ocean Resources, Office of Regulatory Assistance, Padilla Bay National Estuarine Research Reserve, Shoreline Management, State Environmental Policy Act (SEPA), Washington Conservation Corps (WCC), Watersheds and Wetlands.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|---|---|
| 74-03-03883 Rev. 4 | <p>SEA Shoreline Master Programs</p> <p>Records relating to Ecology's review and approval (or denial) of each local government's Shoreline Master Program that governs local land use policies and regulations to manage shoreline use under the Shoreline Management Act.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Environmental inventories and characterizations; • Environmental studies and reports; • Public comments and hearing records; • Environment designation maps, findings and conclusions; • Records generated when appealed with the Shoreline Hearings Board, Growth Management Hearings Board, or Court of Appeals; • Related correspondence/communications. | <p>Retain for 25 years after approved by Ecology <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.6 SHORELANDS AND ENVIRONMENTAL ASSISTANCE PROGRAM (SEA) – Office 420

The activity relates to working in partnership with communities to support healthy watersheds and promoting statewide environmental interest, including Coastal Zone Management (CZM), Federal Permitting, Floods and Floodplain Management, Ocean Resources, Office of Regulatory Assistance, Padilla Bay National Estuarine Research Reserve, Shoreline Management, State Environmental Policy Act (SEPA), Washington Conservation Corps (WCC), Watersheds and Wetlands.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|--|
| 92-03-50013 Rev. 3 | <p>SEA State Environmental Policy Act (SEPA) Register and Related Documents</p> <p>Records relating to the statewide State Environmental Policy Act (SEPA) Register and documents submitted from all Lead Agencies (state and local governments). SEPA is a state policy that requires state and local agencies to consider the likely environmental consequences of a proposal before approving or denying the proposal.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Environmental Checklist; • Determination of Non-Significance (DNS); • Mitigated Determination of Non-Significance (MDNS); • Determination of Significance (DS)/scoping notices; • Environmental Impact Statements (EIS), amendments; • Notice of Action Taken and other related documents; • Documents related to the National Environmental Policy Act (NEPA) and local government rules and ordinances, if received by Ecology; • Related correspondence/communications. | <p>Retain for 20 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |

2.6 SHORELANDS AND ENVIRONMENTAL ASSISTANCE PROGRAM (SEA) – Office 420

The activity relates to working in partnership with communities to support healthy watersheds and promoting statewide environmental interest, including Coastal Zone Management (CZM), Federal Permitting, Floods and Floodplain Management, Ocean Resources, Office of Regulatory Assistance, Padilla Bay National Estuarine Research Reserve, Shoreline Management, State Environmental Policy Act (SEPA), Washington Conservation Corps (WCC), Watersheds and Wetlands.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--|
| 86-01-35944 Rev. 3 | <p>SEA Washington Conservation Corps (WCC) Members</p> <p>Records documenting personnel enrolled in the Washington Conservation Corps (WCC). WCC is a federally funded program that consists of three subprograms: AmeriCorps, Veteran Conservation Corps and Puget Sound Corps that provides opportunity for young adults and military veterans returning from service to gain hands-on experience in the environmental field for 6 months to 1 year.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Copies of sponsor contracts; • Program enrollment records; • Time accounting, travel records; • Training and development; • Member records: stewardship assignments; • Scholarship information. <p><i>Note: WCC members are not state employees. Retention covers Federal requirements to retain until employee is no longer eligible to use Federal tuition grant.</i></p> | <p>Retain for 7 years after end of employment <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |

2.6 SHORELANDS AND ENVIRONMENTAL ASSISTANCE PROGRAM (SEA) – Office 420

The activity relates to working in partnership with communities to support healthy watersheds and promoting statewide environmental interest, including Coastal Zone Management (CZM), Federal Permitting, Floods and Floodplain Management, Ocean Resources, Office of Regulatory Assistance, Padilla Bay National Estuarine Research Reserve, Shoreline Management, State Environmental Policy Act (SEPA), Washington Conservation Corps (WCC), Watersheds and Wetlands.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|--|---|
| 74-03-03543 Rev. 4 | <p>SEA Water Quality 401 Certification</p> <p>Records relating to Ecology's water quality 401 certification of federal actions in Washington State, including Department of Transportation projects, dredging of Washington waters, Army Corps of Engineers permits, and Federal Energy Regulatory Commission projects.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Water quality modifications; • Public notices and comments; • Reports and decisions; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Water Quality Certifications for dam projects covered by <i>Water Quality Permits, 50-Year Federal Certification (DAN 11-12-63653)</i>. | <p>Retain for 7 years after end of action or project closed <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.7 SPILL PREVENTION, PREPAREDNESS AND RESPONSE PROGRAM (SPPR) – Office 800

The activity relates to prevention of oil spills on Washington's waters and land, as well as planning for an effective response to oil and hazardous substance spills wherever they occur.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|---|
| 11-08-62675 Rev. 1 | <p>Spill Cleanup Companies List</p> <p>Records relating to the process to create Ecology's list of approved cleanup companies.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications, reviews; • Final list of contractors; • Related correspondence/communications. | <p>Retain for 6 years after end of list cycle <i>then</i> Destroy.</p> | NON-ARCHIVAL ESSENTIAL OPR |
| 91-06-47862 Rev. 3 | <p>Spill Cleanup Company Agreements</p> <p>Records relating to the administration of contracts for private companies to conduct spill cleanup activities on behalf of Ecology.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Contracts and renewals; • Documentation of work performed; • Payments; • Site information that details location and type of spill, who responded and potential responsible party; • Related correspondence/communications. <p><i>Note: Ref. chapter 70.105D RCW.</i></p> | <p>Retain for 6 years after end of agreement <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

2.7 SPILL PREVENTION, PREPAREDNESS AND RESPONSE PROGRAM (SPPR) – Office 800

The activity relates to prevention of oil spills on Washington's waters and land, as well as planning for an effective response to oil and hazardous substance spills wherever they occur.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--|
| 92-03-50011 Rev. 4 | <p>Spill Contingency Plans</p> <p>Records documenting spill preparedness contingency plans for regulated facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Prevention plan submittal; • Review and approvals; • Drills and evaluations; • Monitoring and follow-up actions; • Related correspondence/communications. <p><i>Note: Ref. chapters 90.48, 90.56 and 88.44 RCW, and chapters 173-303 and 173-340 WAC.</i></p> | <p>Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p> | <p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p> |
| 12-06-68259 Rev. 2 | <p>Spill Prevention Inspections of Vessels, Oil Transfers, and Bunkering</p> <p>Records documenting the inspection of vessels, oil transfers, and bunkering in Washington waters for the purpose of spill prevention.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preliminary boarding reports; • Copies of ship certifications; • Inspection reports and checklists; • Class 4 semi-annual reports; • Related correspondence/communications. <p>Excludes Class 1, Class 4, and VBAP/ECOPRO inspections covered by:</p> <ul style="list-style-type: none"> • <i>Spill Prevention Operations Manuals and Prevention Plans for Facilities & Vessels (DAN 11-08-62674).</i> | <p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |

2.7 SPILL PREVENTION, PREPAREDNESS AND RESPONSE PROGRAM (SPPR) – Office 800

The activity relates to prevention of oil spills on Washington's waters and land, as well as planning for an effective response to oil and hazardous substance spills wherever they occur.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--|
| 11-08-62674 Rev. 3 | <p><i>Spill Prevention Operations Manuals and Prevention Plans for Facilities and Vessels</i></p> <p>Records documenting Operations Manuals and Prevention Plans for regulated facilities and vessels as well as records documenting Class 1 facility, Class 4 facility, and VABAP/ECOPRO inspections.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Prevention Plans for facilities and vessels; • Manual submittal; • Review and approval records; • Safe and effective threshold determinations; • Training certifications; • Class 1, Class 4, & VBAP/ECOPRO inspection checklist; • VBAP/ECOPRO checklist and audits; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Spill Prevention Inspections of Vessels, Oil Transfers, and Bunkering (DAN 12-06-68259).</i> | <p>Retain for 6 years after superseded</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention)</p> <p>ESSENTIAL OPR</p> |

2.8 TOXIC CLEANUP PROGRAM (TCP) – Office 440

The activity relates to getting contaminants out of the environment, keeping them out and continuing to work towards supporting sustainable communities and economic development, including sediment management and underground storage tanks.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--|
| 92-06-50762 Rev. 3 | <p><i>TCP Contaminated Sites, Voluntary Cleanup Management</i></p> <p>Records relating to the voluntary, nonbinding cleanup of contaminated sites on uplands and aquatic lands, and Leaking Underground Storage Tanks (LUST) across the state of Washington.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • All phases of investigation and remediation; • Feasibility study; • Remedial design/actions; • Contractor and subcontractor contracts; • Performance evaluations, bid assessments; • Site inspection/investigation documentation; • Site hazardous assessment and ranking records; • Community relations; • Related correspondence/communications. | <p>Retain for 10 years after cleanup completed or no further action</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention)</p> <p>ESSENTIAL OPR</p> |

2.8 TOXIC CLEANUP PROGRAM (TCP) – Office 440

The activity relates to getting contaminants out of the environment, keeping them out and continuing to work towards supporting sustainable communities and economic development, including sediment management and underground storage tanks.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|---|
| 91-02-47404 Rev. 3 | <p><i>TCP Sediment Management, Non-Contaminated</i></p> <p>Records relating to the management of sediments dredged from Washington aquatic lands that are not contaminated.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Data and data analysis/review; • Contamination determinations; • Monitoring information; • Site determinations, liable party determinations; • Related correspondence/communications. <p>Excludes contaminated sediment projects covered by:</p> <ul style="list-style-type: none"> • TCP Site Files, Upland and Aquatic (DAN 92-03-50010). | <p>Retain for 6 years after cleanup completed or no further action</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.8 TOXIC CLEANUP PROGRAM (TCP) – Office 440

The activity relates to getting contaminants out of the environment, keeping them out and continuing to work towards supporting sustainable communities and economic development, including sediment management and underground storage tanks.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|---|
| 92-03-50010 Rev. 5 | <p><i>TCP Site Files, Upland and Aquatic</i></p> <p>Records relating to the formal investigation and cleanup of contaminated sites on uplands and aquatic lands, including Leaking Underground Storage Tanks (LUST) and contaminated sediment dredged from aquatic lands across the state of Washington.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Investigation and remediation reports; • Feasibility study; • Enforcement documents; • Remedial design and actions; • Site inspection/investigation documentation; • Site hazardous assessment and ranking; • Contractor and subcontractor contracts, performance evaluations, bid assessments; • Related correspondence/communications. | <p>Retain for 10 years after cleanup completed <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 90-08-46502 Rev. 3 | <p><i>TCP Underground Storage Tank Management</i></p> <p>Records relating to the management of underground storage tanks (UST's) in Washington for leak prevention in tanks 1,000 gallons or larger.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Registrations, inspections, engineering plans and specifications. <p><i>Note: Ref. chapter 90.76 RCW, chapter 173-360 WAC.</i></p> | <p>Retain for 10 years after life of facility <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.9 WASTE 2 RESOURCES PROGRAM (W2R) – Office 450

The activity relates to the amount and the effects of wastes generated in Washington State, including the oversight of specific industrial sites.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--|
| 18-04-69198 Rev. 0 | <p>Industrial Facilities – Site-Specific Environmental Regulatory Activities</p> <p>Records documenting air quality, water quality, toxic cleanup, hazardous waste, and toxics reduction environmental regulatory activities at specific industrial facility sites, including smelting, refining, chemical manufacturing, pulp and paper, electrical cogeneration and material transportation facilities. These regulatory activities for each site may be required to be reported to the EPA.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Administrative environmental and planning records; • Regulatory compliance records; • Industrial section permits; • Inspection, monitoring, and reporting records; • Sampling, analysis, investigative, and enforcement records; • Disposal and cleanup records; • Related correspondence/communications. | <p>Retain for 25 years after closure of site, termination of activity, or project completion, whichever is sooner</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p> | <p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p> |
| 12-03-68226 Rev. 2 | <p>W2R Anaerobic Digester Monitoring and Compliance</p> <p>Records relating to anaerobic digesters in the state of Washington. Anaerobic digesters process manure on a farm to convert it to energy and fertilizer.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notice of intent; • Related reporting records; • Inspection, monitoring, compliance and enforcement records; • Related correspondence/communications. | <p>Retain for 20 years after life of facility</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p> | <p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p> |

2.9 WASTE 2 RESOURCES PROGRAM (W2R) – Office 450

The activity relates to the amount and the effects of wastes generated in Washington State, including the oversight of specific industrial sites.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--|
| 12-03-68227 Rev. 2 | <p>W2R Biosolid Permit Implementation</p> <p>Records relating to the implementation of Biosolids General Permits which set forth the conditions under which the byproducts of wastewater treatment are converted to fertilizer and applied to the land.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Request for coverage by permit; • Related reviews, reporting, tracking and compliance records; • Related correspondence/communications. | <p>Retain for 20 years after end of coverage <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p> | <p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p> |
| 75-05-10807 Rev. 4 | <p>W2R Local Solid and Hazardous Waste Management Plans</p> <p>Records relating to the development of, and Ecology's review and acceptance of, Local Solid and Hazardous Waste Management Plans which govern how local governments will manage solid and hazardous waste within their jurisdictions.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Plans, resolutions, ordinances; • Public participation information; • Related correspondence/communications. | <p>Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p> | <p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p> |

2.9 WASTE 2 RESOURCES PROGRAM (W2R) – Office 450

The activity relates to the amount and the effects of wastes generated in Washington State, including the oversight of specific industrial sites.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|---|
| 90-08-46519 Rev. 4 | <p>W2R Petitions for Variance to Solid Waste Regulations</p> <p>Records relating to Ecology's review and approval of local government requests for variance to the Solid Waste Management regulations.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reviews, studies and final variance documents; • Related correspondence/communications. | <p>Retain for 15 years after end of variance <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p> | <p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p> |
| 12-03-68228 Rev. 2 | <p>W2R Products Stewardship</p> <p>Records documenting a manufacturer's registration of certain products, such as electronics, mercury light bulbs or carpet, to pay for their special collection and disposal.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Registrations; • Related billings; • Compliance and enforcement records; • Related correspondence/communications. | <p>Retain for 6 years after end of billing cycle <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |

2.9 WASTE 2 RESOURCES PROGRAM (W2R) – Office 450

The activity relates to the amount and the effects of wastes generated in Washington State, including the oversight of specific industrial sites.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--|
| 77-03-18712 Rev. 5 | <p>W2R Solid Waste Facility Permits and Exemptions</p> <p>Records relating to Ecology's review and approval of Solid Waste Facility Permits granted by local government and Permit Exemptions for facilities handling solid waste, such as landfills, energy recovery and incineration facilities, compost facilities, recycling facilities, and moderate risk waste facilities.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Permits; • Inspection reports; • Monitoring records; • Financial assurance; • Notifications of exemption; • Annual reports; • Related correspondence/communications. | <p>Retain for 15 years after end of permit or life of facility <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |
| 90-08-46504 Rev. 3 | <p>W2R Solid Waste Incinerator and Landfill Operator Certification</p> <p>Records relating to the testing and certification of solid waste incinerator and landfill operators.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Request; • Test scores, certification/recertification; • Copies of payments and revocations. <p><i>Note: Ref. chapter 70.95D RCW and chapter 173.302 WAC.</i></p> | <p>Retain for 6 years after end of certification cycle <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |

2.9 WASTE 2 RESOURCES PROGRAM (W2R) – Office 450

The activity relates to the amount and the effects of wastes generated in Washington State, including the oversight of specific industrial sites.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--------------------------------------|
| 12-03-68229 Rev. 1 | <p>W2R Transporting Recyclables Registration</p> <p>Records documenting the process to ensure that commercial recyclables get recycled instead of to landfills.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Registration/notifications; • Inspections; • Registered Trucking Company list. | <p>Retain for 6 years after notice of withdrawal <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

2.10 WATER QUALITY PROGRAM (WQ) – Office 525

The activity relates to protecting and restoring Washington's waters.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| 91-11-49377 Rev. 3 | <p>Water Quality and State Forest Practices Act</p> <p>Records relating to Ecology's water quality work with the State Forest Practices Act and Forest Practices Board.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Forest practices rules, policy development or reviews and ECY approvals; • Technical reports; • Research and monitoring information; • Related correspondence/communications. <p><i>Note: The Forest Practices Act and Forest Practices Board are administered by the Department of Natural Resources. Ecology has a required seat on the Board. Ref. chapter 173-202 WAC and chapters 90.48 and 76.09 RCW.</i></p> | <p>Retain for 10 years after rule or policy adopted <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 11-12-63652 Rev. 1 | <p>Water Quality and State Forest Practices Application Compliance and Technical Assistance</p> <p>Records relating to Ecology's water quality review of selected State Forest Practices Applications and special projects as needed by the Department of Natural Resources.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Field notes; • Inspection reports; • Monitoring records. <p><i>Note: Records are submitted to DNR through the Forest Practices Application System and DNR manages the complete official record.</i></p> | <p>Retain for 6 years after end of application period <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OFM</p> |

2.10 WATER QUALITY PROGRAM (WQ) – Office 525

The activity relates to protecting and restoring Washington's waters.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|---|--------------------------------------|
| 91-11-49375 Rev. 2 | <p><i>Water Quality Consulting and Technical Assistance</i></p> <p>Records relating to consulting and technical assistance for water quality standards, policies, permit boiler plates and quality assurance guidance procedures for permit managers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Related correspondence/communications and technical memoranda. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Water Quality and State Forest Practices Application Compliance and Technical Assistance (DAN 11-12-63652).</i> <p><i>Note: Ref. chapter 90.48 RCW and chapters 173-216 and 173-220 WAC.</i></p> | <p>Retain for 5 years after end of calendar year <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OFM |

2.10 WATER QUALITY PROGRAM (WQ) – Office 525

The activity relates to protecting and restoring Washington's waters.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--------------------------------------|
| 11-12-33654 Rev. 1 | <p>Water Quality General Permit Development</p> <p>Records relating to the development of Water Quality General Permits <i>such as</i> Aquatic Invasive Species Management, Aquatic Mosquito Control, Aquatic Noxious Weed Control, Aquatic Plant and Algae Management, Boatyards, Concentrated Animal Feeding Operation (CAFO), Construction Stormwater, Fresh Fruit Packing, Industrial Stormwater, Irrigation System Aquatic Weed Control, Municipal Phase I and Phase II Permits, Sand and Gravel, Stormwater, Upland Fin-Fish Hatching and Rearing, Water Treatment Plants or WSDOT Municipal Stormwater Permits which regulate the point source discharges of waste water or stormwater to waters of the state.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Public notices; • Significant drafts of permits and final permits; • Public comments and response to comments; • Meeting notes and minutes; • Related correspondence/communications. | <p>Retain for 20 years after new permit issued <i>then</i> Destroy.</p> | NON-ARCHIVAL NON-ESSENTIAL OPR |

2.10 WATER QUALITY PROGRAM (WQ) – Office 525

The activity relates to protecting and restoring Washington's waters.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--|
| 11-12-63655 Rev. 1 | <p>Water Quality General Permit Management, Permittees and Facilities</p> <p>Records relating to the implementation of Water Quality General Permits <i>such as</i> Aquatic Invasive Species Management, Aquatic Mosquito Control, Aquatic Noxious Weed Control, Aquatic Plant and Algae Management, Boatyards, Concentrated Animal Feeding Operation (CAFO), Construction Stormwater, Fresh Fruit Packing, Industrial Stormwater, Irrigation System Aquatic Weed Control, Municipal Phase I and Phase II Permits, Sand and Gravel, Stormwater, Upland Fin-Fish Hatching and Rearing, Water Treatment Plants or WSDOT Municipal Stormwater Permits which regulate the point source discharges of waste water or stormwater to waters of the state.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications and application review documents; • Notice of Intent; • Public notices and comments; • Discharge Monitoring Reports (DMRs); • Enforcement, compliance records; • Inspections, audits, and notices of termination; • Permit fees; • Related correspondence/communications. | <p>Retain for 20 years after termination of permit <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |

2.10 WATER QUALITY PROGRAM (WQ) – Office 525

The activity relates to protecting and restoring Washington's waters.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--|
| 81-01-26782 Rev. 4 | <p>Water Quality Loans and Grant/Loan Combinations</p> <p>Records relating to loans and grant/loan combinations for the Water Quality Program, such as Federal 201(G) Wastewater Construction, State Wastewater Construction – Centennial Clean Water Fund (chapters 43.83A, 43.99F and 70.146 RCW, chapters 173-80 and 173-255 WAC,) State Revolving Fund (SRF) (chapter 90.50A RCW and chapter 173-98WAC), Clean Water Act (CWA) Section 319(H) Nonpoint Source (Section 319(h) of CWA, 40 CFR parts 31 and 35, and chapter 173-95A WAC,) Freshwater Aquatic Weeds & Grants, Stormwater Management Implementation Grants, Local Government Stormwater Grants, Reclaimed Water Grants, FY 2010-2011 Municipal Stormwater Grants, Stormwater Retrofit and LID Grants (chapters 43.83A, 43.99F, 70.146, 90.46, and 90.48 RCW, and chapters 173-80 and 173-255 WAC.)</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application/Agreement; • Grant and loan monitoring, audit reports; • Fiscal reports and supporting documentation; • Modification request/change orders, progress and status reports; • Payment records and related documentation; • Certifications, plans and specifications, and reports (engineering, inspection); • O&M manuals, maps, brochures, educational materials; • Related correspondence/communications. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Contracts and Agreements (DAN GS 01050);</i> • <i>Grants Issued by Agency – Applications (Denied) (DAN GS 23002);</i> • <i>Grants Issued by Agency – Applications (Successful) (DAN GS 23001).</i> | <p>Retain for 30 years after project completion <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |

2.10 WATER QUALITY PROGRAM (WQ) – Office 525

The activity relates to protecting and restoring Washington's waters.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|---|
| 11-12-63656 Rev. 1 | <p>Water Quality Permits – Individual</p> <p>Records documenting the issuance of individual Water Quality permits, which include: individual National Pollution Discharge Elimination System (NPDES) permits issued to facilities that discharge to surface water such as lakes, rivers and streams, and individual State Waste Discharge Permits issued to facilities that discharge to the ground or to a municipal wastewater treatment plant. Individual permits are tailored to specific facilities and their operations at specific sites to ensure wastewater discharged meets Washington State Water Quality Standards.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications and review/acceptance documents; • Approval and appeal documentation, if applicable; • Final permits issued; • Public notices, comments and response to comments; • Significant drafts needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process; • Related correspondence/communications. | <p>Retain for 20 years after termination of permit <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.10 WATER QUALITY PROGRAM (WQ) – Office 525

The activity relates to protecting and restoring Washington's waters.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|---|--|
| 11-12-63653 Rev. 1 | <p>Water Quality Permits, 50-Year Federal Certification</p> <p>Records documenting Water Quality Certification of Federal Energy Regulatory Commission (FERC) 50-year 401 Permits. 401 permits are state permits on federal actions issued for the operation of a dam and Ecology certifies that the dam is meeting Washington State Water Quality Standards.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications and application review documentation; • Significant drafts needed as evidence of external consultation or as evidence that the agency practiced due diligence in the drafting process; • Final permits; • Studies, when completed; • Water quality modifications; • Ecology comments to public notices; • Permit denials; • Related correspondence/communications. | <p>Retain for 60 years after certification <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |

2.10 WATER QUALITY PROGRAM (WQ) – Office 525

The activity relates to protecting and restoring Washington's waters.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|---|
| 92-03-50006 Rev. 3 | <p>Water Quality Total Maximum Daily Load (TMDL) Study Implementation</p> <p>Records documenting Total Maximum Daily Load (TMDL) water quality standards. TMDLs are a water quality improvement project process established by the Clean Water Act (CWA) to set limits on pollutants that can be discharged to the waterbody and still allow state standards to be met.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Technical data and policy; • Technical guidelines manual; • Research data and analysis for multiple projects. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Ecology Environmental Assessment Studies and Projects (DAN 11-08-62680).</i> | <p>Retain for 25 years after superseded or project completed</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 11-12-63657 Rev. 1 | <p>Water Quality Underground Injection Control (UIC) Implementation, Decommissioning</p> <p>Records relating to the decommissioning of Underground Injection Control (UIC) systems. UIC wells are manmade structures used to discharge fluids into the subsurface.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notifications; • Closure forms; • Reviews, sample testing and possibly cleanup activities; • Monitoring and enforcement. | <p>Retain for 10 years after project completed</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.10 WATER QUALITY PROGRAM (WQ) – Office 525

The activity relates to protecting and restoring Washington's waters.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|---|
| 11-12-63658 Rev. 1 | <p>Water Quality Underground Injection Control (UIC) Implementation, Registration</p> <p>Records relating to the registration of Underground Injection Control (UIC) systems. UIC wells are manmade structures used to discharge fluids into the subsurface. Some UICs may also have a Water Quality Permit.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Registration forms and reviews. | <p>Retain for 10 years after registered</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 11-12-63659 Rev. 1 | <p>Water Quality Wastewater Pretreatment Delegated Authority for Service Area</p> <p>Records relating to the management of programs delegated with approval authority to administer pretreatment of discharged wastewater within their service area.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Technical assistance; Program audit and reviews; Correction actions, if necessary; Related correspondence/communications. | <p>Retain for 20 years after end of program plan</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 11-12-63660 Rev. 1 | <p>Water Quality Wastewater Treatment Operator Certification</p> <p>Records relating to the certification of operators for wastewater treatment.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Applications and application review; Testing; Copies of annual invoices and payments; Renewals and level of certification. | <p>Retain for 6 years after end of certification</p> <p><i>then</i></p> <p>Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |

2.11 WATER RESOURCES PROGRAM (WR) – Office 530

The activity relates to managing water resources to meet the current and future needs of the natural environment and Washington's communities, including the Office of the Columbia River.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| 74-03-03522 Rev. 4 | <p>Water Resources and Bureau of Reclamation Dam Projects</p> <p>Records relating to Ecology's work with the Bureau of Reclamation regarding all non-appropriated water upstream of a federal dam project.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Water right analysis; • Extensions; • Public notices and final decisions. | <p>Retain for 6 years after end of project <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 91-08-48066 Rev. 2 | <p>Water Resources Dam Safety Facility Files</p> <p>Records relating to the review, approval and monitoring of dams constructed in the state for public safety.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Construction plans, specifications, inspections, construction inspection fees; • Engineering design reports, analysis and photos; • Related correspondence/communications. <p>Excludes:</p> <ul style="list-style-type: none"> • Emergency action plans and operation and maintenance plans covered by <i>Water Resources Dam Safety Plans (DAN 91-08-48072)</i> when superseded. | <p>Retain for 20 years after life of facility <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.11 WATER RESOURCES PROGRAM (WR) – Office 530

The activity relates to managing water resources to meet the current and future needs of the natural environment and Washington's communities, including the Office of the Columbia River.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|---|
| 12-06-68260 Rev. 1 | <p>Water Resources Dam Safety Non-Facility Files</p> <p>Records relating to dams or other impoundments not subject to regulation by the Dam Safety Office.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Field notes; Engineering drawings/photographs/maps; Related correspondence/communications. | <p>Retain for 12 years after end of calendar year <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 91-08-48072 Rev. 2 | <p>Water Resources Dam Safety Plans</p> <p>Records relating to Emergency Plans and Operation and Maintenance Plans to ensure dam safety for each dam in the state.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Review, approval and final plans; Related correspondence/communications. | <p>Retain for 6 years after plan superseded <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL ESSENTIAL OPR</p> |
| 12-06-68261 Rev. 1 | <p>Water Resources Historical Water Agreements</p> <p>Records relating to water agreements of a historical nature, such as lake level agreements or interstate agreements.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Court orders, negotiations, final agreements; Implementation and tracking; Related correspondence/communications. | <p>Retain for 6 years after superseded <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.11 WATER RESOURCES PROGRAM (WR) – Office 530

The activity relates to managing water resources to meet the current and future needs of the natural environment and Washington's communities, including the Office of the Columbia River.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|---|
| 87-02-39355 Rev. 4 | <p>Water Resources Hydropower Licensing</p> <p>Records relating to Ecology's licensing of proposed construction and expansion of hydro power projects in the state. Projects may be regulated by the Federal Energy Regulatory Commission (FERC) but some are not.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application, reviews; • Construction plans, facility drawings, and inspection records; • Permits, licenses, fees; • Compliance records; • Related correspondence/communications. | <p>Retain for 60 years after licensed or project cancelled <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 74-03-03915 Rev. 3 | <p>Water Resources Licensing and Certification</p> <p>Records relating to the licensing of all well driller/operators, or certification of Water Rights Examiners, or validation of Conservancy Boards in the state.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Applications for new licenses and renewals; • Tests and scores; • Proof of continuing education credits and license numbers. | <p>Retain for 20 years after renewed <i>then</i> Destroy.</p> | <p>NON-ARCHIVAL NON-ESSENTIAL OPR</p> |

2.11 WATER RESOURCES PROGRAM (WR) – Office 530

The activity relates to managing water resources to meet the current and future needs of the natural environment and Washington's communities, including the Office of the Columbia River.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|---|
| 12-06-68262 Rev. 1 | <p>Water Resources Water Acquisition</p> <p>Records relating to the process of buying water for environmental uses or to mitigate water use.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Financial agreements; • Letters of intent; • Purchase and sale agreements; • Negotiations; • Water right analysis, appraisals, closing documents such as deeds or lease agreements and implementation. | <p>Retain for 50 years after end of agreement or conveyance <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |
| 12-06-68263 Rev. 1 | <p>Water Resources Water Banking</p> <p>Records relating to the process of putting water rights into a trust status so the "seller" can sell mitigation credits.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Water right analysis; • Negotiations; • Agreements, final notice and implementation; • Related correspondence/communications. | <p>Retain for 50 years after end of agreement or conveyance <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.11 WATER RESOURCES PROGRAM (WR) – Office 530

The activity relates to managing water resources to meet the current and future needs of the natural environment and Washington's communities, including the Office of the Columbia River.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|---|
| 74-03-03973 Rev. 4 | <p>Water Resources Water Right Adjudications</p> <p>Records relating to the water right adjudication process in which the courts settle the rights of multiple are water right holders for surface water, ground water or both, or water systems.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Pre-adjudication reviews; • Initial determinations; • Investigations, field work, maps; • Petitions, statements of facts, court orders, summons, pleadings, appeals, final decrees; • Stipulated agreement/statement of issues; • Cost ledgers; • Related correspondence/communications. | <p>Retain for 50 years after final decree issued and appeal ended <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) ESSENTIAL OPR</p> |

2.11 WATER RESOURCES PROGRAM (WR) – Office 530

The activity relates to managing water resources to meet the current and future needs of the natural environment and Washington's communities, including the Office of the Columbia River.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|---|
| 74-03-03977 Rev. 3 | <p>Water Resources Water Rights</p> <p>Records documenting all water rights in the state of Washington.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Application and attachments; • Reporting records, tracking numbers; • Maps or plats; • Public notices and comments; • Receipts; • Permits, certificates and metering data; • Related correspondence/communications. | <p>Retain for 50 years after filmed or scanned</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention)</p> <p>ESSENTIAL</p> <p>OPR</p> |
| 92-03-50009 Rev. 2 | <p>Water Resources Well Notice of Intent</p> <p>Records documenting a driller's intent to start the construction of a well and Ecology's review and approval.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Notice of intent; • Receipt of fees; • Ecology's review and approval (or denial) and tracking number. <p><i>Note: Records have short life span because they can impact neighboring property owners and must be replaced by a Water Resources Well Report under DAN 77-03-18717 or they are cancelled.</i></p> | <p>Retain for 12 years after date received</p> <p><i>then</i></p> <p>Destroy.</p> | <p>NON-ARCHIVAL</p> <p>NON-ESSENTIAL</p> <p>OPR</p> |

2.11 WATER RESOURCES PROGRAM (WR) – Office 530

The activity relates to managing water resources to meet the current and future needs of the natural environment and Washington's communities, including the Office of the Columbia River.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|---|--|
| 77-03-18717 Rev. 4 | <p>Water Resources Well Reports (Well Logs)</p> <p>Records relating to each well drilled in the state, submitted by well drillers.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Well reports (also known as well logs); Inspections; Related correspondence/communications. | <p>Retain for 50 years after date received</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |
| 77-03-18732 Rev. 4 | <p>Water Right Resource Inventory Area (WRIA) or Surface Water Source Limitation Files</p> <p>Records relating to the information unique to each water basin to track ground and surface water correspondence, historical information, and other regulatory tracking information to assist with the management of water and decision making within that basin. Records may be in the form of Water Resource Inventory Area (WRIA) file or Surface Water Source Limitation files.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> Related subject files; Issues or studies specific to each location; Related correspondence/communications. | <p>Retain for 50 years after superseded</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |

3. LEGACY RECORDS

This section covers records no longer being created/received by Ecology, but the existing records have not yet reached their minimum retention period.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|--|--|--|
| 75-05-10829 Rev. 5 | Discharge Monitoring Reports Reports from discharger of waste influent and effluent flows at permitted facilities. Contains hatchery monitoring reports. <i>Note: Ref. chapter 90.48 RCW and Federal Clean Water Act.</i> <i>Note: From Water Quality Program (WQ) – Office 525.</i> | Retain for 20 years after end of permit <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 78-05-20752 Rev. 3 | Engineering Report File for Major Industries Includes plans, specifications, developmental material, reports, annual spill plans, emergency plans, maintenance and operations plans. <i>Note: From Waste 2 Resources (W2R) – Office 450.</i> | Retain for 15 years after end of plan <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM |
| 87-02-39354 Rev. 5 | Hazardous Waste/Resource Conservation and Recovery Act Correspondence Documents State and Federal hazardous waste program and Resource Conservation and Recovery Act (RCRA). Contains correspondence, memos, inspections, enforcement actions, hazardous management plans, hazardous waste Part A and Part B permits, grants and regulated community files. <i>Note: From Hazardous Waste and Toxics Reduction Program (HWTR) – Office 430.</i> | Retain for 30 years after end of permit <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR |

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|---|--|--|
| 74-03-03827 Rev. 5 | Industrial Major Industries/Permit File Contains air reports, NPDES (National Pollution Discharge Elimination System) reports, RCRA (Resource Conservation Recovery Act), Part A's, cleanup, correspondence and memoranda. This includes major industries, specifically pulp and paper, metal reduction and oil refineries. <i>Note: From Waste 2 Resources (W2R) – Office 450.</i> | Retain for 30 years after end of permit <i>then</i> Transfer to Washington State Archives for permanent retention. | ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR |
| 74-03-03924 Rev. 3 | NPDES (National Pollutant Discharge Elimination System) and State Waste Discharge Permit Fee File Contains State Waste Discharge Permits, NPDES permits, cancelled permits, fee regulation development, data reports, facts sheets, applications, model permits, enforcement actions, correspondence and appeals. <i>Note: Ref. chapter 173-224 WAC and chapter 90.48 RCW.</i> <i>Note: From Water Quality Program (WQ) – Office 525.</i> | Retain for 20 years after termination of permit <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |
| 81-12-29362 Rev. 0 | Referendum 38 – Agricultural Water Supply Used to document grants and long term loans relative to irrigation project development and rehabilitation. Contains correspondence, grant and loan information and contracts. <i>Note: Ref. chapter 43.99 RCW and chapter 173-170 WAC.</i> <i>Note: From Water Resources Program (WR) – Office 530.</i> | Retain for 10 years after end of fiscal year <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OPR |

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|--|--|---|--|
| 74-03-03544 Rev. 6 | <p>Water Quality File</p> <p>An information file consisting of reports, correspondence, enforcement and memos pertaining to facilities, locations and issues.</p> <p><i>Note: From Water Quality Program (WQ) – Office 525.</i></p> | <p>Retain for 20 years after end of permit <i>then</i> Transfer to Washington State Archives for permanent retention.</p> | <p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p> |

GLOSSARY

Appraisal

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

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. 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 Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic 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 that 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 which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and

including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business..."

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 of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The 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

See the State Government General Records Retention Schedule for additional "Archival" records.

AGENCY ADMINISTRATION AND MANAGEMENT

Rules and Accountability – Office 175

| | |
|--|---|
| Cost Benefit Analysis and Small Business Economic Impact Statements..... | 6 |
| Enforcement Dockets..... | 6 |
| Rule Making Docket and Semi-Annual Agendas | 6 |

ENVIRONMENTAL PROGRAM MANAGEMENT

Air Quality Program – Office 230

| | |
|--|----|
| Air Quality Agricultural Burn Authority Delegated to Counties | 13 |
| Air Quality Agricultural Burning Practices and Research Task Force | 14 |
| Air Quality Limited Term Air Operating Permits | 15 |
| Air Quality Permits – Perpetual Term | 16 |
| Air Quality Small Source Registration Program..... | 17 |
| Air Quality State Implementation Plans | 17 |

All Environmental Programs

| | |
|---|----|
| Ecology Complaints, Response, and Enforcement Actions | 8 |
| Ecology Environmental Assessment Studies and Projects | 9 |
| Ecology Inventory and Monitoring of Washington Air, Waters, and Shorelands | 11 |

Environmental Assessment Program – Office 330

| | |
|--|----|
| Manchester Environmental Laboratory Radiation Safety Records | 23 |
|--|----|

Hazardous Waste and Toxics Reduction Program – Office 430

| | |
|---------------------------------------|----|
| HWTR Notifications and Permits..... | 25 |
| HWTR Pollution Prevention Plans | 25 |

Nuclear Waste Program – Office 460

| | |
|---|----|
| NWP Hanford Site Agreements and Consent Decree Development..... | 26 |
| NWP Hanford Site Agreements and Consent Decree Implementation | 26 |

Shorelands and Environmental Assistance Program – Office 420

| | |
|----------------------------------|----|
| SEA Aerial Flight Projects | 27 |
| SEA Local Noise Ordinances | 28 |

| | |
|--|----|
| SEA Shoreline Management Act Permits | 29 |
|--|----|

| | |
|------------------------------------|----|
| SEA Shoreline Master Programs..... | 30 |
|------------------------------------|----|

| | |
|--|----|
| SEA State Environmental Policy Act (SEPA) Register and Related Documents | 31 |
|--|----|

| | |
|---|----|
| SEA Water Quality 401 Certification | 33 |
|---|----|

Spill Prevention, Preparedness and Response Program – Office 800

| | |
|--|----|
| Spill Contingency Plans..... | 35 |
| Spill Prevention Operator Manuals and Prevention Plans for Facilities and Vessels | 36 |

Toxic Cleanup Program – Office 440

| | |
|---|----|
| TCP Contaminated Sites, Voluntary Cleanup Management..... | 37 |
| TCP Sediment Management, Non-Contaminated..... | 38 |
| TCP Site Files, Upland and Aquatic..... | 39 |
| TCP Underground Storage Tank Management | 39 |

Waste 2 Resources Program – Office 450

| | |
|--|----|
| Industrial Facilities – Site-Specific Environmental Regulatory Activities..... | 40 |
| W2R Anaerobic Digester Monitoring and Compliance | 40 |
| W2R Biosolid Permit Implementation..... | 41 |
| W2R Local Solid and Hazardous Waste Management Plans | 41 |
| W2R Petitions for Variance to Solid Waste Regulations | 42 |
| W2R Solid Waste Facility Permits and Exemptions | 43 |

Water Quality Program – Office 525

| | |
|--|----|
| Water Quality and State Forest Practices Act | 45 |
| Water Quality Permits – Individual | 50 |
| Water Quality Permits, 50-Year Federal Certification..... | 51 |
| Water Quality Total Maximum Daily Load (TMDL) Study Implementation | 52 |
| Water Quality Underground Injection Control (UIC) Implementation, Decommissioning | 52 |
| Water Quality Underground Injection Control (UIC) Implementation, Registration..... | 53 |

| | | | |
|---|----|--|----|
| Water Quality Wastewater Pretreatment Delegated Authority for Service Area..... | 53 | Water Resources Water Right Adjudications | 58 |
| Water Resources Program – Office 530 | | Water Resources Water Rights | 59 |
| Water Resources and Bureau of Reclamation Dam Projects | 54 | Water Resources Well Reports (Well Logs)..... | 60 |
| Water Resources Dam Safety Facility Files | 54 | Water Right Resource Inventory Area (WRIA) or Surface Water Source Limitation Files..... | 60 |
| Water Resources Dam Safety Non-Facility Files..... | 55 | LEGACY RECORDS | |
| Water Resources Historical Water Agreements | 55 | Engineering Report File for Major Industries | 61 |
| Water Resources Hydropower Licensing | 56 | Hazardous Waste/Resource Conservation and Recovery Act Correspondence... | 61 |
| Water Resources Water Acquisition | 57 | Industrial Major Industries/Permit File | 62 |
| Water Resources Water Banking | 57 | Water Quality File..... | 63 |

INDEX: ESSENTIAL RECORDS

See the State Government General Records Retention Schedule for additional "Essential" records.

AGENCY ADMINISTRATION AND MANAGEMENT

Financial Services – Office 147

| | |
|--|---|
| Cleanup Site Cost Recovery Records | 4 |
| Contracts and Grant File | 5 |

ENVIRONMENTAL PROGRAM MANAGEMENT

Air Quality Program – Office 230

| | |
|--|----|
| Air Quality Agricultural and Outdoor Burn Permits | 13 |
| Air Quality Agricultural Burn Authority Delegated to Counties | 13 |
| Air Quality Agricultural Burn Permit Smoke Management | 14 |
| Air Quality Agricultural Burning Practices and Research Task Force | 14 |
| Air Quality Emissions Authorized Service Providers..... | 15 |
| Air Quality Limited Term Air Operating Permits | 15 |
| Air Quality Permits – Perpetual Term | 16 |
| Air Quality Small Source Registration Program..... | 17 |
| Air Quality State Implementation Plans | 17 |

All Environmental Programs

| | |
|--|----|
| Ecology Complaints, Response, and Enforcement Actions | 8 |
| Ecology Environmental Assessment Studies and Projects | 9 |
| Ecology Inventory and Monitoring of Washington Air, Waters, and Shorelands | 11 |
| Laboratory and Quality Assurance Plans, Manuals and Standard Operating Procedures | 12 |

Environmental Assessment Program – Office 330

| | |
|--|----|
| Environmental Assessment Accreditation of Washington Laboratories..... | 19 |
| Environmental Assessment Quality Assurance Management Plan..... | 20 |
| Manchester Environmental Laboratory Instrument Files and Log Books | 21 |
| Manchester Environmental Laboratory Radiation Safety Records | 23 |
| Manchester Environmental Project Files and Reports | 22 |

Hazardous Waste and Toxics Reduction Program – Office 430

| | |
|-------------------------------------|----|
| HWTR Notifications and Permits..... | 25 |
|-------------------------------------|----|

Nuclear Waste Program – Office 460

| | |
|---|----|
| NWP Hanford Site Agreements and Consent Decree Development..... | 26 |
| NWP Hanford Site Agreements and Consent Decree Implementation | 26 |

Shorelands and Environmental Assistance Program – Office 420

| | |
|---|----|
| SEA Grants and Contracts | 28 |
| SEA Shoreline Management Act Permits | 29 |
| SEA Shoreline Master Programs..... | 30 |
| SEA Washington Conservation Corps (WCC) Members | 32 |
| SEA Water Quality 401 Certification | 33 |

Spill Prevention, Preparedness and Response Program – Office 800

| | |
|--|----|
| Spill Cleanup Company's List | 34 |
| Spill Contingency Plans..... | 35 |
| Spill Prevention Operator Manuals and Prevention Plans for Facilities and Vessels | 36 |
| Spill Prevention Vessel Inspections | 35 |

Toxic Cleanup Program – Office 440

| | |
|---|----|
| TCP Contaminated Sites, Voluntary Cleanup Management..... | 37 |
| TCP Sediment Management, Non-Contaminated..... | 38 |
| TCP Site Files, Upland and Aquatic..... | 39 |
| TCP Underground Storage Tank Management | 39 |

Waste 2 Resources Program – Office 450

| | |
|--|----|
| Industrial Facilities – Site-Specific Environmental Regulatory Activities..... | 40 |
| W2R Anaerobic Digester Monitoring and Compliance | 40 |
| W2R Biosolid Permit Implementation..... | 41 |
| W2R Local Solid and Hazardous Waste Management Plans | 41 |
| W2R Products Stewardship | 42 |

Water Quality Program – Office 525

| | |
|---|----|
| Water Quality and State Forest Practices Act | 45 |
| Water Quality General Permit Management, Permittees and Facilities..... | 48 |
| Water Quality Loans and Grant/Loan Combinations | 49 |
| Water Quality Permits – Individual | 50 |
| Water Quality Total Maximum Daily Load (TMDL) Study Implementation | 52 |
| Water Quality Underground Injection Control (UIC) Implementation, Decommissioning..... | 52 |
| Water Quality Underground Injection Control (UIC) Implementation, Registration..... | 53 |
| Water Quality Wastewater Pretreatment Delegated Authority for Service Area..... | 53 |

Water Resources Program – Office 530

| | |
|--|----|
| Water Resources and Bureau of Reclamation Dam Projects | 54 |
| Water Resources Dam Safety Facility Files | 54 |
| Water Resources Dam Safety Non-Facility Files..... | 55 |
| Water Resources Dam Safety Plans | 55 |
| Water Resources Historical Water Agreements | 55 |
| Water Resources Hydropower Licensing | 56 |
| Water Resources Water Acquisition | 57 |
| Water Resources Water Banking | 57 |
| Water Resources Water Right Adjudications | 58 |
| Water Resources Water Rights | 59 |

INDEX: DISPOSITION AUTHORITY NUMBERS (DAN'S)

| | | | |
|---------------------|---------------------|---------------------|---------------------|
| 10-09-62317..... 6 | 12-03-68229..... 44 | 74-03-03953..... 5 | 91-06-47862..... 34 |
| 10-09-62318..... 6 | 12-06-68254..... 14 | 74-03-03973..... 58 | 91-06-47865..... 20 |
| 11-08-62674..... 36 | 12-06-68255..... 18 | 74-03-03977..... 59 | 91-06-47866..... 19 |
| 11-08-62675..... 34 | 12-06-68256..... 18 | 75-05-10807..... 41 | 91-06-47880..... 22 |
| 11-08-62676..... 24 | 12-06-68257..... 15 | 75-05-10829..... 61 | 91-08-48066..... 54 |
| 11-08-62679..... 11 | 12-06-68258..... 17 | 77-03-18712..... 43 | 91-08-48072..... 55 |
| 11-08-62680..... 9 | 12-06-68259..... 35 | 77-03-18717..... 60 | 91-09-48122..... 26 |
| 11-08-62681..... 21 | 12-06-68260..... 55 | 77-03-18732..... 60 | 91-11-49375..... 46 |
| 11-08-62682..... 12 | 12-06-68261..... 55 | 78-05-20752..... 61 | 91-11-49377..... 45 |
| 11-08-62683..... 23 | 12-06-68262..... 57 | 80-10-26100..... 28 | 92-01-49692..... 13 |
| 11-12-33654..... 47 | 12-06-68263..... 57 | 80-10-26104..... 25 | 92-03-49959..... 25 |
| 11-12-63652..... 45 | 12-09-68295..... 26 | 81-01-26782..... 49 | 92-03-50006..... 52 |
| 11-12-63653..... 51 | 16-12-69019..... 5 | 81-12-29362..... 62 | 92-03-50009..... 59 |
| 11-12-63655..... 48 | 18-04-69198..... 40 | 86-01-35944..... 32 | 92-03-50010..... 39 |
| 11-12-63656..... 50 | 74-03-03522..... 54 | 87-02-39354..... 61 | 92-03-50011..... 35 |
| 11-12-63657..... 52 | 74-03-03543..... 33 | 87-02-39355..... 56 | 92-03-50013..... 31 |
| 11-12-63658..... 53 | 74-03-03544..... 63 | 88-03-41887..... 8 | 92-06-50756..... 16 |
| 11-12-63659..... 53 | 74-03-03821..... 6 | 90-08-46502..... 39 | 92-06-50759..... 14 |
| 11-12-63660..... 53 | 74-03-03827..... 62 | 90-08-46504..... 43 | 92-06-50762..... 37 |
| 12-03-68223..... 27 | 74-03-03883..... 30 | 90-08-46508..... 24 | 92-12-51705..... 5 |
| 12-03-68224..... 27 | 74-03-03895..... 15 | 90-08-46509..... 24 | 92-12-51709..... 4 |
| 12-03-68225..... 28 | 74-03-03914..... 29 | 90-08-46516..... 7 | 93-01-51921..... 12 |
| 12-03-68226..... 40 | 74-03-03915..... 56 | 90-08-46519..... 42 | 96-04-56624..... 13 |
| 12-03-68227..... 41 | 74-03-03924..... 62 | 91-02-47404..... 38 | 98-11-58963..... 10 |
| 12-03-68228..... 42 | 74-03-03943..... 21 | 91-03-47446..... 17 | |

INDEX: SUBJECTS

Note: The use in this index of SGGRRS refers to the State Government General Records Retention Schedule.

A

| | |
|--|------------|
| accreditation of environmental laboratories..... | 19 |
| aerial photography (shorelands)..... | 27 |
| agricultural | |
| burning permits | 13 |
| water | 62 |
| air pollution..... | 15, 17, 18 |
| Air Pollution Control Authorities..... | 13 |
| anaerobic digesters..... | 40 |
| aquatic lands (contaminated sites cleanup) | 39 |

B

| | |
|---|----|
| biosolids (permits) | 41 |
| Bureau of Reclamation Water Withdrawal..... | 54 |
| burning permits | 13 |

C

| | |
|--|----|
| carpet (special collection/disposal) | 42 |
| Clean Air Act (compliance)..... | 17 |
| Cleanup Site Cost Recovery Records..... | 4 |
| cleanups (contaminated sites) | 4 |
| voluntary | 37 |
| Coastal Protection-Terry Husseman Account (contracts/grants)..... | 28 |

| | |
|---|----|
| coastal zone management (contracts/grants) | 28 |
| Columbia River Basin | 54 |
| complaints | |
| air quality..... | 16 |
| complaints, response, & enforcement actions | 8 |
| consulting | |
| water quality..... | 46 |
| contingency plans (spills) | 35 |
| contracts | |
| payment working files | 5 |
| shorelands/environmental assistance | 28 |
| water quality..... | 49 |
| Contracts and Grant Files..... | 5 |
| cost benefit analysis (rulemaking) | 6 |
| Cost Recovery Records..... | 4 |
| CSPA Enforcement | 8 |

D

| | |
|-----------------------------------|--------|
| dams | |
| construction/inventories | 54, 55 |
| hydro power projects | 56 |
| discharge monitoring reports..... | 61 |

E

| | |
|---|----|
| electronics (special collection/disposal) | 42 |
|---|----|

| | |
|---|------------|
| Emergency Planning and Community Right-To-Know Act (EPCRA) | 24 |
| emissions | 15, 17, 18 |
| enforcement | |
| air quality..... | 16 |
| dockets | 6 |
| enforcement actions..... | 8 |
| engineering reports (major industries) | 61 |
| ERTS | 8 |

F

| | |
|--|----|
| facilities | |
| municipal/commercial/industrial (air quality).... | 16 |
| Facilities Environmental Project Files | 40 |
| fees (hazardous waste) | 10 |
| field citation books | 5 |
| Field Citation/Notices of Infraction Books Issued..... | 5 |
| fire training burning permits..... | 13 |
| Fiscal Contracts and Grant payment files | 5 |
| Forest Practices Board | 45 |

G

| | |
|---|----|
| generator fees..... | 10 |
| Governor's Office of Regulatory Assistance..... | 27 |
| grants | |

| | |
|---|----|
| payment working files | 5 |
| shorelands/environmental assistance | 28 |
| water quality | 49 |
| Growth Management Hearings Board | 29 |

H

| | |
|---|----|
| Hanford Nuclear Reservation | 26 |
| <i>hatchery monitoring reports</i> | 61 |
| hazardous waste | |
| fees (generators/planners) | 10 |
| local source control | 24 |
| management plans | 41 |
| Manchester Environmental Laboratory | 21 |
| permits | 25 |
| prevention plans | 25 |
| reporting | 24 |
| HWTR Notifications and Permits | 25 |
| hydro power projects | 56 |

I

| | |
|--|----|
| incinerators (testing/certification) | 43 |
| inspections (air quality) | 16 |
| instrument files | |
| Manchester Environmental Laboratory | 21 |

L

| | |
|---|----|
| landfill (testing/certification) | 43 |
| light bulbs (special collection/disposal) | 42 |
| loans (water quality) | 49 |

| | |
|---|----|
| local source control (hazardous waste) | 24 |
| log books (Manchester Environmental Laboratory) | 21 |

M

| | |
|---|----|
| major industries | |
| engineering reports | 61 |
| permit files | 62 |
| Manchester Environmental Laboratory | |
| hazardous waste | 21 |
| instrument files/log books | 21 |
| plans/manuals | 12 |
| project files/reports | 22 |
| radiation safety | 23 |
| manuals (Manchester Environmental Laboratory) | 12 |
| manure (conversion to energy/fertilizer) | 40 |
| mercury (special collection/disposal) | 42 |

N

| | |
|---------------------------------|----|
| notices of violations | 6 |
| Notifications and Permits | 25 |

P

| | |
|---------------------------|----|
| penalties | |
| enforcement dockets | 6 |
| fiscal records | 5 |
| permits | |
| air quality | 16 |
| biosolids | 41 |
| hazardous waste | 25 |

| | |
|---|----------------|
| Shoreline Management Act | 29 |
| solid waste | 43 |
| water quality | 47, 48, 50, 51 |
| planner and permit fees | 10 |
| planning | |
| Manchester Environmental Laboratory | 12 |
| spill prevention | 36 |
| pollution (air) | 15, 17, 18 |
| Pollution Control Hearings Board | 6 |
| prevention plans (hazardous waste) | 25 |
| projects | |
| environmental assessment | 9 |
| Manchester Environmental Laboratory | 22 |

Q

| | |
|--|----|
| quality assurance management plans | 20 |
|--|----|

R

| | |
|---|----|
| radiation safety (environmental laboratories) | 23 |
| recyclables (transportation) | 44 |
| reporting | |
| hazardous waste | 24 |
| Resource Conservation and Recovery Act | 61 |
| rulemaking | 6 |
| rules development agendas (rulemaking) | 6 |

S

| | |
|--------------------------|----|
| shorelands | |
| aerial photography | 27 |

| | |
|--|--------|
| monitoring | 11 |
| Shoreline Hearings Board | 29 |
| Shoreline Management Act | |
| contracts/grants | 28 |
| permits | 29 |
| shoreline master programs..... | 30 |
| small business economic impact statements | |
| (rulemaking) | 6 |
| smoke control | 14 |
| solid waste | |
| management plans | 41 |
| permits | 43 |
| regulations (variances) | 42 |
| spills (cleanup companies/contingency plans) . | 34, 35 |
| spills prevention (<i>Inspections of Vessels, Oil</i> | |
| <i>Transfers, and Bunkering</i>)..... | 35 |
| spills prevention (vessel inspections) | 35 |
| State Environmental Policy Act (SEPA) | 31 |
| State Forest Practices Act | 45 |
| state forest practices applications | 45 |
| studies (environmental assessment) | 9 |
| superfund sites (cleanup) | 4 |

T

| | |
|--|----|
| technical assistance | |
| water quality..... | 46 |
| total maximum daily load (TMDL) (water quality) .. | 52 |

U

| | |
|--|--------|
| underground injection control..... | 52, 53 |
| underground storage tanks | 39 |
| leaking sites (cleanup) | 4 |
| uplands (contaminated sites cleanup) | 39 |

V

| | |
|--|----|
| variances (solid waste regulations)..... | 42 |
| voluntary cleanup (contaminated sites) | 37 |

W

| | |
|-------------------------------------|----|
| Washington Conservation Corps | 32 |
|-------------------------------------|----|

| | |
|---|----------------|
| wastewater treatment | 53 |
| water monitoring | 11 |
| water quality | 63 |
| 401 certification..... | 33 |
| contracts/grants/loans | 49 |
| permits | 47, 48, 50, 51 |
| water rights | |
| adjudications | 58 |
| applications/claims..... | 59 |
| resource inventory areas..... | 60 |
| water wells..... | 56, 59, 60 |
| Watershed Planning Act (contracts/grants) | 28 |
| wells | |
| logs | 60 |
| wood smoke control | 14 |

Y

| | |
|--------------------------|----|
| Yakima River Basin | 54 |
|--------------------------|----|