



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 421      Schedule No: 18-421.1**

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
 DIVISION OF ENVIRONMENTAL HEALTH  
 421 - SOLID WASTE AND PESTICIDES PROGRAM

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are non-confidential. This schedule supersedes #180603.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director	Date
	*	1/9/09
Attorney General/Designee	Date	Commissioner of Administration/Designee
*	1/23/09	*
		1/29/09
State Archivist	Date	Records Analyst
*	1/30/09	*
		1/8/09

\* Original signatures held on file.

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>001 - Solid Waste Facility Files</b> Files consist of permit applications, permits issued, facility plans, plan approvals, monitoring data, correspondence, etc.</p> <p>Arrangement varies. Fairbanks: numerical geographic; Anchorage: alphabetic by facility location; Juneau: alphabetic by facility type.</p>		C+5*	Y	<p>C = Until permanent facility closure.</p> <p>* = The post closure monitoring period can be anywhere from 5 to 30 years. Records will be reviewed every five years to determine whether they must be retained longer.</p> <p>Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.</p>
<p><b>002 - Solid Waste Database</b> The solid waste database includes solid waste facility information including location and type, permitting, monitoring, inspection results, and facility contact information. The facility portion of the database is used to track permit expiration dates as well as develop program statistics and performance measures.</p>		PO	Y	<p>Administered on the SQL server in Anchorage.</p> <p>Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.</p>
<p><b>003 - Solid Waste Program Files</b> The series consists of regulation development, EPA program approval, municipal solid waste advisory group minutes, general permits issued, etc.</p> <p>Arranged alphabetically by subject.</p>		5		
<p><b>004.1 - Pesticide Product Registration Records (Approved and Non-Restricted State Registrations)</b> This series consists of paper and electronic records for state, and FIFRA 24C and Sec 18 pesticide registration. These records include application forms, EPA labels, and other associated records.</p> <p>All records are entered into an on-line database, see item #008.</p>		C+2	Y	<p>C = Until pesticide is no longer registered for distribution in Alaska.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p><b>Retention Key</b></p> <p>A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office</p>	<p><b>Format Key</b></p> <p>H = Hardcopy E = Electronic D = Database M = Microform</p>	<p><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response 2. Are necessary to resume or continue operations</p>
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>004.2 - Pesticide Product Registration Records (Decision Documentation on Denied and Restricted State Registrations)</b>                      This series consists of paper and electronic records for state, and FIFRA 24C and Sec 18 pesticide registration. These records include application forms, EPA labels, and other associated records.</p> <p>All records are entered into an on-line database, see item #9.</p>		PO	Y	
<p><b>005.1 - Pesticide Application Permits and ADEC Approved or Denied Exemptions (Approved Permits and Exemptions)</b>                      This series consists of records related to pesticide application permits and approved permit exemptions, including the application, correspondence, responsiveness summary, permit document, and exemption approval document.</p>		C+5	Y	C = Until permit or exemption expiration  Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.
<p><b>005.2 - Pesticide Application Permits and ADEC Approved or Denied Exemptions (Decision Documentation on Denied/Revoked Permits and Permit Exemptions)</b>                      This series consists of records related to pesticide application permits and approved permit exemptions, including the application, correspondence, responsiveness summary, permit document, and exemption approval document.</p>		10	Y	Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.
<p><b>006.1 - Pesticide Regulatory Program (Grant Documentation, General Correspondence, Meeting Notes)</b>                      These records include Endangered Species, Agricultural Worker Protection Standard, Water Quality Protection, Pesticide Applicator Training and Certification, and USDA Recordkeeping. Some records are entered into on-line databases.</p>		3		

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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>006.2 - Pesticide Regulatory Program (EPA Performance Measures, Reports, Applicator Certification/Licensing Records, Worker/Handler Training Records)</b> These records include Endangered Species, Agricultural Worker Protection Standard, Water Quality Protection, Pesticide Applicator Training and Certification, and USDA Recordkeeping. Some records are entered into on-line databases.		5	Y	
<b>006.3 - Pesticide Regulatory Program (Sampling Data, Pesticide of Interest or Pesticide of Concern Water Quality Data)</b> These records include Endangered Species, Agricultural Worker Protection Standard, Water Quality Protection, Pesticide Applicator Training and Certification, and USDA Recordkeeping. Some records are entered into on-line databases.		PO	Y	
<b>007.1 - Pesticide Enforcement and Compliance Records (Routine Inspection Reports)</b> These are enforcement and compliance records for inspections done under State or EPA Credentials.		5	Y	Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.
<b>007.2 - Pesticide Enforcement and Compliance Records (Inspection Reports with Violations, and EPA Enforcement Referrals)</b> These are enforcement and compliance records for inspections done under State or EPA Credentials.		10	Y	Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.
<b>007.3 - Pesticide Enforcement and Compliance Records (Sampling Data and Enforcement Credential Information)</b> These are enforcement and compliance records for inspections done under State or EPA Credentials.		PO	Y	Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.

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<p><b>008 - Pesticide Program Database</b>                      These databases include the Kelly Registration Systems (KRS) database, Pesticide Information Management System (PIMS) database, and Outlook-based databases and EPA online databases POINTS, CPARD.</p>		PO		<p>The KRS system is administered by Kelly Registration Systems, under contract with the State of Alaska. PIMS administered on the SQL server in Anchorage. The Outlook-based systems are located on a shared server.</p> <p>Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, and Section 22.</p>

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