



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT

Division of Libraries, Archives & Museums

Archives and Records Management Services

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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 180603

Agency Id: 421

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DEPARTMENT OF ENVIRONMENTAL CONSERVATION

DIVISION OF ENVIRONMENTAL HEALTH

SOLID WASTE AND PESTICIDES PROGRAM

A - Audit P - Permanent
 C - Active - as defined in Remarks column M - After Microfilming
 Numerals - Years in Addition to Current Year
 CY - Current Year TO - Term of Office
 CFY - Current Fiscal Year

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

Unless otherwise noted, all records series are retained on a Fiscal year basis.

For all general administrative files, this agency will follow the retention periods listed in the *General Administrative Records Retention Schedule* Number 100.2; therefore, those record series have not been repeated in this schedule. Unless otherwise indicated all records series are nonconfidential.

Statutory/Regulatory Authority: AS 44.46; AS 46.03; AS 46.06.021; 18 AAC 60; 18 AAC 90

The Solid Waste Program works to protect public health, property, and the environment from the effects of improper waste management through effective and efficient permitting of landfills, compliance assurance, technical assistance, and implementation of solid waste regulations. The Pesticides Program works to regulate and allow the safe use, sale, and distribution of pesticides in Alaska by both commercial and private users.

This records schedule supercedes #180602 (Solid Waste Program) and #183300 (Pesticides portion of Laboratory & Pesticides Services).

NOTE: Under 4 AAC 59 it is the responsibility of departments to ensure that records created and maintained in electronic systems remain accessible for their full retention period. This requires taking into account the issues of refreshing, migration, security duplicates, and analog/digital crosswalks in planning, implementing, and administering the electronic system. Back-ups produced for system recovery purposes do not serve a recordkeeping function and do not substitute for security copies of records.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Typed Name of Division Director	State Archivist	Date	Attorney General	Date
Kristin Ryan	<i>Glenn Cook</i>	1-30-09	<i>Craig J. Tilley</i>	1/23/09
Signature of Division Director/Designee	Records Analyst	Date	Commissioner of Administration	Date
<i>Kristin Ryan</i>	<i>Christopher L. Hill</i>	1-9-09	<i>Ken J. Hill</i>	1/29/09

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Item No.	Records Series & Description	Retention		Disposition			Agency ID: 421	
		Office	Records Center	State Archives	Destroy	Vital Record		Remarks
1	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Solid Waste and Pesticides Program staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS	-	<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>	
2	<p>Solid Waste Facility Files:</p> <p>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	-	-	*C+5	X	<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>	
3	<p>Solid Waste Database:</p> <p>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>	P	-	-	-	X	<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>	

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		Retention		Disposition			Agency ID: 421
Item No.	Records Series & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
4	<p>Solid Waste Program Files:</p> <p>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	-	-	5	-	
5	<p>Pesticide Product Registration Records:</p> <p>(Approved and non-restricted state registrations)</p> <p>(Decision documentation on denied and restricted state registrations)</p> <p>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>	C+2 P	- -	- -	C+2 -	X X	C = Until pesticide is no longer registered for distribution in Alaska.

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Item No.	Records Series & Description	Retention		Disposition			Agency ID: 421
		Office	Records Center	State Archives	Destroy	Vital Record	
6	Pesticide Application Permits and ADEC Approved or Denied Exemptions:						
	(Approved permits and exemptions)	C+5	-	-	C+5	X	C = Until permit or exemption expiration Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.
(Decision documentation on denied /revoked permits and permit exemptions)	10	-	-	10	X		
	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.						
7	Pesticide Regulatory Program						
	(Grant documentation, general correspondence, meeting notes)	3	-	-	3		
	(EPA Performance Measures, Reports, Applicator Certification/Licensing Records, Worker /Handler Training Records)	5	-	-	5	X	
(Sampling Data, Pesticide of Interest or Pesticide of Concern Water Quality Data)	P	-	-	-	X		
	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.						

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Item No.	Records Series & Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
8	<p>Pesticide Enforcement and Compliance Records</p> <p>(Routine Inspection Reports)</p> <p>(Inspection Reports with Violations, and EPA Enforcement Referrals)</p> <p>(Sampling Data and Enforcement Credential Information)</p> <p>These are enforcement and compliance records for inspections done under State or EPA Credentials.</p>	5	-	-	5	X	Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.
9	<p>Pesticide Program Databases:</p> <p>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>	P	-	-	-	X	<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>