

# STATE OF ALASKA

## RECORDS RETENTION SCHEDULE

**Department of Environmental Conservation**  
**Division of Environmental Health**  
**Solid Waste and Pesticides Program**

**Authority:** Under AS 40.21.060(4) and AS 40.21.110, the agency shall retain and otherwise manage records in accordance with this schedule.  
 If this schedule does not cover a record, the agency shall retain and otherwise manage records in accordance with the most current *State of Alaska General Administrative Records Retention Schedules*. If this schedule and the *General Administrative Records Retention Schedules* do not cover a record, the agency must obtain approval to dispose of the record from the Records and Information Management Service.

**Disposition:** The agency may not destroy permanent records. Notwithstanding any retention period in this schedule or the *Alaska General Records Retention Schedules*, the agency must retain records relevant to ongoing or foreseeable investigations, audits or lawsuits, or responsive to a pending public records request.

**Archival Value:** Under AS 40.21.030(a)(3), the State Archivist may review for permanent retention all records with potential permanent legal or historical value. All records created prior to 1960 must be retained for review by the Alaska State Archives. This retention schedule does not authorize the transfer of records to any repository other than the Alaska State Archives (AS 40.21.030).

**Format and Media:** Under AS 40.21.150(6), the retention periods listed on this schedule apply to all electronic and non-electronic records. The agency may store a record in any format as long as the record remains readable and accessible for its retention period. See 4 AAC 59.005.  
 Accordingly, the agency must, as necessary, periodically update storage media, adopt migration strategies, and implement security plans. Backups produced for data recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

**Essential Designation:** Under AS 40.21.060, the agency shall identify, segregate and protect essential records vital to the continuing operation of the agency in the event of natural or man-made disasters. See 4 AAC 59.005(a)(8) and 4 AAC 59.010(5)(E).

**Copies:** Do not retain copies preserved for convenience or for business essential or data recovery purposes for longer than the retention period of the record copy. See AS 40.21.150(6).

**Supersedence:** This schedule supersedes: 18-421.1, Department of Environmental Conservation, Division of Environmental Health, Solid Waste and Pesticides Program

Pursuant to the provisions of AS 40.21.030 (b)(10) and 4 AAC 59.005, the records listed on this schedule are approved for retention and disposition as indicated.	Agency CEO/ Division Director <i>Original signature held on file.</i> Christina Carpenter, Director, Department of Environmental Conservation, Environmental Health	Date: 7/5/2017
Attorney General/Designee <i>Original signature held on file.</i> Alan Birnbaum, Chief Assistant Attorney General, Department of Law	Commissioner of Administration/Designee <i>Original signature held on file.</i> Scot Arehart, Director, Division of Finance, Department of Administration	Date: 1/7/2019 Date: 7/25/2017
State Archivist <i>Original signature held on file.</i> Karen Gray, State Archivist	Records Analyst <i>Original signature held on file.</i> Jennifer Treadway, State Records Manager	Date: 1/9/2019 Date: 1/9/2019

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
1	<p><b>Solid Waste Facility Records</b></p> <p>Records consist of solid waste facility information including location and type, permitting, monitoring, inspection, enforcement, facility plans, correspondence, facility contact information, closure materials, and other related records.</p>	Permanent		<p>Maintain records permanently in the office. When facility is retired, may transfer a copy of the record to the State Archives.</p> <p>Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.</p>
2	<p><b>Solid Waste Temporary Facility Records</b></p> <p>Record series consists of information for facilities where waste is stored temporarily.</p>	3		Dispose of records three years after waste removed.
3	<p><b>Solid Waste General Permits</b></p> <p>Records include general permit development information, public comments from public notices, and other related records.</p>	5		<p>Dispose of records five years after termination of general permit.</p> <p>Note: Records for facilities issued coverage under the general permit are managed under Solid Waste Facility Records item 1.</p>
4	<p><b>Solid Waste Facilities Never Constructed</b></p> <p>This series includes records for facilities that have never been constructed. Documentation may include permits and other facility related information.</p>	5		Dispose of records five years after last correspondence date or after facility determined not to be constructed, whichever is sooner.
5	<p><b>Solid Waste Enforcement Records</b></p> <p>This series consists of enforcement records not related to a solid waste facility.</p>	2		Dispose of records two years after complaint resolved.

Inactive Records may be transferred to an approved records center at any time. Complete a Records Transfer List (RTL) and submit to your Records Officer for approval.

Item #	Record Series Title and Description	Retention	Essential	Retention Notes
6	<p><b>Solid Waste Program Records</b>                      Records consists of Environmental Protection Agency (EPA) program approvals, EPA approvals for program operations, and various program development documents.</p>	Permanent		Maintain records permanently in the office.
7	<p><b>Solid Waste and Pesticide Program Regulations</b>                      Records consist of regulation development and adoption to consist of at minimum version sent to public notice, public comments, response to public comments, and record of the changes made.</p>	Permanent		Maintain records permanently in the office.
8	<p><b>Pesticide Product Registration Records – Denied, Restricted, or Special Registrations</b>                      This series consists of records for state pesticide product registration, including denied registrations, state restricted use registrations, as well as Federal Insecticide, Fungicide, and Rodenticide Act FIFRA 24C and Sec 18 pesticide registrations. These records may include application forms, Environmental Protection Agency (EPA) labels, correspondence, and other associated records.</p>	Permanent		Maintain records permanently in office.
9	<p><b>Approved Pesticide Product Registration Records</b>                      This series consists of approved state pesticide product registrations and associated information.</p>	Permanent		Maintain records permanently with division.

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10	<p><b>Pesticide Use Permits and Exemptions – Complete File</b></p> <p>This series consists of records related to pesticide use permits and permit exemptions, whether approved or denied. Records may include applications, correspondence, responsiveness summaries, decision documents, approval documents, and other associated records.</p>	10		<p>Dispose of records 10 years after permit or exemption expiration.</p> <p>Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.</p>
11	<p><b>Pesticide Use Permits and Exemptions – Basic Information</b></p> <p>This series consists of records related to approved pesticide use permits and permit exemptions. Records may include basic information such as applications, permits/exemptions, decision documents, and other basic records regarding pesticide use.</p>	Permanent		<p>Maintain records permanently in the office.</p> <p>Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.</p>
12	<p><b>Integrated Pest Management (IPM) Plans</b></p> <p>This series consists of IPM plans and notifications submitted to Department of Environmental Conservation (DEC) by other entities.</p>	2		Dispose of records two years after IPM plan expires.
13	<p><b>Pesticide Regulatory Program, Water Quality Protection Records</b></p> <p>This series consists of records related to pesticides and water quality, including evaluations of pesticides of interest, water quality sampling data, and other associated records.</p>	10		Dispose of records 10 years after created.
14	<p><b>Pesticide Certification and Training Records</b></p> <p>This series consists of pesticide applicator exam scores, applications for certification, and other associated records.</p>	3		Dispose of records three years after exam date.
15	<p><b>Pesticide Certification Exams</b></p> <p>This series consists of certified pesticide applicator exams.</p>	1		Dispose of records one year after exam administered.

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Item #	Record Series Title and Description	Retention	Essential	Retention Notes
16	<p><b>Pesticide Enforcement and Compliance - Inspection Reports, Complaint Responses, and Enforcement Actions</b></p> <p>This series consists of enforcement and compliance records for inspections, complaint responses, and other enforcement actions.</p>	10		<p>Dispose of records ten years after resolved.</p> <p>Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.</p>
17	<p><b>Pesticide Enforcement and Compliance– Environmental Sampling Data</b></p> <p>This series consists of environmental sampling data.</p>	10		<p>Dispose of records ten years after received.</p> <p>Water quality data and sampling data associated with investigations or inspections are addressed in record series item numbers 12 and 15 respectively.</p> <p>Some investigative material may be confidential pending enforcement under the Alaska Constitution, Article 1, Section 22.</p>