



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT  
 Division of Libraries, Archives and Museums  
 Archives and Records Management Services  
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# STATE OF ALASKA

Schedule Number: 183200

Agency ID #: 562

## RECORDS RETENTION SCHEDULE

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<p><b>DEPARTMENT OF ENVIRONMENTAL CONSERVATION</b></p> <p><b>DIVISION OF AIR &amp; WATER QUALITY</b></p> <p><b>AIR QUALITY MANAGEMENT</b></p>	<p style="text-align: center;"><b>KEY</b></p> <p><b>A</b> - After Audit  <b>CFY</b> - Current Fiscal Year  <b>CY</b> - Current Year  <b>P</b> - Permanent</p> <p><b>Numerals</b> - Years in Addition to current year  <b>TO</b> - Term of Office  <b>M</b> - After Microfilming  <b>C</b> - Current/or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Schedule #100, Amendments 1 and 2, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Calendar** year basis.

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

Unless otherwise noted all record series are nonconfidential.

Statutory Authority: Federal Clean Air Act; AS 46.03 & 14; AS 44.43; AS 46.45; 18 AAC 50, 52, 53.

All filesets referenced on this records schedule may be scanned into an imaging system according to established policies and procedures and administered on optical disk and magnetic disk. The record copy of each records series, however, is the original hardcopy as stipulated on this schedule. The electronic and the paper based filing system follows a decimal numeric classification.

The mission of Air Quality Management is to protect the public from the adverse effects of air pollution by preventing, abating, controlling and identifying air pollution in a manner that complies with the Clean Air Act. This schedule includes records for the Air Permits and Air Non-Point & Mobile Services Sections.

Records for Air Quality were previously listed on records schedule #180600 (Environmental Quality Division, Air & Solid Waste Mgmt) and #182600 (NRO, Air Quality).

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

Division Direction	State Archivist	Date	Attorney General	Date
Tom Chapple	<i>Original signature held on file.</i>	12/29/01	<i>Original signature held on file.</i>	12/18/01
Signature of Division Director	Date	Records Analyst	Date	Commissioner of Administration
<i>Original signature held on file.</i>	12/03/01	<i>Original signature held on file.</i>	10/22/01	<i>Original signature held on file.</i>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
1	<p><b>MONITORING &amp; MODELING [General Files]:</b></p> <p>[Air Quality Studies]</p> <p>[Ambient Modeling]</p>	C+5	5	-	C+10		C = Until superceded or administrative need is met.
		C	-	P	-		
		C	-	-	C		
2	<p><b>AREA-WIDE SOURCES:</b></p> <p>Consist of sources too small to be classed as point sources including homes/home heating, agricultural farm plots, small commerical operations, etc.</p>	C+5	5	-	C+10		C = Until superceded or administrative need is met.
3	<p><b>MOBILE SOURCES [General Files]:</b></p> <p>Mobile sources include vehicles: automobiles, trucks, buses, etc.</p> <p>[Research &amp; Enforcement]:</p> <p>[Workshops]:</p>	C+5	5	-	C+10		C = Until superceded or administrative need is met.
		C	-	-	C+5		
		C+5	-	-	C+5		

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4	<p><b>CONFORMITY FILES:</b> Refers to type of operation. All plans, programs and projects under review must conform to air quality plans</p>	C+5	-	-	C+5		C = Until project is completed.
5	<p><b>PARTICULATES [General Files]:</b>  [Serious Designations, Studies, Health Reports, Monitoring, Modeling, etc.]:</p>	C+5	5	-	C+10		C = Until superceded or administrative/management need is met.
6	<p><b>REGIONAL HAZE [General Files]:</b>  [Monitoring, Modeling, etc.]:</p>	C+5	5	-	C+10		C = Until superceded or administrative/management need is met.

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7	<p><b>STATIONARY SOURCES [General Files]:</b>                      General files includes correspondence, MACTRAX (EPA report, maintained on a database at EPA Headquarters), permit fees, enforcement, etc.</p> <p>[BACT/LAER]:</p>	<p><b>C+5</b></p> <p><b>P</b></p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>	<p><b>C+5</b></p> <p>-</p>		<p>C = Until superceded or administrative/management need is met.</p> <p>BACT: Best Available Control Technology                      LAER: Lowest Achievable Emission Rate</p>
8	<p><b>LEGAL FILES [Opinions, Legislation, Clear Air Act, Regulations]:</b></p> <p>[Correspondence, Draft Bills, etc.]:</p> <p>[Policy Guidance]:</p>	<p><b>C</b></p> <p><b>C+5</b></p> <p><b>C+5</b></p>	<p>-</p> <p>-</p> <p><b>5</b></p>	<p><b>P</b></p> <p>-</p> <p>-</p>	<p>-</p> <p><b>C+5</b></p> <p><b>C+10</b></p>		<p>C = Until superceded or administrative/management need is met.</p> <p>Refer also to Item 63, Legal Opinions &amp; Item 64, Legislative/Regulation/Bill Files in the General Administrative Records Retention Schedule.</p>
9	<p><b>STATIONARY SOURCES [Regulation &amp; Title V Development]:</b></p> <p>[Title V Final Submittal]:</p> <p>Regulation development includes new source review (NSR), prevention of significant deterioration of air quality (PSD), tanker emissions fees, etc.</p>	<p><b>C+5</b></p>	<p>-</p>	<p>-</p>	<p><b>C+5</b></p>		<p>C = Until regulation is adopted or until final EPA approval (Title V Development).</p> <p>C = Until superceded or withdrawn.</p>

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10	<p><b>AQCP [FINAL ADOPTED PLAN &amp; REGULATION]:</b></p> <p>AQCP [DEVELOPMENT--SIP]: The SIP consists of general files, guidance, SIP's EPA submittals, public participation, notices, approvals and progress reports.</p>	C	-	P	-		C = Until superceded or administrative/management need is met.
		C+5	5	-	C+10		AQCP: Air Quality Control Plan
11	<p><b>AIR QUALITY PROGRAMS/ISSUES &amp; PLANS: [Local Program, MOU's &amp; Designations]:</b></p> <p>[General Correspondence, Local Control Agency Information]:</p>	C	-	C	-		C = Until superceded or administrative/management need is met.
		C+5	5	-	C+10		MOU: Memorandum of Understanding
12	<p><b>NATIONAL AIR QUALITY PROGRAMS: [General Information]:</b></p> <p>[Program development, Risk, AK Inventory, Toxic Sources, Controls, AK Toxic Assessment]:</p>	C+5	-	-	C+5		C = Until superceded or or withdrawn.
		C+5	5	-	C+10		

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
13	<b>AMBIENT AIR QUALITY STANDARDS:</b> National health standards for outdoor exposure to air pollutants.	C	-	-	C		C = Until superceded or administrative/management need is met.
14	<b>GLOBAL AIR QUALITY ISSUES [General Information]:</b>  [Acid rain, indoor air, atmospheric issues]:	C+5	-	-	C		C = Until superceded or administrative/management need is met.
15	<b>EMERGENCY RESPONSE PLANS:</b> State emergency episode plan required for federal compliance.	C+5	5	-	C+10		C = Until superceded or administrative/management need is met.

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
16	<b>GENERAL PERMITS (GENERAL PERMIT DEVELOPMENT):</b> Backup permit information for small operations.	C+5	5	-	C+10		C = Until permit expires.
17	<b>POLICY &amp; GUIDANCE:</b> Modeling/monitoring systems and effects on industry.	C+5	-	-	C+5		C = Until guidance is superceded.
18	<b>AIR QUALITY STUDIES INTERNAL &amp; EXTERNAL):</b> Studies received and generated by the Section. Examples include vehicle emissions, air quality studies in support of permit applications, estimates of standards, etc.	C+10	-	P	-		C = Publication date of report or study.

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19	<b>CONSTRUCTION PERMIT APPLICATIONS [Permit Issued]:</b>	C+5	5	-	C+10		C = Until permit is issued or application is withdrawn.
	[Withdrawn Applications]: Application, supporting material and correspondence. Permit applications are assigned a facility ID number and arranged alphabetically by name.	C+5	-	-	C+5		Applications are administered in Juneau.
20	<b>AMBIENT &amp; METEOROLOGICAL MONITORING PLANS &amp; REPORTS:</b>	C+5	-	-	C+5		C = Until superceded.
21	<b>CONSTRUCTION PERMITS:</b> Public notice draft, notice, comments, response to comment, final permit and technical analysis report. Permits are assigned a facility ID number and arranged alphabetically by name.	C+5	5	-	C+10		C = Until incorporated into an operating permit.



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22	<p><b>OPERATING PERMIT APPLICATION [Permits Issued]:</b></p> <p>[Withdrawn Applications]:</p> <p>Completeness letters, requests for additional Information, responses and amendments.</p> <p>Permits are assigned a facility 10 number and arranged alphabetically by name.</p>	C	2	-	C+2		C = Until permit is issued or application is withdrawn.
		C	-	-	C		Applications are administered in Anchorage.
23	<p><b>OPERATING PERMIT DEVELOPMENT:</b></p> <p>Consists of correspondence, public notice draft, comments, response to comment, final draft permit sent to EPA and final permit. Also includes pre-approved limit registration, general permit authorizations, owner-requested limit approval and permit, revisions.</p> <p>Permits are assigned a facility 10 number and arranged alphabetically by name.</p>	C+2	3	-	C+5		C = Until renewed or expired. Applications are administered in Anchorage.
24	<p><b>OPERATING PERMIT ISSUANCE:</b></p> <p>Includes notice draft, comments, response to comments, final draft permit sent to EPA, final permit, revisions, transfers.</p> <p>Permits are assigned a facility ID number and arranged alphabetically by name.</p>	C	-	-	C		C = Until permit is renewed or expires. Fileset administered in Juneau.

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
25	<p><b>FACILITY COMPLIANCE FILES:</b> Consists of copy of current permits, facility reports, inspection reports, source test reports, correspondence and enforcement documents.</p>	C+5	5	-	C+10		C = Until compliance is resolved.
26	<p><b>INSPECTOR WORKING FILES:</b> Fileset includes copies of permits, reports and correspondence with facilities.</p>	C/10	-	-	C/10		C = Until files no longer needed by inspector or ten years, whichever occurs first.
27	<p><b>STATE IMPLEMENTATION PLAN &amp; AIR QUALITY CONTROL PLAN FOR STATIONARY SOURCES:</b></p> <p>[Public notice drafts, comments, response to comments, correspondence, meeting agenda and signup sheets]:</p> <p>[Background documents, public notice, submittal to EPA, mail receipts, EPA approval--FR Notice]:</p>	C+1	-	-	C+1		C=Until EPA final action. Fileset administered in Juneau.
		C+5	-	*	C+5		C=Until superceded or repealed. Fileset administered in Juneau. *Offer to the state archives is of historical value.

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
28	<p><b>REGULATIONS [Development Files]:</b></p> <p>[Final regulations, affidavits, adoption order]:</p> <p>The Development Files consists of public notice drafts, comments, response to comments, correspondence, meeting agenda and sigup sheets.</p>	C+5	-	-	C+5		C = Until regulation is adopted.
		C+5	5	-	C+10		<p>C=Until regulation is superceded or repealed.</p> <p>Refer also to Item 64, Legislative/Regulation/Bill Files in the General Administrative Records Retention Schedule.</p>
29	<p><b>FEDERAL DELEGATIONS:</b></p> <p>Final adopted regulations, submittals to EPA, correspondence, Federal Register approvals.</p>	C+5	5	-	C+10		<p>C = Until superceded or withdrawn.</p> <p>Fileset administered in Juneau.</p>
30	<p><b>TITLE V REGULATIONS</b></p> <p>Includes final adopted regulations, EPA submittals, correspondence, EPA approval--Federal Register (FR) notice.</p>	C+5	5	-	C+10		<p>C = Until superceded or withdrawn.</p> <p>Fileset administered in Juneau.</p>

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Item No.	Records Series Title and Description	Office	Records Center	State Archives	Destroy	Vital Record	Remarks
<b>13</b>	<b>FEES [Fee Disputes]:</b>  [Fee Calculations, Audits, Development & Reports]:	<b>C+2</b>  <b>2</b>	-  -	-  -	<b>C+2</b>  <b>2</b>		C = Until dispute is resolved.
<b>14</b>	<b>GENERAL ADMINISTRATIVE RECORDS [Unless otherwise listed here]</b>  Includes general correspondence, policies/procedures, reports, publications; and, the following types of files: grant, accounting, personnel/payroll, reading, minutes/meeting, etc.  Air Quality staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).	-	-	<b>See GRS</b>	<b>See GRS</b>		All duplicate copies of records maintained on any media may be destroyed as soon as administrative/management need is met.  The General Schedule may be downloaded from the Archives & Records homepage.