



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records**

**Schedule Number:
GS 1028 (revised)**

- Authority:** Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.
- Supersedence:** **Revision to Env. Quality, Health, Mgmt & Sustainability Records Schedule, GS 1028, dated 10/21/2015**

Records Analyst, Secretary of State: Ruben Vargas

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Records, and Arizona Capitol Museum:** Dr. Ted Hale

State Archivist, Secretary of State: Dr. Melanie Sturgeon

Record Series Electronically Approved in RSM Database

RECORDS MANAGEMENT CENTER

General Record Series 20407

10/21/2015

Asbestos Inspection and Abatement Records

Description: Including, but not limited to, records on remodeling and demolition of buildings where asbestos is located, sampling forms and sampling lab results; asbestos inspection surveys; asbestos training certifications for contractors and consultants. May include waste shipment records.

Retention: 50 Years after calendar year building sold, transferred or demolished, or after lease expired, cancelled or revoked. *Records of employee exposure or potential exposure or potential exposure to asbestos should be sent to Human Resources for retention with Employee Medical and Exposure Records.*

General Record Series 20408

10/21/2015

Community Environmental Awareness Education and Outreach Campaign Program Records

Description: Including, but not limited to, contest and exhibit records, promotional materials, presentations, issue papers, press releases, challenges, and rebate programs.

Retention: After administrative value has been served.

General Record Series 20409

10/21/2015

Energy Consumption and Savings Records

Description: Including, but not limited to, monthly energy, gas, and water consumption as indicated on utility bills.

Retention: After administrative value has been served.

General Record Series 20411

10/21/2015

Environmental Code Enforcement – Adopt-A-Street Program Records, Volunteer Forms and Master Database of Current Volunteers

Description: Records on groups and individuals who adopt city-maintained roads, providing litter pick-up and removal as volunteers.

Retention: After administrative value has been served.

General Record Series 20412

10/21/2015

Environmental Code Enforcement – Adopt-A-Street Program Records, Liability Waivers for Volunteers

Description: Records on groups and individuals who adopt city-maintained roads, providing litter pick-up and removal as volunteers.

Retention: 6 Years after created or received.

General Record Series 20413

10/21/2015

Environmental Code Enforcement Case Records - Notices of Violation and Related Records

Description: For noncompliance with city codes regarding litter, junked or abandoned vehicles on public property, and safe-sidewalk ordinance. Includes photographs, notices, and correspondence with city attorney's office regarding non-compliance.

Retention: 6 Years after created or received.

General Record Series 20414

10/21/2015

Environmental Code Enforcement Case Records - Tracking Database

Description: Tracks non-compliance cases by address and date.

Retention: After administrative value has been served.

General Record Series 20415

10/21/2015

Environmental Code Enforcement Case Records - Vehicle Removal Records

Description: Records relating to towing of junked or abandoned vehicles off private property. Including, but not limited to, reference copies of invoices, copies of vehicle titles, tow requests (used when no vehicle title is available) and tow forms.

Retention: 6 Years after created or received.

General Record Series 20410

10/21/2015

Environmental Complaint Records

Retention: 3 Years after resolved.

General Record Series 20416

10/21/2015

Environmental Site Assessment and Remediation Records

Description: Includes Request for Proposal (RFP), Request for Quote (RFQ), task orders, correspondence, Phase I, Phase II, and Phase III records.

Retention: 50 Years after building or property sold, transferred or demolished; or after final decision not to acquire made; or after lease expired, cancelled or revoked.

General Record Series 20417

10/21/2015

Hazardous Products Center (HPC) Records - Arizona Department of Environmental Quality (ADEQ) Hazardous Waste Inspections

Retention: After HPC sold, transferred or demolished; or after lease expired, cancelled or revoked.

General Record Series 20425

10/21/2015

Hazardous Products Center (HPC) Drop 'N Swap Records

Description: Waiver and indemnification documentation for customers who obtain materials from the free re-use area.

Retention: 6 Years after created or received.

General Record Series 20418

10/21/2015

Hazardous Products Center (HPC) Facility Operations Records - Billing Records

Description: Quarterly billing of customers for a portion of disposal, operations, and administrative costs based on daily statistics records.

Retention: 3 Years after fiscal year created or received.

General Record Series 20419

10/21/2015

Hazardous Products Center (HPC) Facility Operations Records - Daily Statistics

Description: Information on the number of customers compiled for quarterly billing purposes.

Retention: 3 Years after fiscal year created or received.

General Record Series 20420

10/21/2015

Hazardous Products Center (HPC) Facility Operations Records - Hazardous Waste Manifests

Description: Indicates pickup of waste by contractor and delivery to designated destination. Includes inventory, weight information, and container types.

Retention: 30 Years after created or received.

General Record Series 20421

10/21/2015

Hazardous Products Center (HPC) Facility Operations Records - Operating Records

Description: Includes description and quantity of each hazardous waste received; method(s) and date(s) of treatment, storage or disposal; location of each hazardous waste within the facility, and the quantity at each location.

Retention: After HPC sold, transferred or demolished; or after lease expired, cancelled or revoked.

General Record Series 20422

10/21/2015

Hazardous Products Center (HPC) Facility Operations Records - Scales Calibration

Description: Calibration conducted by a contractor. This information is used for billing purposes.

Retention: After equipment sold, transferred or longer in use.

General Record Series 20423

10/21/2015

Hazardous Products Center (HPC) Facility Operations Records - Waste Determination Records

Description: Includes lists of wastes, process descriptions, waste profile sheets, sampling plans, analytical results, and quality control documentation.

Retention: After HPC sold, transferred or demolished; or after lease expired, cancelled or revoked.

General Record Series 20424 **10/21/2015**

Hazardous Products Center (HPC) Facility Operations Records - Weight Records

Description: Information on outgoing shipments of hazardous waste. Information is used by driver to maintain shipment within legal weight limits for vehicle.

Retention: After administrative value has been served.

General Record Series 20426 **10/21/2015**

Hazardous Products Center (HPC) Refrigerant Reclamation Records

Description: Records on refrigerant reclaimed from units received by the HPC.

Retention: 3 Years after created.

General Record Series 20430 **10/21/2015**

Hazardous Products Center (HPC) Small Business Waste Program (SBWP) Records

Description: Including customer information and listing of type and quantity of hazardous waste brought to HPC by customer.

Retention: 3 Years after created or received.

General Record Series 20431 **10/21/2015**

Hazardous Waste Manifest Records

Description: For waste generated by public body.

Retention: 30 Years after created or received.

General Record Series 20432 **10/21/2015**

Household Hazardous Waste (HHW) Event Records - Billing Records

Description: Records on events which were sponsored by the public body to collect hazardous waste.

Retention: 3 Years after fiscal year created or received.

General Record Series 20433

10/21/2015

Household Hazardous Waste (HHW) Event Records - Hazardous Waste Manifests

Description: Records on events which were sponsored by the public body to collect hazardous waste.

Retention: 30 Years after created or received.

General Record Series 10217

10/21/2015

Inspection and Permitting Records - Citizen Complaint Records

Description: Other than for permitted establishments that do not turn into legal action.

Retention: 3 Years after resolved.

General Record Series 10218

10/21/2015

Inspection and Permitting Records - Food Handler Training Records

Retention: 3 Years after training received.

General Record Series 10219

10/21/2015

Inspection and Permitting Records - Legal Action Records

Description: Including, but not limited to, cease and desist orders, complaints and stipulation orders.

Retention: 10 Years after resolved.

General Record Series 10220

10/21/2015

Inspection and Permitting Records - Permitted Establishment Records, Inspection Records

Description: Including, but not limited to, citizen complaints, correspondence, embargo and destruction reports, food borne illness reports, incident reports and inspection reports.

Retention: 5 Years after calendar year created or received.

General Record Series 10221

10/21/2015

Inspection and Permitting Records - Permitted Establishment Records, Operational Permit Records

Description: Including, but not limited to, construction records, permit applications, plans and plan reviews.

Retention: 5 Years after establishment closed.

General Record Series 10222

10/21/2015

Inspection and Permitting Records - Public and Semi-Public Swimming Pool Records, Inspection Records

Description: Including, but not limited to, citizen complaints, correspondence, incident reports and opening and annual inspection reports.

Retention: 5 Years after calendar year created or received.

General Record Series 10223

10/21/2015

Inspection and Permitting Records - Public and Semi-Public Swimming Pool Records, Operational Permit Records

Description: Including, but not limited to, construction records, permit applications, plans and plan reviews.

Retention: 5 Years after pool closed.

General Record Series 20439

10/21/2015

Leaking Underground Storage Tank (LUST) Records

Description: Includes correspondence, inspection reports, routing / action forms, spill reporting forms, photographs and correspondence with Arizona Department of Environmental Quality (ADEQ), regarding closure of leaking underground storage tanks (LUST's).

Retention: Permanent - Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.

Records of employee exposure or potential exposure to hazardous material should be sent to Human Resources for retention with Employee Medical and Exposure Records.

Legal Citation: ARS §39-101, §41-151, §13-2407

General Record Series 20434

10/21/2015

Property Maintenance Ordinance Records

Description: Records relating to the development of a comprehensive ordinance which integrates all environmental code enforcement programs, and signage codes.

Retention: After administrative value has been served.

General Record Series 20435

10/21/2015

Residential Energy Efficiency Program Records

Description: Including applications which are accepted and related records, such as Applicant's Authorization, Understanding and Agreement; Application and Application Checklist; home assessment tool; Landlord Authorization Form and Work Installation Checklist; and Government Benefit Form.

Retention: 6 Years after work completed.

General Record Series 20437

10/21/2015

Sustainability Plans - Records with Enduring Informational or Historical Value

Description: Planning records for the following program areas: recycling and hazardous products center, resource conservation, climate protection (e.g. renewable energy and alternative fuels), community challenges (e.g. affordable housing and economic development), and city operations.

Retention: Permanent - Retain per Arizona Standards for Permanent Records or Transfer to Arizona State Archives when administrative value has been served.

Legal Citation: ARS §39-101, §41-151, §13-2407

General Record Series 20436

10/21/2015

Sustainability Plans - Routine Administration and Operations

Description: Planning records for the following program areas: recycling and hazardous products center, resource conservation, climate protection (e.g. renewable energy and alternative fuels), community challenges (e.g. affordable housing and economic development), and city operations.

Retention: After administrative value has been served.

General Record Series 20438

10/21/2015

Trip / Travel / Waste Reduction Records

Description: Including, but not limited to, plans, high pollution advisory program applications, survey information, and correspondence.

Retention: 2 Years After created or received.

General Record Series 30271

10/21/2015

Underground Storage Tank (UST) Records

Description: Includes correspondence, inspection reports, routing / action forms, spill reporting forms, photographs and correspondence with Arizona Department of Environmental Quality (ADEQ), regarding closure of underground storage tanks (UST's).

Retention: 25 Years after UST closed.

Records of employee exposure or potential exposure to hazardous material should be sent to Human Resources for retention with Employee Medical and Exposure Records.