

## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for All Public Bodies Environmental Quality Management and Sustainability Records

**Schedule Number:  
000-12-19**

#### **Authorization and Approval**

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept for a shorter time than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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Lisa Maxwell, Director  
Records Management Division  
Arizona State Library, Archives and Public Records

Date Approved: *March 8, 2012*

**Records Retention Schedule for  
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<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Asbestos Inspection and Abatement Records (includes documentation 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; and related documentation. May include waste shipment records)	50	After calendar year building sold, transferred or demolished, or after lease expired, cancelled or revoked. (29 CFR 1926.1101) (Documentation of employee exposure or potential exposure to asbestos should be sent to Human Resources for retention with Employee Medical and Exposure Records)
2.	Community Environmental Awareness Education and Outreach Campaign Program Records (including contest and exhibit records, promotional materials, presentations, issue papers, press releases, challenges, and rebate programs and other related records)	-	After administrative value has been served
3.	Energy Consumption and Savings Records (including monthly energy, gas, and water consumption as indicated on utility bills and other related records)	-	After administrative value has been served
4.	Environmental Complaint Records	3	After resolved
5.	Environmental Code Enforcement – Adopt A Street Program Records (documentation on groups and individuals who “adopt” City-maintained roads, providing litter pick-up and removal as volunteers)		
	a. Volunteer forms and master database of current volunteers	-	After administrative value has been served
	b. Liability waivers for volunteers	6	After created or received

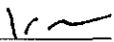
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6.	Environmental Code Enforcement Case Records a. Notices of Violation and related documentation (for noncompliance with City codes regarding litter, junked or abandoned vehicles on public property, and Safe Sidewalk Ordinance. Includes photographs, notices, and correspondence with City Attorney's Office regarding noncompliance) b. Tracking database (tracks noncompliance cases by address and date)	6  -	After created or received  After administrative value has been served
7.	Environmental Code Enforcement – Vehicle Removal Records (documentation relating to towing of junked or abandoned vehicles off private property. Includes reference copies of invoices, copies of vehicle titles, tow requests (used when no vehicle title is available), tow forms, and related documentation)	6	After created or received
8.	Environmental Site Assessment and Remediation Records (includes Request for Proposal (RFP), Request for Quote (RFQ), task orders, correspondence, Phase I, Phase II, and Phase III documentation)	50	After building or property sold, transferred or demolished; or after final decision not to acquire made; or after lease expired, cancelled or revoked
9.	Hazardous Products Center (HPC) Records - Arizona Department of Environmental Quality (ADEQ) Hazardous Waste Inspections	-	After HPC sold, transferred or demolished; or after lease expired, cancelled or revoked
10	Hazardous Products Center (HPC) Facility Operations Records a. Billing Records (quarterly billing of customers for a portion of disposal, operations, and administrative costs based on daily statistics records)	3	After fiscal year created or received

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	b. Daily Statistics (information on the number of customers compiled for quarterly billing purposes)	3	After created or received
	c. Hazardous waste manifests (indicates pickup of waste by contractor and delivery to designated destination. Includes inventory, weight information, and container types)	30	After created or received
	d. Operating records (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)	-	After HPC sold, transferred or demolished; or when lease expired, cancelled or revoked (40 CFR 264.73)
	e. Scales calibration (calibration conducted by a contractor. This information is used for billing purposes)	-	After equipment sold, transferred or no longer in use
	f. Waste Determination Records (includes lists of wastes, process descriptions, waste profile sheets, sampling plans, analytical results, and quality control documentation)	-	After HPC sold, transferred or demolished; or when lease expired, cancelled or revoked
	g. Weight documentation (information on outgoing shipments of hazardous waste. Information is used by driver to maintain shipment within legal weight limits for vehicle)	-	After administrative value has been served
11.	Hazardous Products Center (HPC) Drop 'N Swap Records (waiver and indemnification documentation for customers who obtain materials from the free re-use area)	6	After created or received
12.	Hazardous Products Center (HPC) Refrigerant Reclamation Records (documentation on refrigerant reclaimed from units received by the HPC)	3	After created (40 CFR 82.166(m))

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13.	Hazardous Products Center (HPC) Safety Records a. Hazard Communication Records (includes contingency plan, fire extinguisher safety checks, safety log book, and chemical inventory) b. Safety Inspection Logs (documentation on equipment calibrations, safety, and air quality) c. Safety Training Documentation	1  -  5	After created or received  After facility sold, transferred or demolished; or when lease expired, cancelled or revoked After calendar year training received (29 CFR 1910.120)
14.	Hazardous Products Center (HPC) Small Business Waste Program (SBWP) Records (including customer information and listing of type and quantity of hazardous waste brought to HPC by customer)	3	After created or received (40 CFR 262.40)
15.	Hazardous Waste Manifest Records (for waste generated by public body)	30	After created or received
16.	Household Hazardous Waste (HHW) Event Records (documentation on events which were sponsored by the public body to collect hazardous waste) a. Billing records  b. Hazardous waste manifests	3  30	After fiscal year created or received After created or received
17.	Property Maintenance Ordinance Records (records relating to the development of a comprehensive ordinance which integrates all environmental code enforcement programs, and signage codes)	-	After administrative value has been served

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18	Residential Energy Efficiency Program Records (including applications which are accepted and related documentation 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)	6	After work completed
19.	Sustainability Plans (planning documentation 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.) a. Routine administration and operations b. Documentation with enduring informational or historical value	- Permanent	After administrative value has been served Transfer to State Archives after administrative value has been served
20.	Trip/Travel/Waste Reduction Records (including plans, high pollution advisory program applications, survey information, correspondence and other related records)	2	After created or received
21.	Underground Storage Tank (UST) and Leaking Underground Storage Tank (LUST) Records (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) and leaking underground storage tanks (LUST's))	25	After UST or LUST closed (40 CFR 280.74) (Documentation of employee exposure or potential exposure to hazardous material should be sent to Human Resources for retention with Employee Medical and Exposure Records)