



Arizona State Library, Archives and Public Records

General Records Retention Schedule for Counties and Municipalities Solid Waste and Recycling Records

Schedule Number:

000-12-18

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.**

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

Date Approved: *March 8, 2012*

**Records Retention Schedule for
Counties and Municipalities
Solid Waste and Recycling Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Correspondence with Regulatory Agencies concerning landfills (documentation on regulatory issues, including notification and remediation)	30	After post-closure period for landfill passed (40 CFR 258.61)
2.	a. Safety-related correspondence (regarding personal protective equipment requirements) and customer profile (including information on type of waste delivered to landfill) b. All other correspondence (including correspondence regarding rate increases and billing adjustments)	30 -	After post-closure period for landfill passed (40 CFR 258.61) After administrative value has been served
3.	Exceptional Waste Records for Landfill (including asbestos and other exceptional waste applications and guidance documentation)	30	After landfill closed (40 CFR 258.61)
4.	Financial Assurance for Closure and Post-Closure Landfill Records	30	After landfill closed (40 CFR 258.61)
5.	Environmental Monitoring Records – Landfill (including Gas monitoring records (documentation on quarterly monitoring of methane, carbon dioxide, and oxygen generated by the landfill), soil pore-water data, soil moisture, visible emissions, reports to Arizona Department of Environmental Quality (ADEQ) and other related records)	30	After post-closure period for landfill passed (40 CFR 258.61)
6.	Inert Materials Facilities Records a. Volume received – daily and quarterly b. Volume received – annual summary	3 10	After calendar year created or received After calendar year created or received

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	c. National Pollutant Discharge Elimination System (NPDES) permits, conditional use permits, construction records, and noxious weed remediation records	5	After renewed and approved
7.	Landfill Closure and Post Closure Records	30	After post-closure period for landfill passed (40 CFR 258.61)
8.	Landfill History Records (background information on deed, contracts with U.S. Forest Service and legal descriptions)	Permanent	Preserve pursuant to ARS §39-101
9.	Permits – Landfill – ADEQ		
	a. Air Quality (including currently approved and previously approved permits, reports to ADEQ, and inspections conducted annually by ADEQ)	30	After post-closure period of landfill passed (40 CFR 258.61)
	b. NPDES (including currently approved and previously approved permits, reports to ADEQ, and inspections conducted annually by ADEQ)	5	After subsequent permit renewed and approved
	c. Solid Waste (including currently approved and previously approved permits, reports to ADEQ, and inspections conducted biennially by ADEQ, and facility plans)	30	After post-closure period of landfill passed (40 CFR 258.61)
10.	Recycling Program Records (including curbside recycling, drop-off recycling, in-house recycling, white good recycling and backyard composting)	3	After fiscal year created or received

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11.	Safety Records (including training received from Risk Management, Arizona Division of Occupational Safety and Health (ADOSH), or on-site. Files are inspected by ADEQ during biennial solid waste inspections)	5	After either calendar year or fiscal year training received (29 CFR 1910.120)
12.	Solid Waste Receiving Records – Landfill (including daily tickets, weekly and monthly reports regarding tonnage of materials received, product type(s), and customer information)	3	After calendar year created or received
13.	Survey Records – Landfill and Inert Materials Facilities	Permanent	Preserve pursuant to ARS §39-101.
14.	Waste Inspection Records – Landfill (including random inspections of incoming loads of waste for hazardous wastes or other wastes that are not accepted at the landfill and annual summary of random inspections)	30	After post-closure period for landfill passed (40 CFR 258.61)
15.	Waste Tire Disposal Records a. Generator Disposal Permits (annual) b. Disposal manifests	1 3	After fiscal year created or received After fiscal year created or received

Supersedes County/Public Works - Landfill schedule dated November 5, 2001 and Municipality/Public Works - Landfill schedule dated October 10, 2001