

## Retention and Classification Report

**Agency:** Department of Environmental Quality. Division of Air Quality (62)

195 North 1950 West  
P.O. Box 144820  
Salt Lake City, UT 84114-4820  
801-536-4000

**Records Officer:** \_\_\_\_\_

22227	ATLAS Asbestos training course provider records
24063	ATLAS Asbestos/Demolition contractor inspection memoranda
23592	ATLAS Individual asbestos certifications
27771	ATLAS Lead-based paint individual/firm certifications
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01767	Air Quality Board administrative records
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01715	Air pollution monitoring sites case files
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01721	Calibrator quality assurance test data
01782	Clean Air Act state implementation plan
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21082	Emissions inventories
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21921	Financial records
22648	Government Records Access and Management Act access requests
20897	Hazardous Air Pollutants Section yellow copies
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23873	Inspection videotapes
25734	Landfill files
07622	Monthly air quality reports
22001	New Source Review Section green copies
07584	*Organizational charts and reorganization studies
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23681	Paid approval orders
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01783	Policies and procedures manual
01777	Public hearing transcripts
01774	Public meetings notification records
24213	Publications
07598	*Purchase requisitions
07599	Quality assurance plan and procedures
25911	Quality assurance reports
01784	*Reorganization records
21990	Source files
07603	State implementation plan source emissions inventories
01710	Suspended air particulate matter filter sheets
25890	*Toxicological profiles
07580	Travel reimbursement requests
83713	*Utah emissions inventory
07593	*Visibility file
01785	*Visible emission observer training certificates
07582	Visible emission training record
07621	Weekly air quality reports
07610	Weekly station status report
27772	X-ray fluorescence and dosimeter reports

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7601

3

**TITLE:** Administrative correspondence

**DATES:** 1980-

**ARRANGEMENT:** None.

**DESCRIPTION:**

These are copies of outgoing and originals of incoming letters to the Environmental Protection Agency, the general public, other state agencies, vendors, and others. They include letters of transmittal with copies of transmitted information, information on billing procedures, information on air pollution monitoring, information on equipment, and a variety of other subjects.

**RETENTION:**

Retain for 2 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Based on General Retention Schedule.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7592

3

**TITLE:** Administrative records

**DATES:** 1982-2018.

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

These are records accumulated by the bureau that relate to the function, internal administration, or housekeeping activities of the office. They include mostly correspondence and memoranda on subjects such as office expenses, correspondence with the division and the department, equipment and supply purchases, space requirements, transportation plans, vehicle surveys, correspondence with the Environmental Protection Agency, and correspondence with other state agencies and local governments.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 90 days or until no longer needed and then destroy.

Paper: Retain in Office for 1 year or until no longer needed and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Based on General Retention Schedule. Records under "1" include letters and notices that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals and similar papers. Records under "2" relate to the office organization, staffing, procedures, and communications, the day-to-day administration of office personnel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. Records under "3" are not duplicated elsewhere and document how the office is organized and how it functions, its pattern of action, its policies,

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7592

**TITLE:** Administrative records

(continued)

procedures, and achievements.

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 05/2020.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1706

3

**TITLE:** Air pollution data sheets

**DATES:** 1983-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

Daily record of air pollution levels in the state. They are used when the telemetry equipment that usually records this information breaks down. Dates of report, the name of the station, the initials of the individual preparing the report, and the daily record of pollution.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs of the agency.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1706

**TITLE:** Air pollution data sheets

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7586

3

**TITLE:** Air pollution index reports

**DATES:** 1982-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a daily record of air pollution readings taken twice each day. Includes the date and time of the report, the air pollution index figures for the following localities and the following types of pollution: Salt Lake City--carbon monoxide, sulphur dioxide, ozone, and particulates; Bountiful--carbon monoxide, sulphur dioxide, and ozone; Ogden--carbon monoxide and ozone; Provo--carbon monoxide; Magna--sulphur dioxide. The form also includes the clearing index, clearing index forecast, name of the individual at the National Weather Service with whom the clearing index and forecast were coordinated, time and date of the coordination, name of the bureau employee making the report, and the forecast for pollution levels.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This record is the most complete record as to the quality of the air in the Salt Lake City area and as such may have research potential for social scientists working on environmentally-related studies. With the growing concern with the environment, it would be premature at this time to destroy these records. At a



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7586

**TITLE:** Air pollution index reports

(continued)

later date, the Archives may want to reconsider this decision.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1711

3

**TITLE:** Air pollution instrument audit/calibration, span, and precision reports

**DATES:** 1980-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are reports of tests done on pollution monitoring equipment conducted to verify the accuracy of the equipment. They include the type of pollution analyzer being audited, the date of the audit, the make and number of the analyzer, the station where the equipment is located, the cylinder number, and the test result of the audit.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the administrative needs of the agency.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1711

**TITLE:** Air pollution instrument audit/calibration, span, and precision reports

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1705

3

**TITLE:** Air pollution monitoring case files

**DATES:** i 1980-

**ARRANGEMENT:** Alphabetical by facility name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are records that document the monitoring of air pollution emitting facilities in areas where the air quality must meet national standards. This monitoring ensures that the air quality does not fall below these standards.

Included in this record are correspondence, an air pollution monitoring plan, draft proposals of the monitoring plan, letter of approval from the bureau, quarterly ambient pollution data reports, and notification of required changes to the plan.

**RETENTION:**

Permanent. Retain for 10 year(s) after case is closed

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office until the facility is no longer monitored and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This retention is based on the research value of these records and the information they provide concerning the air quality issues facing Utah. Facilities receiving permits from the states to release emissions are required by 40 CFR 70.6(a)(3)(ii)(B) to retain the monitoring records for 5 years, but the historical

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1705

**TITLE:** Air pollution monitoring case files

(continued)

value of these records demands their permanent retention in the State Archives.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1709

3

**TITLE:** Air pollution monitoring charts

**DATES:** 1977-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are roll charts done in a graph form showing the levels of pollution in the air. They include the name of the station, the data as recorded, the date and the time of the chart and the type of pollution being monitored.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs of the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1722

3

**TITLE:** Air pollution monitoring equipment certifications

**DATES:** i 1980-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is the certification of manufacturers, the National Bureau of Standards, testing laboratories, and the bureau itself that the emission monitoring equipment used by the bureau meets federal standards. It includes the serial number of the equipment being certified, the purchase order number, the type of analysis, the name of the analyst, the date of certification, the results of the test, and the length of time the certification is valid.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). One of the purposes of the Clean Air Act is to take action against polluters. According to federal law, any polluter given a notice of violation may appeal the government's decision. The administrative appeals process can take up to a year (40 CFR 66). Once that is exhausted, the case can be brought to district court, either by the polluter or by the government. USCA title 28 section 2401 sets a statute of limitations at 6 years. This record should be kept in case the validity of the government's

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1722

**TITLE:** Air pollution monitoring equipment certifications

(continued)

findings should be challenged.



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1713

3

**TITLE:** Air pollution monitoring equipment records

**DATES:** i 1980-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These files contain documents pertaining to equipment purchased and used by the Bureau of Air Quality. Information includes operator's manuals, copies of specifications, written draft and final procedures for the use of the equipment, and blueprints.

**RETENTION:**

Retain for 5 year(s) or for 0

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/1998

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years or until equipment is replaced, whichever is longer, and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the needs expressed by the agency.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1707

3

**TITLE:** Air pollution monitoring equipment status reports

**DATES:** 1985-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These reports are collected to ensure that air pollution monitoring equipment is working properly. The reports are used to ensure the maintenance schedule is being followed. Information includes details about the equipment inspection, date of inspection, and any problems or concerns about the equipment.

**RETENTION:**

Retain for 11 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1720

3

**TITLE:** Air pollution monitoring quality assurance plan and procedures

**DATES:** i 1980-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 2.20 cubic feet.

**DESCRIPTION:**

These are the policies and procedures that govern the operation and administration of the program, created to ensure that the air monitoring program meets all the federal requirements.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1715

3

**TITLE:** Air pollution monitoring sites case files

**DATES:** i 1980-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

This is a complete record of each air monitoring site established in the state. It includes a copy of the professional contractual agreement with the site operator, a Station Siting, Operation and Configuration Audit, site information, and correspondence regarding clarification of procedures, problem reporting, and letters of transmittal; a contract which gives date of agreement, the department and division, the name and address of the contractor, the contractor's social security number, the terms of the contract, the period of the contract, the amount of the contract, and the signatures of the program director, the contractor, the department head, and the director of finance; Station Siting, Operation and Configuration Audit which gives the site criteria, the outside appearance, security, and equipment of the site, the appearance, safety equipment, and monitoring equipment conditions inside the site, the documentation of activities, the conditions of the manifolds and inlets, the condition of the instruments, recorders, and other equipment; site information such as the city where located, the name of the urbanized area, the census tract number, the types of pollution monitored at the site, a map of the immediate area, the site classification, the land use within 1/4 mile of the site, the predominant land use by direction, the stationary pollution sources that may influence the site (includes name and location of source, the types of pollution emitted, the effectiveness of the control equipment, and the distance and direction from the site), the sources of mobile emission (includes such items as the name of the road, the type of road, the average daily traffic, and the physical conditions of the road), the site topography, and information on the equipment used and a pollution representation.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1715

**TITLE:** Air pollution monitoring sites case files

(continued)

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper copy: Retain in Office for 1 year and then destroy.

Paper: Retain in Office until the site is closed or replaced and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s).

The station audits and contracts should be kept as long as they are valid. No further use for these exist other than administrative as the record copy of the contract is kept elsewhere. The site information contains much information about the location where the monitors are set up, the types of pollution found there and the sources of that pollution and may be of historical interest.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. contractor' address, social security number.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1712

3

**TITLE:** Air pollution special studies

**DATES:** i 1980-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are studies on specific issues commissioned by the bureau and published in pamphlet form. They include studies on wood burning emissions, carbon monoxide bag sampling, and Particulate Matter (PM 10) Concentrations, issuance date, name of the author, department, division, and bureau, and purpose of the study.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or no longer needed and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the secondary historical value to researchers interested in environmental issues in the state of Utah and the needs expressed by the agency.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1712

**TITLE:** Air pollution special studies

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1767

3

**TITLE:** Air Quality Board administrative records

**DATES:** i 1982-

**ARRANGEMENT:** Chronological by year.

**DESCRIPTION:**

These are records of members of the Air Committee and of their activities.

Included in these records are resumes of board members, routine requests for information, and appointment letters to the members which advise them of the appointment, duties, and responsibilities of the position. Also included is financial documentation for members who request per diem reimbursements.

**RETENTION:**

Permanent. Retain for 4 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

**AUTHORIZED:** 10-28-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 4 years or until individual is no longer a member of committee and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

This disposition is based on the historical value of these records.



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1767

**TITLE:** Air Quality Board administrative records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. Utah Code 63G-2-302(2)(d)(2018)

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7578

3

**TITLE:** Air Quality Board meeting final minutes and packets

**DATES:** 1967-

**ARRANGEMENT:** Chronological by board meeting date.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

Records of hearings conducted as part of the regulatory process and hearings on proposed rules and changes; they may be maintained with related information including meeting notices, proofs of publications, meeting minutes, and the conclusions reached. Includes copies of packets mailed to board members, which include action items before the board and any informational material. UCA 52-4-200 (2009) requires that written minutes be kept of all open meetings. May include audio and video recordings.

**RETENTION:**

Permanent. Retain for 4 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Sound recordings: Retain in Office for 1 year after minutes have been approved and then erase.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7578

**TITLE:** Air Quality Board meeting final minutes and packets

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records are of historical interest as they document the decisions and actions of the Board.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2018.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1780

3

**TITLE:** Air quality administrative rules and public comment records

**DATES:** i 1968-

**ARRANGEMENT:** Chronological by year, thereunder numerical by filing number assigned by Division of Administrative Rules

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This series documents the process the Division of Air Quality (DAQ) conducts in adopting a new administrative rule or changing an existing rule. The records for each new or amended administrative rule are compiled in accordance with UCA 63-46a-2(1)(1999). Information in the records include the title of the rule, the text of the rule, the rule analysis form published in the Utah State Bulletin, public comments received, the agency's analysis of the comments, and the agency's report of its decision making process. Because 40 CFR 51.102(d)(1999) requires that a public hearing be held and notice of the hearing be published in a newspaper thirty days prior to the hearing, records of rules established in accordance with the Clean Air Act also include the affidavit of the newspaper notice, the hearing roster, and DAQ's statement for the hearing. Summaries of any verbal comments made at the hearing are also placed in the files. Information in the files may also include audio tapes of hearings.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1780

**TITLE:** Air quality administrative rules and public comment records

(continued)

Sound recordings: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

This retention is based on the legal value of these records. The Division of Air Quality keeps a permanent record of all rules.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1724

3

**TITLE:** Air quality case files

**DATES:** i 1973-

**ARRANGEMENT:** Alphabetical by source

**DESCRIPTION:**

This is a complete history of the bureau's actions and dealings with each source of air pollution, including the background for penalty action, and a history of compliance actions. The files include specifications, engineering reviews, notice from the company to construct or modify equipment, notice of intent to approve construction or modifications, approval orders, compliance schedules, notice of violation, cease and desist orders, breakdown reports on equipment, stack test report, minutes of public hearings pertaining to the facility, fees, required letters, inspection memoranda, inspection reports, and general correspondence, name and address of the company emitting pollution, name of the company contact person, dates of notices of intent, approvals, notices of violation, type of equipment used and the types and amounts of pollution discharged or allowed to be discharged, dates of inspections, name of the inspector and the result of the inspection, types of violations of air pollution regulations, and the consequences for failure to comply.

**RETENTION:**

Permanent. Retain for 15 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives.

Microfiche master: Retain in State Archives permanently with

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1724

**TITLE:** Air quality case files

(continued)

authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s).

This disposition is based on the previous decision of RDR 79-68: microfilm. Records under "4" include specifications, engineering reviews, notices from company to construct or modify equipment, approval orders, cease and desist orders, stack test reports, and minutes of public hearings.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 26742

1

**TITLE:** Air quality complaint files

**DATES:** 1999-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records contain complaints received by the Division of Air Quality from private and public sources about air quality compliance. They contain the names, addresses, and phone numbers of parties involved in the complaints, as well as correspondence, and air quality studies. These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

**RETENTION:**

Retain for 12 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302(1)(j)(i)



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 26742

**TITLE:** Air quality complaint files

(continued)

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(9)(a), UCA 63G-2-305(10),

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 30

3

**TITLE:** Air quality data system

**DATES:** 1977-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

This is a complete record of air quality in the state by air monitoring station. It includes the name of the station, the type of pollution being monitored, the date and time of the monitoring, and the type of pollutants and the quantity of each pollutant in the air when the sample was taken.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Computer magnetic storage media: Retain in Tape Library for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This record gives a complete picture of the quality of air in the state and should be of historical interest. Off-site storage is recommended as a security precaution.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 30

**TITLE:** Air quality data system

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2018.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 20378

3

**TITLE:** Air quality studies

**DATES:** 1984-

**ARRANGEMENT:** Numerical by box number, thereunder alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These files contain technical support documents for the Carbon Monoxide State Implementation Plan and reference material for the carbon monoxide attainment demonstration. Carbon monoxide attainment demonstrations are modeling data sets used in the State Implementation Plan for analysis to support enforcement of air quality regulations if carbon monoxide emissions exceed the legal limits. The files include individual studies, the State Implementation Plan for each county studied, modeling files, tracer studies, Universal Transverse Mercator (UTM), Urban Airshed Modeling (UAM), and ozone modeling.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Agency history records, GRS-1723.

**AUTHORIZED:** 11-28-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 20378

**TITLE:** Air quality studies

(continued)

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). UCA 19-2-104(3)(e) requires the Division of Air Quality to develop a plan for carbon monoxide abatement and to monitor air pollution levels in the state. The records document the history of efforts made to control air quality in the State of Utah.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1725

3

**TITLE:** Air visibility regulation case files

**DATES:** i 1980-2005.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are records of the development of regulations on air visibility. A typical file includes: draft proposals of regulations from both state and federal government, transcripts of public hearings, comments on proposed regulations, and clarifications from the Environmental Protection Agency on their regulations.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until regulation is adopted and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical value of these documents. Background information about state regulations, such as drafts and public comments that show the evolution of a law from conception to the final product, are historically valuable, as is information on federal laws or regulations that apply only to Utah.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1725

**TITLE:** Air visibility regulation case files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 14764

4

**TITLE:** Asbestos Hazard Emergency Response Act records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by school district name, thereunder numerical by school building number.

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

Plans, correspondence relating to asbestos management, and compliance to the Asbestos Hazard Emergency Response Act (AHERA). The division of Air Quality coordinates the review of these plans through the Air Conservation Committee, created under UCA 19-2-103 (1994). The plans may require additional information concerning the schools asbestos management plans. The information is submitted by public and private non-profit elementary and secondary schools in the Utah system. UCA 19-2-104(d)(1994) gives the committee the power to implement the federal Asbestos Hazard Emergency Response Act of 1986. The schools must submit new plans to this committee when they acquire more school buildings. The files are used to support compliance inspection and to respond to complaints and information requests.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/1996

**FORMAT MANAGEMENT:**

Paper: Retain in Office until plans are approved by the division and then transfer to State Archives with authority to weed.



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 14764

**TITLE:** Asbestos Hazard Emergency Response Act records

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the administrative needs expressed by the agency. These files contain asbestos management plans for schools. The information has research value to track asbestos management plans used, and determine which plans were more effective.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 22227

3

**TITLE:** ATLAS Asbestos training course provider records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by company, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records document company programs for training and certifying various types of asbestos workers. The records are used to administer the training and certification according to Environmental Protection Agency (EPA) requirements. The records are also used to manage the training course programs for providers to become certified according to the EPA and state rules and regulations. Re-certification is required each year in order for the companies to maintain the training programs.

**RETENTION:**

Retain for 14 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after company ends training services and then transfer to State Records Center. Retain in State Records Center for 13 months and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 22227

**TITLE:** ATLAS Asbestos training course provider records

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(d)

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 24063

3

**TITLE:** ATLAS Asbestos/Demolition contractor inspection memoranda

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical by contractor name

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

Memoranda generated by Division of Air Quality inspectors resulting from various inspections of asbestos and demolition contractors. The inspections are conducted on demolition sites and sites scheduled for asbestos removal. The inspections determine if work may continue or if there are violations. The memoranda are used to determine if any enforcement action is to be taken and provide documentation of enforcement actions. Information includes contractor name and details about the inspection. Information may also include violations.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2002

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Photographs: Retain in Office for 3 months and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 24063

**TITLE:** ATLAS Asbestos/Demolition contractor inspection memoranda

(continued)

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 23592

3

**TITLE:** ATLAS Individual asbestos certifications

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical by last name

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These records document asbestos certification of individuals. The records are used to track individuals who have received training and certification in order to be qualified to work with asbestos. Information includes certification documentation, personal information about the individual, job description, and other related records.

**RETENTION:**

Retain for 30 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 05/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of certification and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These records are created in accordance with UCA 19-2-104(3)(r)(s)&(t), The Asbestos Hazard Emergency Response Act of 1986, 15 USC 2601, and UAC R307-801.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 23592

**TITLE:** ATLAS Individual asbestos certifications

(continued)

**PRIMARY DESIGNATION:**

Private

UCA 63G-2-302(2)(d)(2008).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 27771

3

**TITLE:** ATLAS Lead-based paint individual/firm certifications

**DATES:** 2000-

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document certification for individuals to handle lead-based paint. The records are used to track individuals who have received training and certification in order to be qualified to work with lead-based paint. Information includes certification documentation, citizenship verification, personal information about the individual, job description, and other related records.

**RETENTION:**

Retain for 15 year(s) after expiration of permit or license

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/2012

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of certification and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

Compact disc: Retain in Office for 1 year after completion of certification and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
Depending on the discipline, individuals must re-certify every 1-5 years.



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 27771

**TITLE:** ATLAS Lead-based paint individual/firm certifications

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(d)(2019).

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 10/2019.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 22291

3

**TITLE:** ATLAS Training course provider records

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by company name

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document training courses that are used for certifying asbestos workers. The courses are conducted by individual companies and are subject to the approval of the Division of Air Quality. The records are used to ensure courses meet standards of operation and Environmental Protection Agency (EPA) and state requirements. Information includes company information, course outline by employee discipline (i.e. worker, supervisor, project designer, management planner, and inspector), and required initial and refresher courses.

**RETENTION:**

Retain for 11 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after the company is no longer active and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 22291

**TITLE:** ATLAS Training course provider records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7611

3

**TITLE:** Bids and proposals file

**DATES:** 1978-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is agency invitation and vendors' response to supply equipment to the agency. The file includes the specifications of the equipment to be purchased, manufacturer's brochures, and the purchase price of the equipment.

**RETENTION:**

Retain until expiration of contractual agreement

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until the related contract is completed and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s).  
Based on General Retention Schedule 3, Item 3.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7588

3

**TITLE:** Budget background records

**DATES:** 1982-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are papers created to assist the preparation of the bureau budget. They include working papers, cost statements, copies of memoranda including requests for additional equipment, copies of memoranda of understanding on budget priorities, budget guidelines from the division, and rough data accumulated in the preparation of annual budget estimates, including duplicate appropriation language sheets and narrative statements, and the bureau's copies of reports submitted to the budget office.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after the close of the fiscal year and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Based on General Retention Schedule 86-5.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7588

**TITLE:** Budget background records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7587

3

**TITLE:** Budget estimates and justification files

**DATES:** 1982-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are copies of budget estimates and justifications prepared by the bureau. They include annual budget requests and workload increase requests containing the following information: Workload Increase Requests: gives the title of the program, the year of the request, an analysis of the alternative(s) to the request, the specific request, the additional funds needed to meet the workload increase and the means of securing the funds, a breakdown of the increased staffing needed including the title and grades of the positions, the additional salary and benefits costs, and a breakdown of the increases in other expenses such as travel and space; Annual Budget Request: gives the budget year; the program title and authority; the program's objectives; the means to be used to achieve those objectives; indicators of demand for those objectives and the performance measures for the two previous, the current, and the next year, including a breakdown of the work demand under type, workload productivity, and impact of the work; performance analysis; possible future events which may have an impact on the program; budget amounts for the four year period (the two previous years, the current year, and the next year), giving the number of full time employees, the amount and percentage of state fund dollars, the amount and percentage of federal fund dollars, the amount and percentage of dedicated credits, the amount and percentage of other funds, and the totals; and the names of the division and the department.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7587

**TITLE:** Budget estimates and justification files

(continued)

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
Based on General Retention Schedule 86-5.



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1721

3

**TITLE:** Calibrator quality assurance test data

**DATES:** i 1980-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are tests used to check side-by-side calibrators used to monitor air pollution. They include type of pollution monitoring being tested (sulfur dioxide, nitric oxide, carbon monoxide, etc), the initials of the tester, the date of the test, the number of the monitor, the type of monitor, the conclusion generated by the monitor, the indicated conclusion, the percentage of instrument deviation, and the percentage of deviation of the other instruments from instrument number 1.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These records should be kept until the information they contain no longer can be used in a court case. If the data generated from the state's air monitoring equipment were to be challenged in court, the state might need to prove the accuracy of the equipment.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1782

3

**TITLE:** Clean Air Act state implementation plan

**DATES:** i 1971-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the planning process and the implementation of the federal Clean Air Act in Utah. Included is the original plan for reduction of air pollution in the state and several revisions. The plan outlines the strategy to be followed to put into effect and enforce this reduction.

**RETENTION:**

Permanent. Retain until resolution of issue

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on 40 CFR 51 which required the state to prepare and adopt a plan to meet federal air quality standards, while 40 CFR 51.300(b)(2) and 51.302 require a revision of the original plan. However, federal laws and regulations do not specifically address retention period. As this plan sets forth the activities the state will follow in reducing pollution, it is historically valuable and should be kept permanently.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1782

**TITLE:** Clean Air Act state implementation plan

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 25733

3

**TITLE:** Clean air tax forms

**DATES:** 1992-2002.

**ARRANGEMENT:** Alphabetical by name.

**TOTAL VOLUME:** 1.00 cubic foot.

**DESCRIPTION:**

These are copies of TC40-F tax credit forms prepared by residents of Utah seeking to obtain State tax credits for purchasing and installing EPA certified pellet burning stoves, high mass wood stoves, solid fuel burning devices, and natural gas or propane free fireplaces. The credit was discontinued in 2002.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Private UCA 63G-2-302 (2008)

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 29496

3

**TITLE:** Clean fuel vehicle tax credit records

**DATES:** 1992-

**ARRANGEMENT:** Alphabetical by name.

**DESCRIPTION:**

These records are TC-40V clean fuel vehicle credit forms and required documentation prepared by residents of Utah seeking to obtain State tax credits for purchasing, leasing or converting a vehicle that uses cleaner burning fuels, as described in Utah Codes 59-10-1009(2016) and 59-7-605(2016), and Utah Administrative Code R307-121(2017).

Documentation may include TC-40V form, proof of vehicle purchase, and other related records. The Division uses these records to either approve or deny the tax credit.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**RETENTION JUSTIFICATION:**

Tax-related records are generally retained up to 7 years according to best practices of the profession.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 29496

**TITLE:** Clean fuel vehicle tax credit records

(continued)

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302(2)(d)(2017)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2017.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1781

3

**TITLE:** Contracts and lease agreements

**DATES:** i 1981-

**ARRANGEMENT:** None.

**DESCRIPTION:**

These are copies of contracts and lease agreements that set up air monitoring sites throughout the state. They include name and addresses of the two parties involved, name of the division and department, description of the premises including the number of square feet and number of parking spaces, address of the site, terms of the lease including the beginning and ending dates, amount of the monthly payments and the due date(s), services to be provided by the lessor, standard terms of the lease, name and signatures of the two parties, and the dates signed. The files also include copies of the floor plans, correspondence regarding payment disputes, and numerous letters of transmittal.

**RETENTION:**

Retain for 7 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after final payment and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1781

**TITLE:** Contracts and lease agreements

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 09/2018.



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7620

3

**TITLE:** Daily report of air quality

**DATES:** 1977-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a synopsis report for three specific sensors showing sulphur dioxide, carbon monoxide, and ozone levels for each station each day. It includes the report period, the name of the station, and the daily average of the three pollution levels.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer administratively valuable and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7609

3

**TITLE:** Data flags

**DATES:** 1982-

**ARRANGEMENT:** None

**DESCRIPTION:**

These cards are used to question data received from the monitoring stations, and to discover and correct possible problems. They include the name of the station, the date the card prepared, the instrument number, the reason for questioning the data, the date and time the problem, if any, began and ended, if missing data is recoverable and how it can be recovered.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This is a quality control device for data generated by the air monitoring stations, and should be kept three years for audit purposes. Records storage in the office is recommended due to the low volume of these records.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1786

4

**TITLE:** Emergency episode plans

**DATES:** i 1983-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are plans of action to be taken by the bureau in the event that air pollution levels become so high as to be life threatening. They include the legal authority for the bureau to implement emergency plans; the criteria that defines emergency conditions; the standard procedures to be followed and the stages at which they are to be implemented; the names, home telephone numbers, and business telephone numbers of key state personnel; the local, state, and federal offices and the contacts in each to be notified in case of an emergency; the policy on news releases; the criteria for enforcing and terminating the emergency; a list of pollution sources by county giving the name and telephone numbers of the sources; procedures for reducing source emission submitted by pollution sources; a list of city and county officials in the state; a list of news media; and a sample news release.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until the plan is revised and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1786

**TITLE:** Emergency episode plans

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
This disposition is based on the research value of these records.  
In case of emergency, these plans would need to be available.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 21082

3

**TITLE:** Emissions inventories

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by company, thereunder chronological by year

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These records support the agency's function to monitor Utah's air quality. Records contain annual reports with the estimated amounts of air contaminants released into the air by process industries (Utah Administrative Code R307-150-1(5)(2015)). Reports document a variety of emission types such as combustion, dust, volatile chemicals, oil, gas, and others. All inventories include the reporting company's information and a breakdown of the estimated amounts and types of pollution released into the atmosphere.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). This disposition is based on the evidentiary information contained within the emissions inventories and changes in the amount of air pollution in Utah.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 21082

**TITLE:** Emissions inventories

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 26039

3

**TITLE:** Enforcement actions

**DATES:** 1988-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These records document enforcement actions taken by the Division of Air Quality. The records in this series include Notice of Violations, Orders to Comply, Consent Orders & Decrees, Source Compliance Action Notices, Source Responses to Enforcement Actions, and Compliance Plans for Corrective Actions to Violations.

**RETENTION:**

Permanent. Retain for 10 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2006

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). These records have historical value for those researching enforcement actions taken by the agency. Records in this series are governed by UCA Title 19, Chapters 1-8 (2005).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 26039

**TITLE:** Enforcement actions

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7604

3

**TITLE:** Equipment information files

**DATES:** 1980-

**ARRANGEMENT:** None

**DESCRIPTION:**

This information documents on equipment purchased and used by the bureau. It includes operator's manuals, copies of the specifications, draft and final procedures drawn up by the bureau for the use of monitoring equipment, and blueprints for volume flow measurement devices, mass flow measurement devices, lab and field equipment, electronic equipment, shop equipment, and air monitoring equipment.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until end of life of equipment for which info applies and then destroy.

**APPRAISAL:**

These records have administrative value(s).

The information in this file relates to specific equipment purchased or and used by the bureau. Once the equipment is disposed of, there is no further need for this information.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1716

3

**TITLE:** Executive correspondence

**DATES:** i 1980-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

**AUTHORIZED:** 07-12-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 21921

3

**TITLE:** Financial records

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical by company name thereunder chronological by date

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records relate to the collection of fees, payment to vendors for services, and miscellaneous payments for the division including paid invoices and cash receipts. Paid invoices include approval orders and initial compliance inspection fees. Cash receipts include cash receipt transmittals. Payments to vendors include utility invoices from various companies in the state and copies of purchase order receipts. Miscellaneous payments include petty cash forms, claims for petty cash forms. Also included may be information documenting fees paid to the Division of Air Quality for various services and licenses including photocopying documents and certification fees.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule State government accounts payable and receivable records, GRS-1854.

**AUTHORIZED:** 02-11-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 21921

**TITLE:** Financial records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 22648

3

**TITLE:** Government Records Access and Management Act access requests

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

Files created in response to requests from individuals seeking access to government records, as provided under UCA 63-2-204 (1999). Files contain the request, copies of Records Officer response granting or denying access to records requested, and all related supporting documents. These files may also contain agency responses to requests for nonexistent records, to requesters who provide inadequate descriptions, and requests which should be directed to another agency.

**RETENTION:**

Retain for 2 year(s) after resolution of issue

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

**AUTHORIZED:** 06-01-2014

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after final agency action and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 22648

**TITLE:** Government Records Access and Management Act access requests

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 20897

3

**TITLE:** Hazardous Air Pollutants Section yellow copies

**DATES:** 1992-

**ARRANGEMENT:** Numerical by document number

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records are backup copies of documents generated by the Hazardous Air Pollutants section. They are organized in numerical order by a four digit document number and a two digit year indicator. The Hazardous Air Pollutants section enters the number of each document, the date it was created, the mailing date, author, addressee, and the description in a correspondence log. These copies are accessed if the original document cannot be located. The records include correspondence, reports, requests for information, and miscellaneous documents generated by Hazardous Air Pollutants section personnel.

**RETENTION:**

Retain for 11 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the use of these records as a backup for the agency in case the original cannot be located.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 20897

**TITLE:** Hazardous Air Pollutants Section yellow copies

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2)(d)(2008)



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1723

3

**TITLE:** High level nuclear waste case regulation files

**DATES:** i 1983-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is federal guideline documentation sent to the bureau for review and comments. It includes drafts of federal regulations, guideline documents, copies of final regulations, correspondence from the Environmental Protection Agency, and copies of the bureau's comments on the regulations.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer administratively valuable and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency. Everything in this file is duplicated elsewhere. Federal drafts and copies of the final regulations are kept by the federal government and copies of the state's replies are kept in the office of the division director.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7619

3

**TITLE:** Hourly air quality reports

**DATES:** 1977-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a computer output generated monthly showing the average pollution for each sensor at those sites on an hourly basis. It includes the name of the station, the dates of the report, the type of pollution covered by the report, an hourly breakdown of the pollution level, the mean average and the maximum average daily, and the number of averages calculated, the maximum hourly average, the arithmetic mean, and the standard deviation for the month, the year to date, and the running year.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer administratively valuable and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
As the information is kept on magnetic tape and can be reconstructed from it, the paper copy need not be kept longer than its administrative value.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 23873

3

**TITLE:** Inspection videotapes

**DATES:** 1996-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This record series consists of videotapes of various sites inspected by the Hazardous Air Pollutants Section (HAPS) under the authority of UCA 19-2-104 and UAC R307-801. The videotapes are used to provide visual documentation of site inspections and violations. HAPS inspects sites involving asbestos removal, lead-based paint removal, and demolition of buildings.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/2001

**FORMAT MANAGEMENT:**

Video recordings master: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This series has a permanent retention because of its value in providing visual documentation of the processes of site inspections and violations of air quality statutes and regulations.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 23873

**TITLE:** Inspection videotapes

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 25734

3

**TITLE:** Landfill files

**DATES:** 1989-

**ARRANGEMENT:** Alphabetical by name of landfill

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are source files of landfills inspected for asbestos disposal compliance. Any landfill that accepts Asbestos Containing Material (ACM) is required to conform to the National Emission Standards for Hazardous Air Pollutants(40 CFR 63.112(2004)). The State Division of Air Quality regulates ACM landfills throughout Utah to be sure that they are in compliance with the established standards. Documents kept in these files include approval letters, inspections, enforcement actions, and general correspondence.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 06/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 25734

**TITLE:** Landfill files

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7622

3

**TITLE:** Monthly air quality reports

**DATES:** 1977-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are monthly reports for each sensor at each site showing the levels of the specific pollutants that sensor is designed to record. They include the name of the site, the type of pollutant being tested for, the report period, and the average levels of pollution.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer administratively valuable and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 22001

3

**TITLE:** New Source Review Section green copies

**DATES:** 1992-

**ARRANGEMENT:** Numerical by document number

**ANNUAL ACCUMULATION:** 2.50 cubic feet.

**DESCRIPTION:**

These records serve as backups for documents generated by the Division of Air Quality's New Source Review (NSR) section. They are copies of signed legal records that can serve as necessary legal documents in the event that the original documents are lost. The "green" copies are reproductions of all records that are generated yearly by the NSR section. The green copies are dated and then assigned a four digit document number with the last two digits of the calendar year at the end (i.e. DAQE-0001-92). The records include all documents that require a signature including memoranda, correspondence, legal permits, newspaper notices, etc.

**RETENTION:**

Retain for 11 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).  
This disposition is based on the use of these records as contingency backups for legal documents.



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 22001

**TITLE:** New Source Review Section green copies

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7584

3

**TITLE:** Organizational charts and reorganization studies

**DATES:** 1982-1984.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carry out the agency's programs. These records include committee report of the Reorganization Committee of the Division of Environmental Health of the Health Department, preliminary recommendations on the management of natural resources and energy function prepared by the committee of Executive Reorganization, and the final reorganization report.

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer administratively valuable and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Retention based on General Retention Schedule 16, item 13.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 26725

1

**TITLE:** Oxygenated fuel program records

**DATES:** 1990-2005.

**ARRANGEMENT:** Numerical by source identification number

**DESCRIPTION:**

These records document the process used to regulate sources of oxygenated fuel. Sources include fuel producers, distributors, and carriers. The information gathered is then used to monitor how these fuels affect the air quality within the state. Records include registration forms, inspection reports, compliance actions, and correspondence between sources and the Division of Air Quality.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records have historical value as they document oxygenated fuel sources in the state. The records are used as a resource to monitor the regulation of air quality in the state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 23681

3

**TITLE:** Paid approval orders

**DATES:** 1995-

**ARRANGEMENT:** Chronological by year, thereunder alphabetical by vendor

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records document billings of vendors. The records consist of copies of approval order letters, a copy of time sheet data base records used to establish the billed charges, a copy of the invoice sent to the vendor for payment, and a copy of the payment.

**RETENTION:**

Retain for 5 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 07/2001

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). This retention is based on the audit requirements of this record series.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 23681

**TITLE:** Paid approval orders

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1717

3

**TITLE:** Performance audits

**DATES:** i 1980-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are audits performed by the Environmental Protection Agency (EPA) alone or in conjunction with the bureau to assure the quality of the air monitoring program. The records include systems audits, performance audits, calibration audits, and laboratory audits. The audits contain a letter of transmittal, date of the report, the name and title of the inspector, a summary of the findings, the methods and audit procedures, equipment used, the type of tests made, and the results of the audit.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

**APPRAISAL:**

These records have administrative, fiscal, and/or legal value(s). Performance audits should be kept for 7 years as that is the statute of limitations for action on air pollution cases. This information may be needed by the state to verify the accuracy of their air monitoring data.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1783

4

**TITLE:** Policies and procedures manual

**DATES:** i 1982-

**ARRANGEMENT:** None

**DESCRIPTION:**

This record is a manual of policies and procedures which address the operation and administration of the Air Quality Bureau.

Included in these manuals are copies of procedures issued by the division, the Health Department, and by other agencies which would apply to the activities of the bureau personnel.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

**AUTHORIZED:** 02-26-2020

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated, superseded, or no longer necessary and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). Policy and procedure manuals have historical value. One copy from the originating agency should be kept permanently. Duplicate copies have no value beyond administrative; they should be destroyed when no longer needed.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1783

**TITLE:** Policies and procedures manual

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1777

3

**TITLE:** Public hearing transcripts

**DATES:** i 1982-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:** 1.50 cubic feet.

**DESCRIPTION:**

These are records of public hearings on proposed new or revised air quality regulations, consent decrees, corporate requests for variances, and new or revised plans for power plants.

**RETENTION:**

Permanent. Retain for 2 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Administrative hearing records, GRS-1655.

**AUTHORIZED:** 11-06-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the research value of these records.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1774

3

**TITLE:** Public meetings notification records

**DATES:** i 1982-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are affidavits which show that notices of public meetings were published in the newspaper(s). They include letter of authorization to newspaper to publish the notice; invoice from the newspaper giving the date of the invoice, the name of the newspaper that published the notice, the size of the advertisement, the ad number, a description of the ad, the date published, and the amount due; and an affidavit of publication giving the name and signature of the newspaper's employee certifying that the ad was published, the date of publication, and a clipping of the ad.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s). UCA 52-4-6 requires that the public be given notice of regular meetings of any public body. 52-4-8 states that any final action taken in a meeting in violation of 54-4-6 can be voided by a lawsuit. Such a lawsuit must be filed within 90 days after such final action. Maintaining proof of publication for a year should be sufficient to protect the state against any such action.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1774

**TITLE:** Public meetings notification records

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 24213

3

**TITLE:** Publications

**DATES:** 1969-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on air quality regulations, air quality surveillance, and other issues addressed by the Division of Air Quality. Consists primarily of isolated publications not part of a more specific series. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION:**

Permanent. Retain until administrative need ends

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s). These records are documents created by the agency, including pamphlets, reports, leaflets, and other published documents. The records are evidence of the agency's efforts to disseminate information to the public about programs to monitor and increase air quality in the state.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 24213

**TITLE:** Publications

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7598

3

**TITLE:** Purchase requisitions

**DATES:** 1982-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are requests made to Purchasing Division to procure needed equipment and supplies. The forms include name of requesting department, division, and bureau, the date of request, the date the requisition wanted, the requisition number, the estimated cost of the supplies or equipment, the address and telephone number where the supplies or equipment are to be sent, the name of the person originating the requisition, the signature of the purchasing agent, the low organizational and activity numbers, the purchase order number, the item number, the quantity of each item requested, the description and specifications of each item, the unit price, and the total cost of all items.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).  
The record copy of the requisition is sent to the Purchasing Division. The administrative value of this record does not exceed two years.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7599

3

**TITLE:** Quality assurance plan and procedures

**DATES:** 1980-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a plan that sets forth the procedures to be followed to ensure that the air monitoring program meets all the federal requirements. It includes a policy statement on quality assurance, the objectives for air monitoring data, the schedules for air monitoring operations, monitoring responsibilities, personnel training, procedures and methods documentation, standards, traceability, analyzer adjustment/re-calibration limits, and data handling.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until updated or obsolete and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until updated or obsolete and then destroy.

**APPRAISAL:**

These records have administrative, and/or historical value(s). The plan that sets forth the procedures the bureau is to follow to ensure the accuracy of the air monitoring data is of historical interest and one copy should be kept permanently.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7599

**TITLE:** Quality assurance plan and procedures

(continued)

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 25911

3

**TITLE:** Quality assurance reports

**DATES:** 2000-

**ARRANGEMENT:** Numerical by case file

**ANNUAL ACCUMULATION:** 6.00 cubic feet.

**DESCRIPTION:**

This series contains data and quality assurance reports for companies in the state of Utah and are created in accordance with the Federal Clean Air Act (42 USC 7401-7671). Federal rules and regulations require large producers of air pollution to measure meteorological and air quality values near potential sites of construction or modification. These reports are then used to estimate the impact on the environment and are key in making decisions concerning the approval of construction permits. Specific types of documents include correspondence, monitoring plans, quarterly reports, and final reports.

**RETENTION:**

Permanent. Retain for 11 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/2005

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 25911

**TITLE:** Quality assurance reports

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(10), UCA 63G-2-305(9)(a)

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1784

3

**TITLE:** Reorganization records

**DATES:** i 1982-1984.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These records include graphic illustrations which provide a detailed description of the organization and administrative structure of the functional units of the bureau. Also included are studies conducted which design an efficient organizational framework suited to carry out the agency's programs, and reports from various departmental and state reorganization committees.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the 1986 General Schedule 16 item 13.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 21990

3

**TITLE:** Source files

**DATES:** 1980-

**ARRANGEMENT:** Alphabetical by company name, thereunder chronological by year.

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These files are compiled by the Division of Air Quality to track emission rates and compliance with air quality standards by companies that are sources of air pollutants in the state of Utah. The files contain reports and other information requested by the Air Quality Board as required by UCA 19-2-104(1)(c)(ii) and 19-2-120 (1999), approval orders that are required by UAC R307-401 through R307-414(1999), correspondence, and all other documents pertaining to the companies involved.

**RETENTION:**

Permanent. Retain for 35 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 09/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 34 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, fiscal, historical, and/or legal value(s). The historical appraisal of this series is based on the evidentiary information contained in these files. The legal appraisal is based on the requirements of UAC R307, UCA 19-2, and 40 CFR.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 21990

**TITLE:** Source files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. Companies may request information be protected under R307-102-2(2008)

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7603

3

**TITLE:** State implementation plan source emissions inventories

**DATES:** 1974-

**ARRANGEMENT:** Alphabetical by company, thereunder chronological by year

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are annual reports containing estimates of the amount of air contaminants released into the air by process industries. The emissions inventories are required by UAC R307-155-3(1998). These inventories are from sources specifically named in existing State Implementation Plans (SIP) and the Administrative Rules resulting from these plans. The reports include stack or vent information, control equipment information, process information, fuel information, fugitive emissions information, reports on sand and gravel operations, cement plants, asphalt plants, unpaved road usage, fugitive dust, off-highway mobile sources, quarry and mining activities, vapor de-greasers, paint usage, gas processing/production, oil/natural gas production, fugitive hydrocarbon emissions/refining, and storage tanks. All forms contain the name of the company, its mailing and plant addresses, and the name and title of the contact person, as well as a breakdown of the amounts and types of pollution that is estimated to be released into the atmosphere. The emissions inventories are required to be kept as backup documents as long as the SIP is in effect.

**RETENTION:**

Permanent. Retain for 23 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/1999

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7603

**TITLE:** State implementation plan source emissions inventories

(continued)

**APPRAISAL:**

These records have administrative, and/or legal value(s).

These reports are sources for State Implementation Plans (SIPs) and provide an information base for the Division of Air Quality's Administrative Rules. The Emissions Inventories are required by UAC R307-155(1998). A twenty-three year retention is requested because 42 USC 7505a requires the SIP be retained for ten years after redesignation of a nonattainment area (an area which did not reach air quality goals) to an attainment area (an area which has reached the air quality goals). The extended retention allows the maintenance of the SIP's supporting data as long as the Administrative Rules are affected. These reports do not have a permanent retention period because the SIPs are required to be reviewed or updated which results in replacement of the existing inventory data in the plans. The SIPs are retained permanently under series 7590.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1710

3

**TITLE:** Suspended air particulate matter filter sheets

**DATES:** 1981-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

These are filter sheets from air monitoring equipment used to draw pollutants from the atmosphere for analysis. This retention schedule is for the filters only, which are scheduled as non-records with evidentiary value, as per Utah Code 63A-12-103(10)(2008); data for the filters is housed in the air quality data system (series 30).

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
These sheets are needed to support any legal actions that may be taken against polluters. Also, the sheets may be used by the Environmental Protection Agency to test for the presence in the air of specific pollutants. Retention is based on federal requirements and state administrative code (see federal Clean Air Act and Utah Administrative Code R307-165. Emission Testing).



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1710

**TITLE:** Suspended air particulate matter filter sheets

(continued)

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2020.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 25890

1

**TITLE:** Toxicological profiles

**DATES:** 1992-2014.

**ARRANGEMENT:** Alphabetical by chemical title

**DESCRIPTION:**

Toxicology profiles are published by the Agency for Toxic Substances and Disease Registry(ATSDR) to examine, summarize, and interpret information regarding hazardous substances to determine harmful levels of exposure and associated health risks. Each volume addresses physical, chemical, and biological characteristics of a specific chemical. These profiles are referenced periodically by toxicologists within the division of Air Quality.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7580

3

**TITLE:** Travel reimbursement requests

**DATES:** 1979-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are requests for reimbursement of expenses for employees who travel on government business. The information on these forms includes date of request, Department of Administrative Services, Division of Finance number, Health Department number, the employee's name, home address, division, department, and bureau, the agency's low organizational and activity numbers, the amount of requested reimbursement, if transportation expenses claimed, the date(s) of travel, the type of transportation used (private car, commercial plane, etc) where the travel was from and to, the actual miles traveled, the mileage rate, and the amount of reimbursement claimed per trip and the total amount of reimbursement claimed and the total actual miles; if subsistence and incidental expenses are claimed, the date(s) of the travel, the destination, the departure and return times, the days and hours of lapsed time, the amount of other expenses claimed, the total expenses for meals, per diem, and other expenses, the signature and title of the traveler, and the signature of the approving officer.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7580

**TITLE:** Travel reimbursement requests

(continued)

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. home addresses

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 83713

3

**TITLE:** Utah emissions inventory

**DATES:** ca. 1970-1985.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The Bureau of Air Quality is required by law to compile an annual emission inventory of the air contaminants released into the air within Utah. The emission inventory is compiled for point, area and mobile sources. The purpose for preparing and maintaining a complete and reliable emission inventory is its use as a basic tool for the effective development of air quality management plans and programs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

**AUTHORIZED:** 10-30-2018

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
These records document agency efforts to record levels of emissions that affect air quality in the state.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7593

3

**TITLE:** Visibility file

**DATES:** 1980-2005.

**ARRANGEMENT:** None

**DESCRIPTION:**

This records the development of regulations on air visibility. It includes draft proposals of regulations for both state and federal regulations, transcripts of public hearings, comments on proposed regulations, and clarifications from the Environmental Protection Agency on their regulations.

**RETENTION:**

Permanent. Retain until final action

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until regulation is adopted and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until the regulation is adopted and then destroy.

**APPRAISAL:**

These records have administrative, historical, and/or legal value(s). Background information about state regulations such as drafts and public comments that show the evolution of a law from conception to the final product and are historically valuable. Information on federal laws or regulations that apply only to Utah are also historically valuable. While the information may be kept by the federal government and may be available to researchers there, prudence dictates keeping the state's copy. Regulations that apply to all states is distributed widely enough to eliminate the need for us to keep them.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7593

**TITLE:** Visibility file

(continued)

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 1785

3

**TITLE:** Visible emission observer training certificates

**DATES:** i 1982-1983.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:** 0.40 cubic feet.

**DESCRIPTION:**

These records document the certification of air pollution observers who work for the bureau, local health departments, and private industry. The certificate is good for six months and includes data on individual training and test results.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.



**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7582

3

**TITLE:** Visible emission training record

**DATES:** 1982-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a record of certification of air pollution observers for bureau inspectors, local health department employees, and employees of pollution sources. This certificate is good for 6 months. It includes name of the observer being certified, his business affiliation, his mailing address, the dates of the training, the number of hours of training, a description of the background air at the time of the test (blue sky, hazy, etc), the weather conditions at the time of the test including the wind speed and direction and the temperature, and any weather changes during the test, the observer's distance from the pollution source, the results of the tests for black and for white smoke giving the number of the reading, the number of the observer's opacity reading, the transmission meter's reading, and the percentage of the observer's deviation, the number of deviation readings greater than 15%, the average black and white smoke deviations, the certification requirements, and the signature of the certifying official.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7582

**TITLE:** Visible emission training record

(continued)

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7621

3

**TITLE:** Weekly air quality reports

**DATES:** 1977-

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a report by station of the sensor findings of all pollutant levels found in the air. It includes the name of the station, the dates covered by the reports, the types of pollution being monitored, and the weekly pollution levels.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 7610

3

**TITLE:** Weekly station status report

**DATES:** 1985-

**ARRANGEMENT:** None

**DESCRIPTION:**

These are status reports sent in every week on the air monitoring equipment used to ensure that they are all in proper working order. They include the name of the station, the week of the report, and a daily record of the equipment's functioning, and the initials of the person(s) supplying the information.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
This record contains information concerning one measure of accuracy of the equipment which might be needed in a court case to prove the validity of the bureau's air monitoring records.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 27772

3

**TITLE:** X-ray fluorescence and dosimeter reports

**DATES:** 1994-

**ARRANGEMENT:** alphabetical name of property owner

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records include reports documenting the use of portable X-ray fluorescence (XRF) analyzers, which are used by the Division of Air Quality to test for lead based paint, provide a fast and reliable method for classifying many painted surfaces. Measurements taken by the division indicate whether lead based paint (in use prior to 1978) is present, lead based paint is not present, or the measurement is inconclusive and a laboratory test is necessary. XRF analyzer testing is one of the methods recognized by the Environmental Protection Agency (EPA) to detect lead in painted surfaces. Because the XRF analyzer uses a radiation source, the division uses dosimeter record forms to track who uses the machine and log how much radiation operators are exposed to. Records include the XRF tests and reports, check out/in log for XRF analyzer unit, XRF leak reports, and dosimeter reports. Dosimeter report information includes individual personal information which may include name, social security, and other various information. Records also include XRF home test reports which include address and other citizen's personal information.

**RETENTION:**

Retain for 15 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years after date of report and then transfer to State Records Center. Retain in State Records Center for 10 years and then destroy.

**AGENCY:** Department of Environmental Quality. Division of Air Quality

**SERIES:** 27772

**TITLE:** X-ray fluorescence and dosimeter reports

(continued)

**APPRAISAL:**

These records have administrative value(s).

These reports are not required by law, but are kept for precautionary reasons and administrative reference.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private.

Records include some personal information under Utah Code 63G-2-302