

## Retention and Classification Report

**Agency:** Department of Environmental Quality. Division of Solid and Hazardous Waste (898)  
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801-536-0200

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

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**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7732

3

**TITLE:** Administrative correspondence

**DATES:** 1976-2013.

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This is correspondence consisting of copies of outgoing and originals of incoming correspondence that are not part of other records series (such as Hazardous Waste Site Files).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7730

3

**TITLE:** Administrative files

**DATES:** 1979-2009.

**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 directories of state, local, and federal offices, and businesses involved in hazardous waste activities, list of approved laboratories, applications and resumes, copies of outgoing and originals of incoming correspondence, memoranda, personnel policy statements and rules and regulations, conference activity reports, summaries of notification listings, training information, quality assurance inspection program guidelines, sampling protocols and chain of custody procedures, inspection procedures and instructions, permit applications, and monthly reports.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 months or until administrative use ends 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). Records under "1" include notices such as memoranda and other papers 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

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7730

**TITLE:** Administrative files

(continued)

office services and equipment requests and receipts; and the use of office space and utilities. Also, records that are duplicates of information filed elsewhere. Records under "3" are not duplicated elsewhere and document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 1747

3

**TITLE:** Annual reports

**DATES:** i 1981-1983.

**ARRANGEMENT:** Alphanumerical

**TOTAL VOLUME:** 0.20 cubic feet.

**DESCRIPTION:**

These files document information collected to support efforts to regulate and control the disposition of hazardous wastes. Information includes reports submitted by generators of hazardous waste concerning their activities for the calendar year, status sheet for non-regulated generators of hazardous waste, generator annual hazardous waste report, and facility annual hazardous waste report.

**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 13 years 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 Solid and Hazardous Waste

**SERIES:** 7754

3

**TITLE:** Annual reports by generators of hazardous waste

**DATES:** 1981-1983.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are reports submitted by generators of hazardous waste concerning their activities for the year. Reports include Status Sheet for Non-regulated Generators, Generator Annual Hazardous Waste Report, and Facility Annual Hazardous Waste Reports. Includes for non-regulated generators: generator's Environmental Protection Agency's (EPA) identification number, the facility's name and address, the facility's status (non-handler of hazardous waste, small quantity generator, exempt, beneficial use, or closed installation), the name, title, and signature of the authorized representative, the date the form was signed, the year covered by the report, a description of the waste(s), the EPA hazardous waste number, the amount of hazardous waste generated for the year, and the disposition of the waste. For the generator report: the EPA identification number, the year covered by the report, the name, mailing address, and location of the installation, the name and telephone number of the installation contact, the name, title, and signature of the authorized representative, the date signed, the transportation system used to transport the waste, and the name, address, and EPA number of the transporting company; a description of the waste, the Department of Transportation hazard code, EPA hazardous waste number, and the amount of waste generated during the year. For facility report: the same information as the generator report plus the hazardous waste generator's name, address, and EPA identification number.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 13 years and then destroy.

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7754

**TITLE:** Annual reports by generators of hazardous waste

(continued)

**APPRAISAL:**

These records have administrative value(s).



**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7757

3

**TITLE:** Budget background records

**DATES:** 1966-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are papers created to assist in the preparation of the bureau budget. They include working papers, cost statements, 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 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).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7758

3

**TITLE:** Budget estimates and justification files

**DATES:** 1966-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are copies of budget estimates and justification prepared by the bureau. They include budget summaries, five year program plans, and workload increase requests giving the following information: Budget summaries include: low organization number, program number, the fiscal year involved, the budget number, and a breakdown of budget items by classification showing the total budget allocation per item and the amount of each item received from federal and from state funds. Five year program plans include: of the department, name of the program, the low organization number, the program title, the program authority, a statement of the problem or need, the program objective, the method to obtain the objective, the method of evaluation, the performance measures by year, the number of full time positions required by the program by year, the total number of full time positions required by the program by year, the total budget per year, the percent of federal and state funds for the program per year, the percent collections per year, and the percent of other funding sources per year, the long run concerns, an analysis of the program's impact on the preliminary growth management policy, and the capital facility needs. Workload increase requests include: the year of the request, an analysis of alternatives, 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 grade of the positions, the additional salary and benefits costs, and a breakdown of the increases in other expenses such as travel and space.

**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 Solid and Hazardous Waste

**SERIES:** 7758

**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).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7749

3

**TITLE:** Budget operating report

**DATES:** 1982-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a report on the status of appropriation accounts and apportionment. It includes name and number of the department and the division, the period covered by the report, the run date, the accounting period, the percent of the year expired, the activity number and name of the bureau, the account code, account classification, amount of the annual work program, the allotment year to date, the current month's expenditures, the year to date expenditures, and the uncommitted allotment balance.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**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 Solid and Hazardous Waste

**SERIES:** 1746

3

**TITLE:** Budget operating reports

**DATES:** 1982-2009.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Permanent. Retain for 7 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Audited financial statements, GRS-1857.

**AUTHORIZED:** 12-03-2018

**FORMAT MANAGEMENT:**

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

Paper copy: Retain in Office for 5 years and then destroy.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7731

3

**TITLE:** Building key register

**DATES:** 1972-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are record of keys issued to employees. They include name and signature of the employee, the date the key was issued, the quantity of keys issued, and a description of the key.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 6 months after the key has been turned in and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7755

3

**TITLE:** Compliance orders

**DATES:** 1983-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are duplicate copies of orders issued to violators of the hazardous waste regulations to bring them into compliance with the law. They includes the name and address of the company being cited, the order number, a description of the violations for which the company is being cited, the date of inspection that uncovered the violations, the date the notice of violation was issued, the steps the company is being required to take to correct the violations, the date on which the action(s) are to be completed, and the consequences of the failure to comply with the order.

**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.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7765

3

**TITLE:** Comprehensive Environmental Response, Compensation, and Liability Act of 1980 site files

**DATES:** 1980-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a record of the clean-up of sites polluted by hazardous wastes. It includes preliminary assessment reports, closure plan for hazardous waste impoundment ponds, laboratory test results, engineering assessment and remedial action plans, documentation records for the hazard ranking system, site inspection and supplementary reports, site photographs, correspondence, soil and foundation investigation reports, proceedings of monthly enforcement meetings for assigned federal facilities, record of proceedings of meetings on uncontrolled hazardous waste sites, geohydrologic study reports, ground water monitoring results, compliance agreements, groundwater route worksheets, notice of violation and order of compliance proceedings, sampling plans, site plans, and technical reports. This contains information on the hazardous waste site such as its location, the type of waste, the procedures for taking test samples, and the degree of danger the site poses to the environment.

**RETENTION:**

Retain until final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until remedial action is completed and then destroy.



**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7765

**TITLE:** Comprehensive Environmental Response, Compensation, and Liability Act of 1980 site files

(continued)

**APPRAISAL:**

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

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7761

3

**TITLE:** Duplicate correspondence

**DATES:** 1975-2013.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are duplicate copies of all correspondence sent by the bureau.

**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.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7752

3

**TITLE:** Emergency plans

**DATES:** 1979-1985.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are plans and directives for emergency situations involving hazardous waste. They include radiation transportation emergency response and emergency response plans.

**RETENTION:**

Permanent. Retain for 3 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after it is superseded or obsolete 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 Solid and Hazardous Waste

**SERIES:** 1692

4

**TITLE:** Engineering plans

**DATES:** 2009.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Final plans and specifications for state buildings as they were finally built and approved.

**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 Government construction as-built plans and specifications, GRS-1789.

**AUTHORIZED:** 11-08-2018

**FORMAT MANAGEMENT:**

Paper: Retain in Office until no longer needed 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 Solid and Hazardous Waste

**SERIES:** 1760

1

**TITLE:** Environmental grants project files

**DATES:** 1966-2009.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds and project budgets.

**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 3 years or until grant has expired and then destroy.

**APPRAISAL:**

These records have historical value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7739

3

**TITLE:** Fiscal records

**DATES:** 1972-2013.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are various records relating to the cost of operating the bureau. They include telephone billing forms, charges to the department's accounts, operating instructions and warranties for their equipment, memoranda and correspondence, and information on equipment suppliers, services, and training. Information includes charges for equipment, types of equipment, information on space and organizational needs, and the routine expenses incurred by the bureau in the performance of its duties.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 7 years and then destroy provided no pending litigation.

**APPRAISAL:**

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

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7733

3

**TITLE:** Grant files

**DATES:** 1966-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to the receipt, review, award, evaluation, status, and monitoring of the grants, the allocation of funds, and the project budgets. These files include notice of intent for proposed state actions, Environmental Protection Agency (EPA) Assistance Agreement/Amendment, State/EPA Agreement Worksheet, Application for Federal Assistance, and related correspondence. Information includes the applicant's name, address, employer identification number, program title and number, the title and description of the project and the area of impact, the amount of proposed funding, the amount of money granted, a record of money spent, how much and on what, and the dates of all actions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after the date of final disposition of the property and then destroy.

Paper copy: Retain in Office for 3 years after the date of termination and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s). Information on the amount of money received and expended, the amount of program income, the total cost of the project, any property purchased under the award or used as part of in-kind contribution, time records and other supporting data, and documentation of compliance with the laws and regulations including quality assurance plans. Unless scheduled below, these records should be kept for 3 years from the date of the final status report of final payment from EPA for the project.

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7733

**TITLE:** Grant files

(continued)

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(6)



**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 1765

3

**TITLE:** Hazardous waste emergency plans

**DATES:** i 1979-1985.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These are plans and directives for emergency situations involving hazardous waste.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have historical value(s).

This disposition is based on the historical emergency hazardous waste site information contained on these plans.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7734

3

**TITLE:** Hazardous waste site files

**DATES:** 1980-2009.

**ARRANGEMENT:** Alphabetical by site location

**DESCRIPTION:**

This is a record of all hazardous waste sites in the state, including treatment, storage, and disposal facilities. It includes design classifications, laboratory reports, correspondence, resumes of consultants, procedures for processing hazardous wastes, requests for permits, comments of bureau on EPA's removing types of waste from the list of hazardous wastes, land acquisitions plans, inspection reports, notification of inspection reports, memoranda of agreements, pre-inspection checklists, hazardous waste site plans, engineer's plans, site photographs, and notification of hazardous waste activities. Includes information on hazardous waste sites and facilities including their size, location, and equipment, the name and address of site owners and operators, the EPA identification number, the type of site or facility, the dates of Health Department inspections, the types of inspections and the results of the inspections.

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 08/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after site inspections conducted at 6 month intervals and then destroy.

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

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7734

**TITLE:** Hazardous waste site files

(continued)

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Records with permanent retention include design classifications, procedures for processing hazardous waste, land acquisition plans, memoranda of agreement, hazardous waste site plans, engineer's plans, request for permit, enforcement orders, notice of violation warning, interpretation of regulations, and notification of hazardous waste activity closure. This record series was approved by the State Records Committee in January of 1988 and has been resubmitted because the office of Hazardous Waste needs to Microfiche these records for storage.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7750

3

**TITLE:** Individual time allotments

**DATES:** 1982-2009.

**ARRANGEMENT:** Alphanumerical by bureau, social security

**DESCRIPTION:**

This is a report on the status of individual time allotment. It includes date of the report, the period covered by the report, the employees' names, social security numbers, budget code, program/activity code, the hours each employee worked, the percent of actual hours worked, the percent of hours including time off, the costs to the state, the actual hours worked for the year to date, the fiscal year to date costs, and the percent of year to date costs.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 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).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7735

3

**TITLE:** Inter-departmental transfer

**DATES:** 1972-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a request to the Department of Administrative Services, Division of Finance to transfer funds from one agency's account to the requesting agency's account in payment of supplies or services rendered. It includes two form: one for transfer to Central Services and one for other transfers. Includes the date of the request, the requester's low organizational and account numbers, the requester's name, department, division, bureau, address and telephone number, and a list of items requested giving the item number, quantity, type of package (bottles, packages, etc.), a description of the items, a verification that the item was received, the name and signature of the individual filling the order and the date it was filled, the signature of the individual picking up the order and the date the order was received. The other request includes the date of the request, the Division of Finance number, the departmental number, the names of the individuals checking the computations and doing the pre-audit, the servicer and requester organizations, a description of the services provided, the servicer's and requester's low organizational, account, and activity numbers, and the amount being transferred, the total amount, and the signature of the requester department head or authorized agent.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7735

**TITLE:** Inter-departmental transfer

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7737

3

**TITLE:** Laboratory reports

**DATES:** 1981-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are duplicate test results of laboratory tests on solid and hazardous waste samples. These reports include the date received, who received the sample, the water system number, the source number, the date the sample was collected, the item collected, the water rights number, a description of the sample point, the sample type, the name of the individual collecting the sample, the the name and telephone number of the individual receiving the sample, the county sample number, and the interpretation of the laboratory analysis.

**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.

**APPRAISAL:**

These records have administrative value(s).

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7764

3

**TITLE:** Managers personnel and management records

**DATES:** 1976-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

These records are kept by bureau managers to serve as action guides in personnel matters and to aid them in the day to day operations of their sections. These are duplicates of information filed elsewhere. These records include job applications, personnel policies, the classification system, performance plans/personnel guidance manuals, position classification lists, position classification specifications, employee schedules, levels committee implementation recommendations and levels committee salary survey information, copies of the capital budget, copies of the state plan, and duplicates of the bureau budgets and budget work plans.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until the information is superseded or no longer useful and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private



**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 1763

3

**TITLE:** News releases

**DATES:** i 1979-1985.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

One copy of each prepared statement or announcement issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

**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 Public relations records, GRS-1716.

**AUTHORIZED:** 12-01-2014

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7751

3

**TITLE:** News releases

**DATES:** 1979-1985.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are prepared statements or announcements issued for distribution to the news media. They include news releases announcing events such as the adoption of new agency programs, termination of old programs, major shifts in policy, and changes in senior personnel.

**RETENTION:**

Permanent. Retain for 1 year(s)

**DISPOSITION:**

Transfer to Archives.

**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 transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Documents history of the agency

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7472

3

**TITLE:** Oil Reclamation Program permits for used oil collectors, refiners, and reclaimers

**DATES:** 1978-2009.

**ARRANGEMENT:** Alphabetical by name and permit type

**DESCRIPTION:**

These are permits issued under Utah's Oil Rerefinement Act, UCA 40 Chapter 9, for the recycling of used oil. The file includes the permit copy, the permit application, driver permit list and renewals. Information includes the permit issuance and expiration dates, the company name and address, the company representative, the number and make of vehicles and their maximum capacity, the geographical area involved, and the quantities and types of oil collected.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/1987

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have legal value(s).

According to UCA 40-9-6, legal action can be taken against persons who violate the Oil Rerefineements Act. However, this action can only be taken within two years of the violation [UCA 40-9-6(3)]. As long as the permit is active, it should be retained in the office. After it has expired, it should be kept for another two years to allow for any potential legal action.

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7738

3

**TITLE:** Plans and maps

**DATES:** 1976-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are engineering plans and topographical maps of solid and hazardous waste facilities and landfills. They include the dimensions of the landfill or facility, the materials and specifications, borehole information, and site location.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

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

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7740

3

**TITLE:** Printing service work order and billing form

**DATES:** 1972-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a request for government printing work. It includes work order number, date logged, the name of the department and office requesting the work, the requesting office's low organizational and account numbers, the name, address, and telephone number of the contact person, a description of the job, the number of originals and copies requested, the finished size, the delivery address and the means of delivery, and the specifications of the copy work, paper, composition, bindery, and any other additional instructions, the signature of the authorizing official, the name of the individual who received the completed work, and the date received.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year after completion of the printing and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 24218

3

**TITLE:** Publications

**DATES:** 1965-2015.

**ARRANGEMENT:** Chronological by date.

**DESCRIPTION:**

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on the management of solid and hazardous wastes within the State of Utah. 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 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 historical value(s).  
Publications document agency history and functions. Publications have ongoing research value.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2017.

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7741

3

**TITLE:** Purchase requisitions

**DATES:** 1972-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a request to Department of Administrative Services, Purchasing Division to procure needed equipment and supplies. It includes name of requesting department, division, and bureau, the date of request, 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:** 01/1986

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7756

3

**TITLE:** Small quantity solid and hazardous waste generators case files

**DATES:** 1980-2009.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a record of sites that generate small quantities of hazardous waste. It includes correspondence, generator biennial hazardous waste reports, notification of exemption, hazardous waste inspection reports, notification checklists, activity reports, pre-inspection checklist, hazardous waste annual report, request for EPA number, telephone contact record, inspection photographs, hazardous waste manifest, laboratory test results, hazardous waste characteristic report, telephone complaints, complaint investigation reports, notice of violations, transport contingency plans, and request for approval of contingency plan.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until site inspctns are conductd at 6 mo intervlrs or more and then keep in records center until the site is closed.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public



**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7753

3

**TITLE:** Solid and Hazardous Waste Committee administrative files

**DATES:** 1979-2015.

**ARRANGEMENT:** None

**DESCRIPTION:**

This is a record of the members of the Solid and Hazardous Waste Committee and of their activities. It includes resumes of the committee members, time cards, travel reimbursement requests, copies of their W-4s, memoranda and correspondence, copies of proposed changes to the Utah Hazardous Waste Management Regulations, copies of procedural documents, copies of national contingency plans, solid waste management plans, photostats of newspaper articles, and other administrative and housekeeping records of the committee and its actions. Personal information on the members includes age, appearance, current and past addresses, date of birth, driver's license number, educational level, employer, employment history, grade average or class standing, job position information (grade/step, etc.), marital status, membership in groups, military service, name, name of kin, number of children, occupation, occupational licenses, political affiliations, sex, signature, telephone number.

**RETENTION:**

Retain until separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 01/1986

**FORMAT MANAGEMENT:**

Paper: Retain in Office until individual is no longer a member of the committee and then destroy.

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7753

**TITLE:** Solid and Hazardous Waste Committee administrative files

(continued)

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7759

3

**TITLE:** Solid and Hazardous Waste Committee meetings tapes and transcripts

**DATES:** 1979-2009.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are tape recordings and written transcripts of the proceedings of the Solid and Hazardous Waste Committee meetings.

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**RETENTION:**

Permanent. Retain for 3 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:**

Sound recordings: Retain in Office until minutes are approved and then erase.

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

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 1748

3

**TITLE:** Solid and hazardous waste committee minutes

**DATES:** i 1979-2009.

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Permanent. Retain for 3 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 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7763

3

**TITLE:** Supervisor's personnel files

**DATES:** 1976-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are employee files maintained by managers for the purpose of evaluating the work of their employees. They include correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the Agency Personnel File.

**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.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Environmental Quality. Division of Solid and Hazardous Waste

**SERIES:** 7748

3

**TITLE:** Travel reimbursement requests

**DATES:** 1972-2013.

**ARRANGEMENT:** None

**DESCRIPTION:**

These are requests for reimbursement of expenses for employees who travel on government business. The form include date of request, Division of Finance number, departmental 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 travel to and from, the actual miles traveled, the mileage rate, and the amount of reimbursement claimed per trip and total, and the total amount of 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 claimed for meals, the total per diem claimed, the type and 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 official.

**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.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public