

Retention and Classification Report

Agency: Department of Environmental Quality. Division of Waste Management and Radiation Control (4128)
195 North 1950 West
Salt Lake City, UT 84116
801-536-0200

Records Officer: _____

07760	Administrative rule analysis proposed rule/change notices
26622	Atlas tailings site files
28243	Biennial report forms
28244	Draft enforcement confidential documents
16848	Envirocare/Energy Solutions low level radioactive waste and
28240	Environmental incident response records
07736	Equipment inventories
28239	Facility documents - non-historical records
28242	Fee reports
07762	Financial assurance documents
12695	Hazardous waste management regulatory records
28235	Hazardous waste manifests
26115	Mammography Quality Standards Act inspection records
28241	Non-facility documents - non-historical records
26599	Nuclear Regulatory Commission agreement files
16827	Radiation Committee transcript
26562	Radiation Control Board appeal files
07683	Radioactive materials license files
16850	Reciprocal licenses files
07766	Solid and hazardous waste control board documents
07742	Solid waste site files
28238	Surrendered facility records
28237	United States Environmental Protection Agency documents
16837	Uranium mill tailings licensee records
28236	Used oil collection center log sheets
21188	Used oil program files
07682	X-Ray registration files
29606	X-ray assembler records

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7760

3

TITLE: Administrative rule analysis proposed rule/change notices

DATES: 1980-

ARRANGEMENT: None.

DESCRIPTION:

This is a proposal by agency to adopt a new administrative rule or change an existing rule. It includes the name and address of the department or agency submitting the form, the name and telephone number of the contact person, the title of the rule, a summary of the rule or change and the reason for it, the anticipated cost impact of the rule, the type of notice (proposed rule, change in proposed rule including the rule number, a 120 day rule, or a five year review/continuation), a justification for a 120 day rule, whether the rule is authorized by state code or required by federal mandate and the applicable citations, the means by which the public may comment on the proposed rule (at a public hearing, by appearing at the agency, or by written comment) and the period for making their comments, the name and signature of the agency head or designee, the date the notice was signed, the date and time the notice was received in the Office of Administrative Rules and the name of the person receiving it, the date the 120 day rules become effective and lapse, and the Office of Administrative Rules and the originating agency's numbers.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Administrative rule records, GRS-1692.

AUTHORIZED: 07-07-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

Paper: Retain in Office permanently.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7760

TITLE: Administrative rule analysis proposed rule/change notices

(continued)

APPRAISAL:

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

These records are historical because they provide evidence of significant policy formulation and business processes of the government.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2021.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 26622

3

TITLE: Atlas tailings site files

DATES: 1993-

ARRANGEMENT: Chronological by year, thereunder alphabetical by report title.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document the state's cooperation with the U.S. Department of Energy in the remediation and oversight of the Atlas tailings site in Moab, Utah. Files contain remedial action plans, environmental monitoring data, construction plans for proposed buildings, and building progress reports.

RETENTION:

Permanent. Retain for 20 year(s)

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 for 1 year and then transfer to State Records Center. Retain in State Records Center for 19 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These files are maintained in accordance with the Federal Atomic Energy Act 83-703 (1954), and 10 CFR 40.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 26622

TITLE: Atlas tailings site files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2021.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28243

3

TITLE: Biennial report forms

DATES: 2002-

ARRANGEMENT: Chronological, thereunder alphabetical.

DESCRIPTION:

Hazardous waste treatment, storage, and disposal facilities as well as hazardous waste generators. use forms to report hazardous waste activities during every odd numbered year. Once forms are submitted, the data included on the forms is entered into RCRA Info, an EPA database. The EPA uses the information to generate the National Biennial RCRA Hazardous Waste Report which is available on the EPA website. Information includes facility name, facility details, facility type, and volume of waste handled.

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: 04/2013

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office for 5 years and then delete.

APPRAISAL:

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

Administrative rule R315-5-4.41

After data has been entered and the report generated by the EPA, there is no longer a need to keep these records in office.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28243

TITLE: Biennial report forms

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28244

3

TITLE: Draft enforcement confidential documents

DATES: 1972-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains draft documents used to create a stipulation and consent order with a facility that has been issued a notice of violation. Documents are reviewed and responded to as needed until the stipulation and consent order between the agency and facility has been finalized. Records include inspection reports, draft stipulation and consent orders, penalty worksheets. When negotiations are complete, a final agreement is created and retained under a public retention schedule.

RETENTION:

Retain for 2 year(s)

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:

Computer data files: Retain in Office for 2 years after administrative action is final and then delete.

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

APPRAISAL:

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

These records adhere to the following Administrative Rules:

R315-102, R315-301 through 320, R315-15-1 through 15-17.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28244

TITLE: Draft enforcement confidential documents

(continued)

PRIMARY DESIGNATION:

Protected

While the final agreement is public information, the documents created during the negotiating/draft process are confidential. Utah Code 63G-2-305(9)

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 16848 4

TITLE: Envirocare/Energy Solutions low level radioactive waste and environmental monitoring files

DATES: 2015-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These records document interstate agreements, or compacts, for handling low level nuclear wastes. These agreements are created to minimize the amount of handling and transportation required to dispose of these wastes and to establish regional facilities to store the wastes. This activity is authorized under UCA 26-14c.

The files include copies of the agreements, copies of Utah's and other state's legislation regarding radioactive waste disposal, copies of appropriate rules and regulations from other states and from the federal government, and memoranda and correspondence. These records document the receipt, use, and management of low-level radioactive waste at Envirocare of Utah, commercial facility in Tooele County, Utah. These records are created based on facility requirements authorized under UCA 19-3, and Radiation Control Rules R313. The files include copies of Radioactive Material License (RML); regulatory correspondence; agreements; RML applications; renewals; waste disposal records; enforcement actions; compliance records; memoranda; As-built construction drawings; Ground Water Discharge Permit and modifications; Engineering design drawings; and environmental monitoring reports.

RETENTION:

Permanent. Retain for 24 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: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 20 years and

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 16848

TITLE: Envirocare/Energy Solutions low level radioactive waste and environmental monitoring files

(continued)

then transfer to State Archives with authority to weed.

APPRAISAL:

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

A copy of the agreement is an valuable record; it documents how the State of Utah handles low level nuclear wastes. This record should be retained in the office for as long as it is valid.

Other information included with this record is reference material which informs the bureau of other states' activities regarding low level nuclear waste transportation and disposal. This information should be retained for as long as it is valuable to the bureau.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28240

3

TITLE: Environmental incident response records

DATES: 2002-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records support the agency's function to regulate the disposal of all wastes, as defined in Utah Code 19-6-102 (2020).

These records document agency response to singular events affecting the environment, but do not involve facilities requiring continued regulation and/or oversight. Information includes emergency permits, spill reports, complaints, and all related inspection reports, enforcement documents, correspondence, and documents concerning any legal action taken as a result.

RETENTION:

Permanent. Retain for 30 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: 05/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 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.

Computer data files: Retain in Office for 30 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records are historical because the incidents in these records affect the environment over a long period of time.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28240

TITLE: Environmental incident response records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2021.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7736

3

TITLE: Equipment inventories

DATES: 1972-

ARRANGEMENT: None

DESCRIPTION:

This is a record of equipment owned by the bureau. It includes notice of changes to equipment inventory. Includes the low organization number, identification number, a description of the equipment, its serial number, the estimated life of the item, its cost, its book value, and its disposal. The notice of changes to equipment inventory gives the date of the change, the inventory item, the inventory control number, the equipment serial number, the type of change being requested (transfer, surplus, appearance change, stolen, etc.), for items being transferred, the present location including agency name, low organization number, and cost code, the destination of the item with the same information for the new location, the signature and title of the person authorizing the change, and the signature and title of the person receiving the item.

RETENTION:

Retain for 5 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 5 years and then destroy.

APPRAISAL:

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

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28239

3

TITLE: Facility documents - non-historical records

DATES: 2002-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document entities participation in various waste tire and used oil programs. Documents included in this series pertain to facilities whose activities do not have any historical value because they do not impact the environment. Files and forms are used to track and regulate facilities registered to participate in various agency programs. The file is closed when the entity no longer chooses to participate in the program. Records may also include initial registration documents, quarterly and annual volume reports, and inspection reports.

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: 04/2013

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

Paper: Retain in Office for 5 years after file closure or administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

Three types of facilities are considered non-historical because they do not have a lasting impact on the environment. These facilities are waste tire transporters, waste tire recyclers, and used oil collection centers. These documents are stored and maintained separate from the historical facility records kept in

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28239

TITLE: Facility documents - non-historical records

(continued)

series 28238.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2021.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28242

3

TITLE: Fee reports

DATES: 2008-

ARRANGEMENT: Chronological.

DESCRIPTION:

Fee reports are submitted to the division to report monthly, quarterly, or annual fees. Report records include the types of waste received, and the dollar amount due as a result. Fee reports are also used to record fees received by the division, and break out different types of fees received. Fee reports contain the name of the facility, and the reason the funds are being sent, and the types of fees included.

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.

Computer data files: Retain in Office for 7 years and then delete.

APPRAISAL:

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

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28242

TITLE: Fee reports

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2021.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7762

3

TITLE: Financial assurance documents

DATES: 1982-

ARRANGEMENT: Alphabetical by owners or operators.

DESCRIPTION:

Financial assurance documents are submitted to and created by the agency to ensure a facility has the financial means to properly perform closure and post closure activities on hazardous waste, solid waste, and used oil facilities should the facility cease operations. Records include letters of credit, bank statements, trust agreements, insurance policies, and certificates of liability insurance. Records also include copies of trust fund agreements and record of deposits to the trust funds, copies of letters of credit, corporate financial statements, corporate annual reports, corporate financial status updates, and copies of insurance certificates. Records also include the name and address of the hazardous site waste owner and the location of the site, the amount of funds put into escrow and deposits to those fund, the names and addresses of the financial institutions holding the letters of credit or trust fund accounts, the names and addresses of insurance companies holding policies and the terms and amounts of those policies, and the hazardous waste site owner/operator's latest financial status.

RETENTION:

Retain for 5 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: 04/2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after company certifies clean up procedures are done or until superseded and/or expired and then destroy.

Computer data files: Retain in Office for 5 years after company

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7762

TITLE: Financial assurance documents

(continued)

certifies clean up procedures are done or until superseded and/or superseded and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public Utah Code 63G-2-302(2)(b)(ii) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2021.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 12695

3

TITLE: Hazardous waste management regulatory records

DATES: 1960-

ARRANGEMENT: Alphabetical by site name, thereunder chronological.

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These records support the agency's function to ensure hazardous waste is maintained and disposed of in compliance with existing state and federal laws (40 CFR 256-299, Utah Code 19-6-1(2017), and Utah Administrative Code R315 (2016)). These records document inspections and regulation of hazardous waste, and may include Environmental Protection Agency identification information, site details, corrective action, risk assessment, inspection, enforcement, permit records, and related records.

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: 09/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until final action and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives.

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

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

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

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 12695

TITLE: Hazardous waste management regulatory records

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Long-term administrative value is due to the agency's need to monitor the environment over decades. Records are also historical because the facilities affect the environment over long periods of time.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-305(1) (2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2022.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28235

3

TITLE: Hazardous waste manifests

DATES: 1994-

ARRANGEMENT: Chronological.

DESCRIPTION:

Hazardous waste manifests are created to track the hazardous waste managed by commercial hazardous waste disposal facilities in Utah. Manifests are used to regulate facilities and ensure proper fees have been paid. Permitted commercial facilities are required to keep manifests on their premises from 3-5 years and these must be made available to DEQ if requested. Records include manifests and shipping/cover letters. Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

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 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s). Due to permit requirements, there is no need to store duplicate manifests for more than one year. Administrative Rule R315-8-5.2(b)(5)

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28235

TITLE: Hazardous waste manifests

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 26115

3

TITLE: Mammography Quality Standards Act inspection records

DATES: 1995-

ARRANGEMENT: Chronological by month.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Records consist of Inspection Reports and related correspondence created as a result of a contract between the Division and the US Food and Drug Administration to inspect all mammography machines and equipment on an annual basis, as required by the Mammography Quality Standards Act regulations (see 42 U.S.C. Sec. 263b et seq.). Once inspections are complete, the data is uploaded to the national database. Records include the mammography facility name, address, type of equipment, operator credentials, inspection reports, and test results.

RETENTION:

Retain for 3 year(s) after end of the calendar year that the records cover

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 26115

TITLE: Mammography Quality Standards Act inspection records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28241

3

TITLE: Non-facility documents - non-historical records

DATES: 2002-

ARRANGEMENT: Chronological.

DESCRIPTION:

Records are submitted to agency requesting regulatory information, agency disposition, providing notification of recycling plans or showing results of initial small business evaluation visits. Records are reviewed and responded to when appropriate. This series includes information requests, agency disposition requests, mercury switch disposal reports, and electronics manufacturer recycling plans. Records also include small business compliance assistance forms only when an initial evaluation determines that the amount of hazardous waste generated does not fall under agency parameters for regulation and oversight.

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: 04/2013

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years and then delete.

Paper: Retain in Office for 5 years or until administrative need ends and then destroy.

APPRAISAL:

These records have administrative value(s).

Documents in this series have no historical value and no lasting impact on the environment and do not pertain to any specific facilities managed under department rules. These documents are

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28241

TITLE: Non-facility documents - non-historical records

(continued)

stored and maintained separate from the historical facility
records kept in series 28240.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2021.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 26599

3

TITLE: Nuclear Regulatory Commission agreement files

DATES: 1983-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These records contain agreements with the Nuclear Regulatory Commission that authorize the Utah Department of Environmental Quality and the Division of Radiation Control to regulate, inspect, and take enforcement actions over radioactive materials and facilities licensed to handle those materials. The agreements are legally binding and are signed by the Governor of Utah. They contain applications from the state, formal agreements, amendments to the agreements, and all related correspondence between the division, the governor's office, the Radiation Control Board and the Nuclear Regulatory Commission.

RETENTION:

Permanent. Retain for 21 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 1 year after application is approved or amended 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.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). These records have a legal value as they are created and maintained according to UAC R313 and UCA 19-3-113. The records have historical value as they document the regulation of facilities in the State of Utah for the storage and disposal of nuclear waste.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 26599

TITLE: Nuclear Regulatory Commission agreement files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 16827

4

TITLE: Radiation Committee transcript

DATES: 1975-

ARRANGEMENT: Chronological.

DESCRIPTION:

Transcripts of the meetings of the Radiation Technical Advisory Committee. Includes dates of meetings, identification of members present, summary of the items discussed, any agreements made, and the names of the transcriber of the recordings.

RETENTION:

Permanent. Retain for 23 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

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.

APPRAISAL:

These records have administrative, and/or historical value(s). This Board assists greatly in the creation of state regulations; these meeting records have considerable historical research value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 26562

3

TITLE: Radiation Control Board appeal files

DATES: 2005-

ARRANGEMENT: Numerical by document number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are part of the administrative and regulatory decisions made by the Utah Radiation Control Board. The records include but are not limited to transcripts, petitions, briefs, orders, responses, notices of filing, notices of appeal, and related documents and correspondence. The records document the progress of hearings, policies and decisions of the board that are appealed to District Court. Records created by an official committee or board, including advisory committees, 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. May include audio and video recording.

RETENTION:

Permanent. Retain for 11 year(s) after case is closed

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 1 year after case is closed 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.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 26562

TITLE: Radiation Control Board appeal files

(continued)

APPRAISAL:

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

These records document decisions of the Radiation Control Board that are appealed to District Court. They can be used to document legal proceedings dealing with radiation control regulations and the history of radioactive issues and procedures in the state.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

Protected. UCA 63G-2-305(1)

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7683

3

TITLE: Radioactive materials license files

DATES: 1984-

ARRANGEMENT: Alphabetical by licensee name, thereunder numerical by license number.

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

In accordance with regulatory requirements of the United States Nuclear Regulatory Commission, and as described in Utah Code 19-3-104, the Division of Waste Management and Radiation Control licenses any organization which receives, possesses, uses, or transfers radioactive materials in the state of Utah. Records in this series include license applications, license amendments, license terminations, enforcement actions taken, and related records.

RETENTION:

Permanent. Retain for 23 year(s) after expiration of permit or license

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 07/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after license expires and then transfer to State Records Center. Retain in State Records Center for 18 years and then transfer to State Archives.

APPRAISAL:

These records have historical, and/or legal value(s).
The retention of these records is based on the long life of radioactive materials and the agency's effort to track radioactive materials and those who transport and store the material. This retention is also based on the requirements of the U.S. Nuclear Regulatory Commission.
The licensing procedure is detailed in Utah Administrative Code Section R313-21 and R313-22.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7683

TITLE: Radioactive materials license files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

Protected. Utah Code 63G-2-305(51)(2017)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 08/2017.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 16850

4

TITLE: Reciprocal licenses files

DATES: 2015-

ARRANGEMENT: None

DESCRIPTION:

These records are used to monitor companies that have licenses to use radioactive material in states with which Utah has signed agreements. These companies may request, and be granted, the right to work with radioactive material in Utah for a maximum of 180 days per year based on the license that they hold in the agreement state. These records consist mainly of correspondence which includes requests for information, requests to work in the state, notifications that the out-of-state license holder intends to work in Utah, and copies of the out-of-state license.

RETENTION:

Permanent. Retain for 12 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: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records have historical value based on their evidence of the significant effects of governmental programs and actions on individuals, communities, and the natural and man-made environment.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 16850

TITLE: Reciprocal licenses files

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7766

3

TITLE: Solid and hazardous waste control board documents

DATES: 1979-

ARRANGEMENT: Chronological by month.

DESCRIPTION:

This series includes all documentation created in an effort to properly advise the Solid & Hazardous Waste Control Board members of upcoming agenda items and related documents so they can make informed decisions. Solid & Hazardous Waste Control Board Members use this information to make decisions. Agency uses this information to have a record of board issues, meetings, and decisions. Records include meeting agendas, meeting minutes, executive summaries, record of board decisions, documents regarding issues at hand, final board packets, and any additional records created by or submitted to the agency that is considered both informational and necessary for board members to effectively make decisions.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

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

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). Records in this series document agency history, functions, and decisions. These documents have ongoing research value.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7766

TITLE: Solid and hazardous waste control board documents

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7742

3

TITLE: Solid waste site files

DATES: 1975-

ARRANGEMENT: Alphabetical by site owner

DESCRIPTION:

This is a record of all activities of solid waste disposal sites. It includes land disposal site modification reports, approval letter, correspondence, solid waste site proposals, inspection and activity reports, plans, aerial photographs, technical reports, variance letters, and chain of custody reports. Information includes the name and location of the site, the name and address of the organization operating the site, the type of storage, the type of refuse, the source of the wastes, the type of disposal, the source of information, the date of site approval, cost estimates, closure procedures, qualification of site operators, laboratory test results, and related information.

RETENTION:

Permanent. Retain for 26 year(s) after 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: 01/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after site is closed 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.

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

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7742

TITLE: Solid waste site files

(continued)

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2024.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28238

3

TITLE: Surrendered facility records

DATES: 1968-

ARRANGEMENT: None.

DESCRIPTION:

These records are transferred to the Division of Waste Management and Radiation Control for maintenance in the event that a regulated facility surrenders their records due to closure or legal action. These records may include corporate correspondence and facility records, including but not limited to: inspections, reports, and regulation of hazardous waste, solid waste, landfill, storage tanks, water and air quality, used oil, and radioactive materials; personnel records, such as employee exposure monitoring reports; site procedure records, manifests, and material safety data sheets; facility or corporate financial records, such as purchase orders, property tax documentation, and equipment records; and correspondence between different site locations and the surrendering entity's corporate office, different States' regulatory agencies, and federal regulatory agencies.

RETENTION:

Permanent. Retain for 30 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: 05/2013

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 30 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28238

TITLE: Surrendered facility records

(continued)

APPRAISAL:

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

These records have long-term administrative value due to the agency's need to monitor the environment over decades. These records are historical because the facilities in these records affect the environment over a long period of time.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Protected. Utah Code 63G-2-201(3)(b) (2023): records which may come from other regulatory agencies/entities.

Private. Utah Code 63G-2-302(1)(g) (2023): exposure monitoring records and other personnel records that contain personally identifiable information.

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2018.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28237

3

TITLE: United States Environmental Protection Agency documents

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

These documents are related to the working relationship between the state of Utah and the EPA. Documents are used to plan inspections and other actions in order to comply with standards set through the EPA regulatory partnership. Records include EPA related correspondence, year-end reports, notices of inspection, Performance Partnership Agreements, State Review Framework documents, and other regulatory partnership documentation.

RETENTION:

Retain for 30 year(s)

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:

Computer data files: Retain in Office for 30 years and then delete.

Paper: Retain in Office for 30 years and then destroy.

APPRAISAL:

These records have administrative value(s).

All historical related inspection reports and other regulatory documents created via EPA agreements are retained under series 28238. These records are non-historical documents used for reference purposes.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28237

TITLE: United States Environmental Protection Agency documents

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 16837

3

TITLE: Uranium mill tailings licensee records

DATES: 1956-

ARRANGEMENT: Alphabetical by licensee name.

ANNUAL ACCUMULATION: 2.50 cubic feet.

DESCRIPTION:

Records document division's role in monitoring uranium mill tailings sites, including control and cleanup activities (40 CFR 192(2000), Utah Code 19-3-104(2015)). License records include applications, license amendments, quarterly reports, correspondence, memoranda, maps, engineers' plans, photographs, and studies.

RETENTION:

Permanent. Retain for 20 year(s) after expiration of permit or license

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 12/2016

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

APPRAISAL:

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

These records document the government's efforts to manage how the ionizing radiation from the uranium mill tailings affects Utah's environment. They provide an explanation for past decisions, and provide the basis for evaluating the effects of the government's efforts to protect the natural environment.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 16837

TITLE: Uranium mill tailings licensee records

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 12/2016.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28236

3

TITLE: Used oil collection center log sheets

DATES: 1994-

ARRANGEMENT: Chronological then alphabetical

DESCRIPTION:

Logs are created by used oil collection centers to track quantity of used oil collected from public. When the agency receives log sheets, the quantity is totaled and sent to the Utah State Tax Commission who pays a fee for each gallon on a quarterly basis. Log sheet information includes facility name, name and address of person dropping off the oil, date, quantity dropped off by person, and cover letters. Payment requests include the facility name, quarter, gallons of oil collected, and the amount that should be paid to the facility.

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). Protocol for these records are outlined in Administrative Rule R315-15-14. Once payment has been finalized and processed, there is no longer a need to keep these records as the Tax Commission becomes the record keeper of payments requested and made.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 28236

TITLE: Used oil collection center log sheets

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 21188 3

TITLE: Used oil program files

DATES: 1993-

ARRANGEMENT: Alphabetical by facility name, thereunder alphanumerical by used oil block grant number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records maintain a continuous history of used oil facilities, collection center activities, and compliance with used oil regulations. The files contain information about all activities associated with the used oil program in Utah. Information includes used oil facility permits; used oil collection center regulations; used oil marketer registrations; facility annual reports; used oil block grants (UOBG) that were approved and disapproved; facility audit reports; correspondence; permit and inspection checklists; requests for Environmental Protection Agency (EPA) numbers; local health department reports, containing inspection reports and complaint follow ups by local health department staff; inspection and activity reports; site plans; technical reports; chains of custody; laboratory test results; facility closure plans; reclamation surety mechanisms; used oil collection center logsheets and corresponding reimbursements; photos; and any enforcement actions taken by the Division of Solid and Hazardous Waste and the resolution of those actions.

RETENTION:

Permanent. Retain for 6 year(s) after disposition of asset

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 05/2002

FORMAT MANAGEMENT:

Paper: Retain in Office until facility closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 21188

TITLE: Used oil program files

(continued)

APPRAISAL:

These records have historical value(s).

These records have evidentiary value concerning health safety issues presented by used oil facility and collection center locations. These records are governed by UCA 19-6-704 and 19-6-705(2001).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7682

3

TITLE: X-Ray registration files

DATES: 1963-

ARRANGEMENT: Numerical by registration number.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records contain names of persons who have registered x-ray units in the State and a record of radiation safety inspections at the location of their use. The records are used to track the location of X-ray units. Included are: application for registration of radiation machine, report of assembly of a diagnostic X-ray system, machine transfer reports, facility radiation safety reports, compliance testing of X-ray units, inspection reports, entrance skin exposure reports, surveys of ambient radiation exposure levels, shielding calculation plans, notices of violation, incident reports, and miscellaneous correspondence about radiation safety. Records used to track an X-ray unit contain the name, address, and telephone number of the owner of the equipment; the type of facility; the name of the individual in charge of radiation safety; a description of the X-ray unit by manufacturer name, model number, control unit serial number, number of X-ray tubes, and the room location at the facility. Financial information such as fees for registration and inspection of X-ray units is also included in the records. Records related to mammography including certifications, inspection of X-ray units, and correspondence with the division are included.

RETENTION:

Retain for 23 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 10/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 7682

TITLE: X-Ray registration files

(continued)

Records Center. Retain in State Records Center for 20 years and then destroy.

X-rays: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

APPRAISAL:

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

This record series is governed by UCA 19-3-104.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

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

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 29606

3

TITLE: X-ray assembler records

DATES: 1980-

ARRANGEMENT: Alphabetical by registrant.

DESCRIPTION:

X-ray assemblers are entities registered by the Division to assemble and install x-ray equipment in the state of Utah, in accordance with Utah Administrative Code R313-16-233 and R313-16-270 (2017). These registrations do not expire but can be terminated if requested by the registered entity. Approved assemblers are companies that manufacture, distribute, sell, and/or service x-ray equipment as part of their business. Records include registration and attestation forms, information on the radiation machine services to be provided; information on the applicant's training and experience; training certificates and/or documents; and information on the type of measurement instrument(s) to be used, including frequency and source of calibration.

RETENTION:

Retain for 85 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 75 years and then destroy.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

AGENCY: Department of Environmental Quality. Division of Waste Management and Radiation Control

SERIES: 29606

TITLE: X-ray assembler records

(continued)

The 85-year retention is based upon the agency's need to maintain the registration for the life of the x-ray assembler entity, as registrations do not expire.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.