



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All State and Local Agencies
Environmental Quality, Health, Management and Sustainability Records**

**Schedule Number:
GS-1028 Rev. 1**

- Authority:** Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.
- Supersedence:** **This schedule supersedes GS-1028 dated 10/24/2018 which erroneously superseded Schedule #000-11-29 dated 7/25/2011. Correction: GS-1028 dated 10/24/2018 superseded GS-1028 dated 4/5/2017.**

Records Analyst, Secretary of State: Elizabeth Adigwu	Arizona State Archivist: Dennis Preisler, PhD
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Deputy Arizona State Archivist: Laura Palma-Blandford	
<i>Records Series Electronically Approved in RSM Database</i>	

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Environmental Quality, Health, Management and Sustainability Records

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
20407	<p>Asbestos Inspection and Abatement Records Including, but not limited to, records on remodeling and demolition of buildings where asbestos is located, sampling forms and sampling lab results; asbestos inspection surveys; asbestos training certifications for contractors and consultants. May include waste shipment records.</p>	50 Years	After calendar year building sold, transferred or demolished, or after lease expired, cancelled or revoked. Records of employee exposure or potential exposure or potential exposure to asbestos should be sent to Human Resources for retention with Employee Medical and Exposure Records	29 CFR 1926.1101	10/21/2015
20408	<p>Community Environmental Awareness Education and Outreach Campaign Program Records Including, but not limited to, contest and exhibit records, promotional materials, presentations, issue papers, press releases, challenges, and rebate programs.</p>		After administrative value has been served		10/21/2015
20409	<p>Energy Consumption and Savings Records Including, but not limited to, monthly energy, gas, and water consumption as indicated on utility bills.</p>		After administrative value has been served		10/21/2015
20412	<p>Environmental Code Enforcement - Adopt A Street Program Records, Liability waivers for volunteers Records on groups and individuals who adopt City-maintained roads, providing litter pick-up and removal as volunteers</p>	6 Years	After created or received		10/21/2015

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20411	Environmental Code Enforcement - Adopt A Street Program Records, Volunteer forms and master database of current volunteers Records on groups and individuals who adopt City-maintained roads, providing litter pick-up and removal as volunteers		After administrative value has been served		10/21/2015
20413	Environmental Code Enforcement Case Records, Notices of Violation and Related Records For noncompliance with City codes regarding litter, junked or abandoned vehicles on public property, and Safe Sidewalk Ordinance. Includes photographs, notices, and correspondence with City Attorney's Office regarding noncompliance	6 Years	After created or received		10/21/2015
20414	Environmental Code Enforcement Case Records, Tracking database Tracks noncompliance cases by address and date		After administrative value has been served		10/21/2015
20415	Environmental Code Enforcement -Vehicle Removal Records Records relating to towing of junked or abandoned vehicles off private property. Including, but not limited to, reference copies of invoices, copies of vehicle titles, tow requests (used when no vehicle title is available) and tow forms.	6 Years	After created or received		10/21/2015
20410	Environmental Complaint Records	3 Years	After resolved		10/21/2015
20416	Environmental Site Assessment and Remediation Records Includes Request for Proposal (RFP) Request for Quote (RFQ) task orders correspondence Phase I Phase II and Phase III records.	50 Years	After building or property sold transferred or demolished; or after final decision not to acquire made; or after lease expired cancelled or revoked.		10/21/2015

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20425	Hazardous Products Center (HPC) Drop 'N Swap Records Waiver and indemnification documentation for customers who obtain materials from the free re-use area.	6 Years	After created or received		10/21/2015
20418	Hazardous Products Center (HPC) Facility Operations Records, Billing Records Quarterly billing of customers for a portion of disposal operations and administrative costs based on daily statistics records.	3 Years	After fiscal year created or received		10/21/2015
20419	Hazardous Products Center (HPC) Facility Operations Records, Daily Statistics Information on the number of customers compiled for quarterly billing purposes.	3 Years	After fiscal year created or received		10/21/2015
20420	Hazardous Products Center (HPC) Facility Operations Records, Hazardous waste manifests Indicates pickup of waste by contractor and delivery to designated destination. Includes inventory weight information and container types.	30 Years	After created or received		10/21/2015
20421	Hazardous Products Center (HPC) Facility Operations Records, Operating records Includes description and quantity of each hazardous waste received; method(s) and date(s) of treatment, storage or disposal; location of each hazardous waste within the facility, and the quantity at each location.		After HPC sold transferred or demolished; or when lease expired, cancelled or revoked.	40 CFR 264.73	10/21/2015
20422	Hazardous Products Center (HPC) Facility Operations Records, Scales calibration Calibration conducted by a contractor. This information is used for billing purposes.		After equipment sold, transferred or no longer in use.		10/21/2015
20423	Hazardous Products Center (HPC) Facility Operations Records, Waste Determination Records Includes lists of wastes, process descriptions, waste profile sheets, sampling plans, analytical results, and quality control documentation.		After HPC sold transferred or demolished; or when lease expired cancelled or revoked.		10/21/2015

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20424	Hazardous Products Center (HPC) Facility Operations Records, Weight Records Information on outgoing shipments of hazardous waste. Information is used by driver to maintain shipment within legal weight limits for vehicle.		After administrative value has been served		10/21/2015
20417	Hazardous Products Center (HPC) Records - Arizona Department of Environmental Quality (ADEQ) Hazardous Waste Inspections		After HPC sold transferred or demolished; or after lease expired, cancelled or revoked		10/21/2015
20426	Hazardous Products Center (HPC) Refrigerant Reclamation Records Records on refrigerant reclaimed from units received by the HPC.	3 Years	After created.	40 CFR 82.166(m)	10/21/2015
20430	Hazardous Products Center (HPC) Small Business Waste Program (SBWP) Records Including customer information and listing of type and quantity of hazardous waste brought to HPC by customer.	3 Years	After created or received	40 CFR 262.40	10/21/2015
20431	Hazardous Waste Manifest Records For waste generated by public body.	30 Years	After created or received		10/21/2015
20432	Household Hazardous Waste (HHW) Event Records, Billing records Records on events which were sponsored by the public body to collect hazardous waste.	3 Years	After fiscal year created or received		10/21/2015
20433	Household Hazardous Waste (HHW) Event Records, Hazardous waste manifests Records on events which were sponsored by the public body to collect hazardous waste.	30 Years	After created or received		10/21/2015

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10217	Inspection and Permitting Records - Citizen Complaint Records Other than for permitted establishments that do not turn into legal action.	3 Years	After resolved		10/21/2015
10218	Inspection and Permitting Records - Food Handler Training Records	3 Years	After training received		10/21/2015
10219	Inspection and Permitting Records - Legal Action Records Including but not limited to cease and desist orders complaints and stipulation orders.	10 Years	After resolved		10/21/2015
10220	Inspection and Permitting Records - Permitted Establishment Records, Inspection Records Including, but not limited to, citizen complaints, correspondence, embargo and destruction reports, food borne illness reports, incident reports and inspection reports.	5 Years	After calendar year created or received		10/21/2015
10221	Inspection and Permitting Records - Permitted Establishment Records, Operational Permit Records Including, but not limited to, construction records, permit applications, plans and plan reviews.	5 Years	After establishment closed.		10/21/2015
10222	Inspection and Permitting Records - Public and Semi-Public Swimming Pool Records, Inspection Records Including, but not limited to, citizen complaints, correspondence, incident reports and opening and annual inspection reports.	5 Years	After calendar year created or received		10/21/2015
10223	Inspection and Permitting Records - Public and Semi-Public Swimming Pool Records, Operational Permit Records Including, but not limited to, construction records, permit applications, plans and plan reviews.	5 Years	After pool closed.		10/21/2015

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20439	<p>Leaking Underground Storage Tank (LUST) Records Includes correspondence, inspection reports, routing / action forms, spill reporting forms, photographs and correspondence with Arizona Department of Environmental Quality (ADEQ), regarding closure of leaking underground storage tanks (LUST's).</p>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served. Records of employee exposure or potential exposure to hazardous material should be sent to Human Resources for retention with Employee Medical and Exposure Records.	40 CFR 280.74	10/21/2015
20434	<p>Property Maintenance Ordinance Records Records relating to the development of a comprehensive ordinance which integrates all environmental code enforcement programs, and signage codes.</p>		After administrative value has been served		10/21/2015
20435	<p>Residential Energy Efficiency Program Records Including applications which are accepted and related records, such as Applicant's Authorization, Understanding and Agreement; Application and Application Checklist; home assessment tool; Landlord Authorization Form and Work Installation Checklist; and Government Benefit Form.</p>	6 Years	After work completed		10/21/2015

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20437	Sustainability Plans, Records with enduring informational or historical value Planning records for the following program areas: recycling and hazardous products center, resource conservation, climate protection (e.g. renewable energy and alternative fuels), community challenges (e.g. affordable housing and economic development), and city operations.	Permanent	Transfer to State Archives after administrative value has been served		10/21/2015
20436	Sustainability Plans, Routine administration and operations Planning records for the following program areas: recycling and hazardous products center, resource conservation, climate protection (e.g. renewable energy and alternative fuels), community challenges (e.g. affordable housing and economic development), and city operations.		After administrative value has been served		10/21/2015
20438	Trip / Travel / Waste Reduction Records Including, but not limited to, plans, high pollution advisory program applications, survey information, and correspondence.	2 Years	After created or received		10/21/2015
30271	Underground Storage Tank (UST) Records Includes correspondence, inspection reports, routing / action forms, spill reporting forms, photographs and correspondence with Arizona Department of Environmental Quality (ADEQ), regarding closure of underground storage tanks (UST's).	25 Years	After UST closed. Records of employee exposure or potential exposure to hazardous material should be sent to Human Resources for retention with Employee Medical and Exposure Records.	40 CFR 280.74	10/21/2015
53059	Select Agents and Toxins Records	3 Years	After fiscal year produced.	7 CFR 331.17(c); 9 CFR 121.17(c); 42 CFR 43.17(c)	4/5/2017