



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



**General Records Retention Schedule Issued to:  
All Arizona Counties and Municipalities  
Solid Waste and Recycling Records**

**Schedule Number:  
GS-1073**

- 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 General Schedule GS 000-12-18, dated March 8, 2012.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

**RECORDS MANAGEMENT CENTER**

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)

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<b>Record Series Number</b>	<b>Record Series Title</b>	<b>Retention Period</b>	<b>Retention Remark</b>	<b>Legal Citation(s)</b>	<b>Approval Date</b>
21153	<b>Correspondence with Regulatory Agencies Concerning Landfills</b> Documentation on regulatory issues, including notification and remediation.	30 Years	After post-closure period for landfill passed (40 CFR 258.61)	40 CFR 258.61	3/8/2012
21154	<b>Customer Correspondence, Safety-Related Correspondence</b> Regarding personal protective equipment requirements) and customer profile (including information on type of waste delivered to landfill).	30 Years	After post-closure period for landfill passed (40 CFR 258.61)	40 CFR 258.61	3/8/2012
21155	<b>Customer Correspondence, All Other Correspondence</b> Including correspondence regarding rate increases and billing adjustments.		After administrative value has been served		3/8/2012
21156	<b>Exceptional Waste Records for Landfill</b> Including asbestos and other exceptional waste applications and guidance documentation.	30 Years	After landfill closed (40 CFR 258.61)	40 CFR 258.61	3/8/2012
21157	<b>Financial Assurance for Closure and Post-Closure Landfill Records</b>	30 Years	After landfill closed (40 CFR 258.61)	40 CFR 258.61	3/8/2012
21158	<b>Environmental Monitoring Records - Landfill</b> Including Gas monitoring records (documentation on quarterly monitoring of methane, carbon dioxide, and oxygen generated by the landfill), soil pore-water data, soil moisture, visible emissions, reports to Arizona Department of Environmental Quality (ADEQ) and other related records.	30 Years	After post-closure period for landfill passed (40 CFR 258.61)	40 CFR 258.61	3/8/2012

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21159	<b>Inert Materials Facilities Records, Volume Received - Daily And Quarterly</b>	3 Years	After calendar year created or received		3/8/2012
21160	<b>Inert Materials Facilities Records, Volume Received - Annual Summary</b>	10 Years	After calendar year created or received		3/8/2012
21161	<b>Inert Materials Facilities Records, National Pollutant Discharge Elimination System (NPDES)</b> Permits, conditional use permits, construction records, and noxious weed remediation records.	5 Years	After renewed and approved		3/8/2012
21162	<b>Landfill Closure and Post Closure Records</b>	30 Years	After post-closure period for landfill passed (40 CFR 258.61)	40 CFR 258.61	3/8/2012
21163	<b>Landfill History Records</b> Background information on deed, contracts with U.S. Forest Service and legal descriptions.	Permanent	Preserve pursuant to ARS 39-101	ARS 39-101	3/8/2012
21164	<b>Permits - Landfill - ADEQ, Air Quality</b> Including currently approved and previously approved permits, reports to ADEQ, and inspections conducted annually by ADEQ.	30 Years	After post-closure period of landfill passed (40 CFR 258.61)	40 CFR 258.61	3/8/2012
21165	<b>Permits - Landfill - ADEQ, NPDES</b> Including currently approved and previously approved permits, reports to ADEQ, and inspections conducted annually by ADEQ.	5 Years	After subsequent permit renewed and approved		3/8/2012

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21166	<b>Permits - Landfill - ADEQ, Solid Waste</b> Including currently approved and previously approved permits, reports to ADEQ, and inspections conducted biennially by ADEQ, and facility plans.	30 Years	After post-closure period of landfill passed (40 CFR 258.61)	40 CFR 258.61	3/8/2012
21167	<b>Recycling Program Records</b> Including curbside recycling, drop-off recycling, in-house recycling, white good recycling and backyard composting.	3 Years	After fiscal year created or received.		3/8/2012
21168	<b>Safety Records</b> Including training received from Risk Management, Arizona Division of Occupational Safety and Health (ADOSH), or on-site. Files are inspected by ADEQ during biennial solid waste inspections.	5 Years	After either calendar year or fiscal year training received (29 CFR 1910.120).	29 CFR 1910.120	3/8/2012
21169	<b>Solid Waste Receiving Records - Landfill</b> Including daily tickets, weekly and monthly reports regarding tonnage of materials received, product type(s), and customer information.	3 Years	After calendar year created or received.		3/8/2012
21170	<b>Survey Records - Landfill and Inert Materials Facilities</b>	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	3/8/2012
21171	<b>Waste Inspection Records - Landfill</b> Including random inspections of incoming loads of waste for hazardous wastes or other wastes that are not accepted at the landfill and annual summary of random inspections.	30 Years	After post-closure period for landfill passed (40 CFR 258.61).	40 CFR 258.61	3/8/2012

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21172	<b>Waste Tire Disposal Records, Generator Disposal Permits</b> Annual.	1 Year	After fiscal year created or received.		3/8/2012
21173	<b>Waste Tire Disposal Records, Disposal Manifests</b>	3 Years	After fiscal year created or received.		3/8/2012