



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

10-31

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Public Health & Environment	Executive Director's Office	Water Quality Control Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	<u>Regulations / Policies</u> <i>Includes current and superseded Versions.</i>	Record copy: Permanent Duplicate: Retain until no longer needed, then destroy	On-site.	
2.	<u>Rulemaking Files</u> <i>May include requests for hearing, notice (including proposed revisions and Statement of Basis and Purpose language), evidence of filings, party status list, statements from parties (including exhibits), public comment, cost benefit analysis, regulatory analysis, motions, procedural orders, prehearing order, transcripts, handouts, powerpoint presentations, draft final action documents, Attorney General Opinions. Does NOT include recordings of rulemaking hearings (see #7 below).</i>	Record copy (paper): Permanent Duplicate (electronic): Retain until no longer needed, then destroy	Transfer Record copy to off-site storage.	
3.	<u>Hearing Files (not Rulemaking)</u> <i>May include notice, proposed revisions, updates, drafts, Division recommendations, powerpoints, reports or other documents, public comment</i>	Record copy (paper): 15 years Duplicate (electronic): Retain until no longer needed, then destroy	Transfer Record copy to off-site storage; review after 15 years. Records deemed to have historical value will be sent to State Archives.	
4.	<u>Commission Meeting Records</u> <i>Includes agenda, summary of proceedings/motions and minutes</i>	Record copy (electronic): Permanent Duplicate (paper): Retain until no longer needed, then destroy		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Letterson</i>	Date 1/4/2010	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 12-22-2009
Attorney General's Signature <i>John W. Suthers by KAllin</i>	Date 2/10/10	State Auditor's Signature <i>COCKRILL</i>	Date 1/20/10



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5.	<u>Other Packet Materials</u> <i>Includes Administrator's Items, briefing materials, reports, other information.</i>	Record copy (paper): 2 years	On-site; review after 2 years; retain only if there is a continuing administrative need.	
6.	<u>PowerPoint Presentations</u> <i>Includes slide shows presented with briefings and reports.</i>	Record copy (elec.): 2 years	Review after 2 years; retain only if there is a continuing administrative need.	
7.	<u>Recordings of Meetings/Hearings</u> <i>Reel to reel, cassette tapes, electronic recordings.</i>	Retain as long as technology is still available at a reasonable cost, not to exceed 10 years, then destroy		
8.	<u>Environmental Protection Agency Action Files</u> <i>Includes transmittal letters to EPA regarding revisions to water quality standards and letters from EPA approving or disapproving Revision.s</i>	Record copy (electronic): Permanent Duplicate (paper): Retain until no longer needed, then destroy		
9.	<u>Commissioner Files</u> <i>Includes appointments, rosters, biographical sketches.</i>	Record copy (elec.): 20 years Duplicate (paper): Retain until no longer needed, then destroy	Review after 20 years. Records deemed to have historical value will be sent to State Archives.	
10.	<u>Inter-Agency Memoranda of Agreement</u> <i>Includes SB89-181 Implementing Agencies.</i>	Record copy (elec.): Retain for life of agreement Duplicate (paper): Retain until no longer needed, then destroy		



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11.	<u>Section 208 Water Quality Plans</u> <i>Includes approved plans and any approved updates.</i>	Record copy (electronic): Permanent Duplicate (paper): Retain until no longer needed, then destroy	
12.	<u>Annual Reports</u> <i>From individual watershed groups.</i> <i>From the Water Quality Control Division and from SB-181 Implementing Agencies</i>	Record copy (paper): 15 years Duplicate (electronic): Retain until no longer needed, then destroy Duplicate (electronic): Retain until no longer needed, then destroy	Transfer Record copy to off-site storage Other State Agencies and Department Divisions are the official custodians of record copies.
13.	<u>Notice Distribution Files</u> <i>Includes notice, memo announcing recently filed notices and list of memo recipients.</i>	Record copy (paper): Retain until no longer needed, then destroy	On-site. NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.