<table>
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<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>RETENTION PERIOD</th>
<th>SPECIAL INSTRUCTIONS</th>
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</table>
| 1. | Regulations / Policies  
Includes current and superseded Versions. | Record copy: Permanent  
Duplicate: Retain until no longer needed, then destroy | On-site. |
| 2. | Rulemaking Files  
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 comments, 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). | Record copy (paper): Permanent  
Duplicate (electronic): Retain until no longer needed, then destroy | Transfer Record copy to off-site storage. |
| 3. | Hearing Files (not Rulemaking)  
May include notice, proposed revisions, updates, drafts, Division recommendations, powerpoints, reports or other documents, public comment | 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. | Commission Meeting Records  
Includes agenda, summary of proceedings/motions and minutes | 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: [Signature]
Date: 04/14/2010

Records Liaison Officer’s Signature: [Signature]
Date: 12/22/2009

Attorney General’s Signature: [Signature]
Date: 01/31/10

State Auditor’s Signature: [Signature]
Date: 01/31/10

SA-194 (REV 12/06)
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| 5.      | Other Packet Materials  
*Includes Administrator's Items, briefing materials, reports, other information.* | Record copy (paper): 2 years | On-site; review after 2 years; retain only if there is a continuing administrative need. |
| 6.      | PowerPoint Presentations  
*Includes slide shows presented with briefings and reports.* | Record copy (elec.): 2 years | Review after 2 years; retain only if there is a continuing administrative need. |
| 7.      | Recordings of Meetings/Hearings  
*Reel to reel, cassette tapes, electronic recordings.* | Retain as long as technology is still available at a reasonable cost, not to exceed 10 years, then destroy |  |
| 8.      | Environmental Protection Agency Action Files  
*Includes transmittal letters to EPA regarding revisions to water quality standards and letters from EPA approving or disapproving Revisions.* | Record copy (electronic):  
Permanent  
Duplicate (paper): Retain until no longer needed, then destroy |  |
| 9.      | Commissioner Files  
*Includes appointments, rosters, biographical sketches.* | Record copy (elec.): 20 years  
Duplicate (paper): Retain until no longer needed, then destroy |  |
| 10.     | Inter-Agency Memoranda of Agreement  
*Includes SB89-181 Implementing Agencies.* | Record copy (elec.): Retain for life of agreement  
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. |
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| 11.     | Section 208 Water Quality Plans  
Includes approved plans and  
any approved updates. | Record copy (electronic): Permanent  
Duplicate (paper): Retain until no longer needed, then destroy |  
| 12.     | Annual Reports  
From individual watershed  
groups.  
From the Water Quality Control  
Division and from SB-181  
Implementing Agencies | 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.  
On-site.  
NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit. |