



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

ARCHIVES NO.
 10-52

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Public Health & Environment	Air Pollution Control	Stationary Sources Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Submitted Air Pollutant Emission Notices (APENs) <i>Documents reporting air emissions information associated with a stationary source of air pollution.</i> Record copy Duplicate copy	Retain until 7 years after the source shuts down and the permit is canceled. Re-evaluate need to maintain records every 20 years of source operation, and for canceled points at the source, 7 years after point is canceled but source remains active. Confidential information should be destroyed once no longer needed. Retain until no longer needed.		
2.	Open Burning Permit Related Records <i>Documents submitted as part of an open burning permit application, or documents associated with issuance or denial of an open burning permit.</i> Record copy Duplicate copy	Retain for 2 years. Retain until no longer needed.	Note: No record shall be destroyed that pertains to any pending case, claim, action or audit.	

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 Ketelsen</i>	Date 4/5/2010	Records Liaison Officer's Signature <i>Betsy Shuck</i>	Date 03-22-2010
Attorney General's Signature <i>John W. Suthers by KAllin</i>	Date 5/11/2010	State Auditor's Signature <i>Patrick O'Leary</i>	Date 4/20/10



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DEPARTMENT Public Health & Environment	DIVISION Air Pollution Control	SECTION Stationary Sources Program	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
4.	<p>Stationary Source Compliance Verification Records <i>Documents reflecting the results of an evaluation of compliance of a stationary source of air pollution with air quality control regulations and/or permit conditions, or other Air Pollution Control Division (APCD) information request.</i></p> <p>Record copy</p> <p>Duplicate copy</p>	<p>Retain until 7 years after the source shuts down and the permit is canceled. Re-evaluate need to maintain records every 20 years of source operation, and for canceled points at the source, 7 years after point is canceled but source remains active. Confidential information should be destroyed once no longer needed.</p> <p>Retain until no longer needed.</p>	<p>Re-evaluate need to maintain records every 20 years of source operation, and for canceled points at the source, 7 years after point is canceled but source remains active.</p> <p>Confidential information should be destroyed once no longer needed.</p>



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DEPARTMENT Public Health & Environment	DIVISION Air Pollution Control	SECTION Stationary Sources Program	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
6.	<p>Rulemaking Records and Briefings <i>Formal documents identifying rulemaking proposals, and associated reasoning and justification supporting those rulemaking activities and/or briefing materials before the Air Quality Control Commission specific to stationary sources of air pollution.</i></p> <p>Record copy</p> <p>Duplicate copy</p>	<p>Permanent; however re-evaluate need to maintain records every 20 years. Confidential information should be destroyed once no longer needed.</p> <p>Retain until no longer needed.</p>	
7.	<p>Policies, Interpretations, Memos <i>Documents reflecting results of APCD development of policies, regulatory interpretations, and memos as applied in Colorado.</i></p> <p>Record copy</p> <p>Duplicate copy</p>	<p>Retain current versions only.</p> <p>Retain until no longer needed.</p>	<p>Final documents shall be maintained in the publications library.</p>



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
8.	Compliance Assistance Records <i>Documents developed by the APCD or in partnership with the APCD to provide stationary sources of air pollution compliance assistance information.</i>		These documents can be utilized as templates to create and revise new outreach materials. Current materials should be retained until no longer needed. Final documents shall be sent to the State Publication Library.	
	Record copy	Retain current versions only.		
	Duplicate copy	Retain until no longer needed.		
9.	Contracts/Agreements <i>Final contracts or other agreement documents developed by the APCD or in partnership with the APCD documenting work to be completed between the APCD and another parties.</i>		Historic records may be used for trend analyses.	
	Record copy	Retain until no longer needed, for a maximum of 6 years after contract completion		
	Duplicate copy	Retain until no longer needed		
10.	Formal Reports to EPA <i>Formal reports submitted to EPA documenting performance status and developed by the APCD.</i>		Historic records may be used for trend analyses.	
	Record copy	Retain for 7 years.		
	Duplicate copy	Retain until no longer needed.		

AIR POLLUTION CONTROL DIVISION: STATIONARY SOURCES PROGRAM
Colorado Department of Public Health and Environment
March 15, 2010

Archives No.:

Record	Copy ⁺	Statute	Retention Period	Rationale*	Special Instructions
Submitted Air Pollutant Emission Notices (APENs)	R	25-7-114.1	Retain until (7) years after the source shuts down and the permit is canceled. Re-evaluate need to maintain records every (20) years of source operation, and for canceled points at the source, (7) years after point is canceled but source remains active. Confidential information should be destroyed once no longer needed.	APENs are valid for up to (5) years. Many sources do not update APENS as necessary, however APEN info provides valuable insight into operational history. Under the Prevention of Significant Deterioration (“PSD”) Program, a source may re-commence operating within (5) years of shutting down if they maintain their permit.	
	D		Retain until no longer needed.		
Open Burning Permit Related Records	R		Retain for (2) years	Permits are valid for up to (1) year. Maintaining information for (2) years allows consideration of compliance history.	These reports can be a part of enforcement actions and at times litigation. This records series may include: applications, correspondence issued permits, etc.
	D		Retain until no longer needed		

⁺ This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

* This column should reflect the interpretation of the statute, regulation, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

AIR POLLUTION CONTROL DIVISION: STATIONARY SOURCES PROGRAM
Colorado Department of Public Health and Environment
March 15, 2010

Archives No.:

Record	Copy ⁺	Statute	Retention Period	Rationale [*]	Special Instructions
Construction and Operating Permit Related Records	R	2 5-7-114.2, 25-7-114.3, 25-7-114.4	Retain until (7) years after the source shuts down and the permit is canceled. Re-evaluate need to maintain records every (20) years of source operation, and for canceled points at the source, (7) years after point is canceled but source remains active. Confidential information should be destroyed once no longer needed.	Construction permits and operating permits do not expire. While operating permits must be renewed every (5) years, they remain active under a permit/application shield until a permit renewal is issued. Past permits provide valuable insight into operational history.	Retain only the final version of any issued permit. This records series may include: inspection reports, complaint investigations, self certification of compliance, New Source Performance Standard (NSPS) notification reports, National Emission Standards for Hazardous Air Pollutant (NESHAP) notifications/reports, excess Emission Reports (EERs), Relative Accuracy Test Audits (RATAs), Colorado Self-Audit Submittals, notice of start-up, relocation notices, information request responses, etc.
	D		Retain until no longer needed.		

AIR POLLUTION CONTROL DIVISION: STATIONARY SOURCES PROGRAM
Colorado Department of Public Health and Environment
March 15, 2010

Archives No.:

Record	Copy ⁺	Statute	Retention Period	Rationale*	Special Instructions
Stationary Source Compliance Verification Records	R	8-72-107, 25-7-114.4	Retain until (7) years after the source shuts down and the permit is canceled. Re-evaluate need to maintain records every (20) years of source operation, and for canceled points at the source, (7) years after point is canceled but source remains active. Confidential information should be destroyed once no longer needed.	Inspections, site visits, etc. are conducted at different frequencies, and can occur as infrequently as once every (10) years or longer. Information from these activities establish compliance status, as well as insight into compliance history over time. Under the PSD Program, a source may re-commence operating within (5) years of shutting down if they maintain their permit.	This records series may include: inspection reports, complaint investigations, self-certification of compliance, New Source Performance Standard (NSPS) notifications/reports, National Emission Standards for Hazardous Air Pollutant (NESHAP) notifications/reports, Excess Emission Reports (EERs), Relative Accuracy Test Audits (RATAs), Colorado Self-Audit Submittals, notice of startup, relocation notices, information request responses, etc.
	D		Retain until no longer needed.		
Enforcement Records	R	24-4-106, 25-7-115	Retain until (7) years after the source shuts down. Re-evaluate need to maintain records every (20) years of source operation, and for canceled points at the source, (7) years after point is canceled but source remains active.	These are formal legal documents that identify compliance status, as well as provide insight into compliance history over time.	Only final documents are maintained. This records series may include: Warning Letters, Compliance Advisories (CAs), Early Settlement Agreements (ESAs), Notices of Violation (NOVs), Compliance Orders on Consent (COCs), Consent Orders (COs), etc.
	D		Retain until no longer needed.		

AIR POLLUTION CONTROL DIVISION: STATIONARY SOURCES PROGRAM
Colorado Department of Public Health and Environment
March 15, 2010

Archives No.:

Record	Copy⁺	Statute	Retention Period	Rationale*	Special Instructions
Contracts/Agreements	R	State Archives Schedule 7-3	Retain until no longer needed, for a maximum of (6) years after contract completion.	Historic records may be used for trend analyses.	This records series may include: contracts with local agencies, agreements with other agencies or Programs, etc.
	D		Retain until no longer needed.		
Formal Reports to EPA	R	25-7-111	Retain for 7 years.	Historic records may be used for trend analyses.	This records series may include: Small Business Assistance Program Annual EPA reports.
	D		Retain until no longer needed.		

STATE OF COLORADO

Bill Ritter, Jr., Governor
Martha E. Rudolph, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

OFFICE OF LEGAL AND REGULATORY AFFAIRS

MEMORANDUM

March 22, 2010

TO: Terry Ketelsen, State Archivist

FROM: Betsy Harrah, Records Liaison Officer

SUBJECT: Revised Records Disposition Schedule for the Air Pollution Control Division

Please find attached for your review, (4) revised records disposition schedules for the Air Pollution Control Division: Stationary Sources (previous Archives No. 05-67), Mobile Sources – Fuels Program (previous Archives No. 05-66), Mobile Sources – AIR Program (previous Archives No. 05-66), Technical Services Program (previous Archives No. 05-68).

If you have any questions, please call me at 303-692-2034.

Thank you!