



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

ARCHIVES NO.
 10-62

DEPARTMENT Public Health & Environment	DIVISION Air Pollution Control	SECTION Mobile Sources Diesel Vehicle Inspection Program	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1	Diesel Fleet Self-Certification Program Inspection Records <i>Documents submitted by fleet owners and operators to self-inspect and certify their vehicles annually.</i> Record Copy Duplicate Copy	Retain for (6) years, then destroy Retain until no longer needed, then destroy	
2	Diesel Fleet Self-Certification Program Enforcement Records <i>Documents detailing allegations of non-compliance, responses from fleet owners, settlement documents and enforcement orders</i> Record Copy Duplicate Copy	Retain for (6) years, then destroy Retain until no longer needed, then destroy	
3	Diesel Opacity Program Inspection Records <i>Records created by diesel inspectors reflecting inspection findings and compliance status of independent diesel inspection stations</i> Record Copy Duplicate Copy	Retain for (6) years, then destroy Retain until no longer needed, then destroy	Note: No record shall be destroyed that pertains to any pending legal 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 Ketchum</i>	Date 5/10/2010	Records Liaison Officer's Signature <i>Betsy Plouffe</i>	Date 4-22-10
Attorney General's Signature <i>John H. Suthers</i>	Date 7/26/10	State Auditor's Signature <i>William J. O'Connell</i>	Date 6/14/10