Custom Records Retention Schedule Issued to: Department of Environmental Quality All Divisions

Schedule Number: CS-1127

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 custom schedules: 147-14-6 dated 03/31/2014, 147-14-7 dated 03/31/2014, 147-47-8 dated 03/31/2014, 147-47-9 dated 03/31/2014, 147-14-10 dated 03/31/2014, 147-14-1 dated 03/31/2014, 147-14-2 dated 03/31/2014, 147-14-3 dated 03/31/2014, 147-14-4 dated 03/31/2014, 147-14-5 dated 03/31/2014, 147-14-18 dated 06/11/2014, 147-14-19 dated 06/11/2014, 147-14-20 dated 06/11/2014, 147-14-21 dated 6/11/2014, and 147-14-22 dated 06/11/2014.**

Records Analyst, Secretary of State: Elizabeth Adigwu ***Records Series Electronically Approved in RSM Database***	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale ***Records Series Electronically Approved in RSM Database***
Assistant Director of Archives: Dennis Preisler, Ph.D. ***Records Series Electronically Approved in RSM Database***	Records Management Officer: Record series approval on file.

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35546	**Department of Environmental Quality Air Quality Division Air Planning**	**Annual Progress Reports** Includes five year plans and regulatory agendas.	Permanent	Transfer to State Archives 10 years after calendar year published		8/20/2018
35542	**Department of Environmental Quality Air Quality Division Air Planning**	**General Conformity Records**	5 Years	After agency response		3/31/2014
35540	**Department of Environmental Quality Air Quality Division Air Planning**	**Grants Reports** Includes quarterly and annual reports submitted to Environmental Quality from grant recipients	4 Years	After calendar year received		3/31/2014
35538	**Department of Environmental Quality Air Quality Division Air Planning**	**Legal Research Records**	1 Year	After final report completed		3/31/2014
35544	**Department of Environmental Quality Air Quality Division Air Planning**	**Regional / Long term Transportation Plans**	20 Years	After completed.		3/31/2014
35539	**Department of Environmental Quality Air Quality Division Air Planning**	**Research Studies**	1 Year	After study completed		3/31/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35545	**Department of Environmental Quality Air Quality Division Air Planning**	**State Implementation Plans**	Permanent	Preserve pursuant to ARS §39-101		3/31/2014
35541	**Department of Environmental Quality Air Quality Division Air Planning**	**Transportation Conformity Records**	5 Years	After completed.		3/31/2014
35543	**Department of Environmental Quality Air Quality Division Air Planning**	**Transportation Improvement Plans**	5 Years	After completed.		3/31/2014
35550	**Department of Environmental Quality Air Quality Division Air Quality Assessment Section**	**Ambient Monitoring Field Service Documentation**	5 Years	After calendar year produced		3/31/2014
35548	**Department of Environmental Quality Air Quality Division Air Quality Assessment Section**	**Ambient Monitoring Routine Data Summary Reports**	5 Years	After superseded or obsolete		3/31/2014
35554	**Department of Environmental Quality Air Quality Division Air Quality Assessment Section**	**Arizona Meteorological Wind Records**	15 Years	After date created		3/31/2014

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35547	**Department of Environmental Quality Air Quality Division Air Quality Assessment Section**	**Instrument Quality Control Records** Includes raw data from instruments.	5 Years	After calendar year produced		3/31/2014
35555	**Department of Environmental Quality Air Quality Division Air Quality Assessment Section**	**Modeling and Emissions Records** Includes Geographic Information Systems (GIS) data.	15 Years	After calendar year produced		3/31/2014
35549	**Department of Environmental Quality Air Quality Division Air Quality Assessment Section**	**Particulate Matter and Lead (Pb) Filters**	5 Years	After calendar year produced		8/24/2018
35553	**Department of Environmental Quality Air Quality Division Air Quality Assessment Section**	**Quality Assured Ambient Records**	15 Years	After superseded or obsolete		3/31/2014
35552	**Department of Environmental Quality Air Quality Division Air Quality Assessment Section**	**Source Reports** Includes data locations, and ambient monitoring at major sources.	10 Years	After calendar year produced		3/31/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35551	**Department of Environmental Quality Air Quality Division Air Quality Assessment Section**	**Trip Reports** Includes back up information for Quality Assurance Program Plan (QAPP)	5 Years	After calendar year produced		3/31/2014
35559	**Department of Environmental Quality Air Quality Division Compliance Section**	**Asbestos National Emission Standards for Hazardous Air Pollutants (NESHAP) Records** Renovation/demolition notifications related to non-permitted minor facilities.	50 Years	After due diligence search for asbestos completed		3/31/2014
35557	**Department of Environmental Quality Air Quality Division Compliance Section**	**Non-Permitted Facilities Compliance Records** (non-Asbestos)	10 Years	After facility closed		3/31/2014
35560	**Department of Environmental Quality Air Quality Division Compliance Section**	**Permitted Major and Synthetic Minor (SM) Source Facilities Records** Includes asbestos, National Emissions Standards for Hazardous Air Pollutants (NESHAP) for Majors and SM with notifications of renovation/demolition activity.	Permanent	Transfer to State Archives 50 years after facility closed		3/31/2014
35558	**Department of Environmental Quality Air Quality Division Compliance Section**	**Permitted Minor Source Facilities Compliance Records**	20 Years	After facility closed		3/31/2014

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35556	**Department of Environmental Quality Air Quality Division Compliance Section**	**Unpermitted Compliance Investigation** Records Including, but not limited to, field reports, actions taken, and recommendations.	10 Years	After report or action completed		3/31/2014
35562	**Department of Environmental Quality Air Quality Division Inspection and Compliance**	**Complaints**	5 Years	After complaint resolved		3/31/2014
35561	**Department of Environmental Quality Air Quality Division Inspection and Compliance**	**Compliance Assistance Records**	5 Years	After file closed		3/31/2014
35567	**Department of Environmental Quality Air Quality Division Inspection and Compliance**	**Compliance Records** Includes Hazardous Waste, Solid Waste, and Underground Storage Tank Records.	30 Years	After case closed		3/31/2014
35566	**Department of Environmental Quality Air Quality Division Inspection and Compliance**	**Solid Waste Oil Records**	10 Years	After facility closed		3/31/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35565	**Department of Environmental Quality Air Quality Division Inspection and Compliance**	**Solid Waste Tire Records**	10 Years	After facility closed		3/31/2014
35563	**Department of Environmental Quality Air Quality Division Inspection and Compliance**	**Special Waste I.D. Applications**	5 Years	After closed		3/31/2014
35564	**Department of Environmental Quality Air Quality Division Inspection and Compliance**	**Special Waste Manifests**	5 Years	After date of shipment		3/31/2014
35568	**Department of Environmental Quality Air Quality Division Permits Section**	**Burn Permit Records**	5 Years	After calendar year issued		3/31/2014
35569	**Department of Environmental Quality Air Quality Division Permits Section**	**HazMat Burn Records** Including, but not limited to, applications, correspondence, technical reports, and permits.	10 Years	After calendar year issued		8/30/2018
35571	**Department of Environmental Quality Air Quality Division Permits Section**	**Non-Permitted Facilities Permit Records** Non-Asbestos, including permit waivers**.**	20 Years	After determination		3/31/2014

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35572	**Department of Environmental Quality Air Quality Division Permits Section**	**Permitted Major and Synthetic Minor (SM) Source Facilities Permit Records** Including, but not limited to, applications, correspondence, technical reports, documents, public comments, and permits.	Permanent	Transfer to State Archives 50 years after facility closed		3/31/2014
35570	**Department of Environmental Quality Air Quality Division Permits Section**	**Permitted Minor Source Facilities Permit Records**	20 Years	After facility closed		3/31/2014
35576	**Department of Environmental Quality Air Quality Division Vehicle Emissions**	**Emissions Inspection Certification and Training Records**	5 Years	After certification expires or is revoked		3/31/2014
35577	**Department of Environmental Quality Air Quality Division Vehicle Emissions**	**Emissions Records**	5 Years	After superseded or obsolete		3/31/2014
35573	**Department of Environmental Quality Air Quality Division Vehicle Emissions**	**Emissions Test Printouts**	1 Year	After calendar year received		3/31/2014
35578	**Department of Environmental Quality Air Quality Division Vehicle Emissions**	**Fleet Operation Records** Includes Certificates of Inspection (COI), inspections, calibrations, and applications.	5 Years	After termination of permit		3/31/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35574	**Department of Environmental Quality Air Quality Division Vehicle Emissions**	**Program Compliance Records**	2 Years	After calendar year prepared.		3/31/2014
35575	**Department of Environmental Quality Air Quality Division Vehicle Emissions**	**Waiver Line and Administrative Operation Records**	5 Years	After calendar year created		3/31/2014
35581	**Department of Environmental Quality Waste Programs Permits Section**	**Biohazardous Waste Permit Application Reporting Records** Records by Environmental Protection Agency (EPA) Forms 8700-23, Part A Permit Application	5 Years	After due date		3/31/2014
35585	**Department of Environmental Quality Waste Programs Permits Section**	**Hazardous Waste Permit and Corrective Action Records** Records concerning land or structures involved in the transfer, storage or disposal of hazardous waste; including past or future contamination sites.	Permanent	Transfer to State Archives 30 years after facility closed		3/31/2014
35579	**Department of Environmental Quality Waste Programs Permits Section**	**Pollution Prevention Records**	5 Years	After file closed		3/31/2014
35580	**Department of Environmental Quality Waste Programs Permits Section**	**Septic Tank Hauler Application**	5 Years	After life of vehicle when no longer used for septic tank hauling		3/31/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35582	**Department of Environmental Quality Waste Programs Permits Section**	**Solid Waste Facility Records** Includes registrations and self-certifications.	10 Years	After facility closed		3/31/2014
35584	**Department of Environmental Quality Waste Programs Permits Section**	**Solid Waste Landfill Facility Records**	30 Years	After facility closed 40 C.F.R. §258.61(a)(2013)		3/31/2014
35583	**Department of Environmental Quality Waste Programs Permits Section**	**Solid Waste Plan Review Records** (non-landfill)	10 Years	After facility closed		3/31/2014
35588	**Department of Environmental Quality Waste Programs Remedial Projects Section**	**Department of Defense Project Records**	30 Years	After FY quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer		3/31/2014
35586	**Department of Environmental Quality Waste Programs Remedial Projects Section**	**Federal National Priority List Site Records**	10 Years	After site closed		3/31/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35589	**Department of Environmental Quality Waste Programs Remedial Projects Section**	**Potentially Responsible Party Records** Parties identified as responsible for the pollutants	30 Years	After case resolved		3/31/2014
35590	**Department of Environmental Quality Waste Programs Remedial Projects Section**	**Prospective Purchaser Agreements** Records for private party transactions of contaminated property.	30 Years	After case resolved		3/31/2014
35591	**Department of Environmental Quality Waste Programs Remedial Projects Section**	**Voluntary Remediation Program Site Records**	30 Years	After facility closed 40 C.F.R. §258.61(a)(2013)		3/31/2014
35587	**Department of Environmental Quality Waste Programs Remedial Projects Section**	**Water Quality Assurance Revolving Fund Records**	30 Years	After FY quarterly, annual or final expenditure report submitted and approved or after funding agency requirements are met, whichever is longer		3/31/2014
35593	**Department of Environmental Quality Waste Programs Underground Storage Tank and Division Support Section**	**Annual Hazardous Waste Reports** Conditionally Exempt Small Quantity Generators (CESQG) and Small Quantity Generators (SQG) Facility Annual Reports (FARS) on Environmental Protection Agency (EPA) forms 8700-13 A/B.	5 Years	After due date		3/31/2014

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35592	**Department of Environmental Quality Waste Programs Underground Storage Tank and Division Support Section**	**Hazardous Waste Facility Manifests** Environmental Protection Agency (EPA) forms 8700-22, shipping documents.	5 Years	After calendar year received		3/31/2014
35595	**Department of Environmental Quality Waste Programs Underground Storage Tank and Division Support Section**	**Hazardous Waste Notification Reports** Notification to DEQ by companies that will be handling hazardous waste on EPA forms 8700-12.	55 Years	After calendar year received		3/31/2014
35596	**Department of Environmental Quality Waste Programs Underground Storage Tank and Division Support Section**	**Leaking Underground Storage Tank (LUST) Records**	Permanent	Transfer to State Archives 55 years after all UST's are closed and associated LUST's and SAF applications are processed and closed		3/31/2014
35594	**Department of Environmental Quality Waste Programs Underground Storage Tank and Division Support Section**	**Under storage Tank (UST) Records**	55 Years	After all UST's are closed and associated LUST's and SAF Applications are processed and closed		3/31/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35597	**Department of Environmental Quality Waste Programs Underground Storage Tank Corrective Action Section**	**State Assurance Fund (SAF) Records**	55 Years	After all applicants have been closed		3/31/2014
35599	**Department of Environmental Quality Water Quality Compliance**	**Bio solids Annual Reports**	5 Years	After date received		6/21/2014
35598	**Department of Environmental Quality Water Quality Compliance**	**Bio solids Land Applicator Records**	1 Year	After cancelled or revoked		6/21/2014
35601	**Department of Environmental Quality Water Quality Compliance**	**Complaint Investigation Records** Records where no further action taken after investigation of non-regulated facility or activity.	5 Years	After resolved		6/21/2014
35603	**Department of Environmental Quality Water Quality Compliance**	**Enforcement Actions** Includes Administrative Orders, Civil Complaints, Attorney General Consent Judgements, Resolutions/Orders.	10 Years	After enforcement action closed		6/21/2014
35606	**Department of Environmental Quality Water Quality Compliance**	**Enforcement Records** Includes confidential and privileged records.	10 Years	After date received		6/21/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35604	**Department of Environmental Quality Water Quality Compliance**	**Facility Inspections**	10 Years	After date issued		6/21/2014
35607	**Department of Environmental Quality Water Quality Compliance**	**General Correspondence and, Permittee Reports** Records for facilities related to the Aquifer Protection Permit (APP), Arizona Pollutant Discharge Elimination System (AZPDES) & reclaimed water programs.	10 Years	After final decision		6/21/2014
35602	**Department of Environmental Quality Water Quality Compliance**	**Lab Reports** Includes discharge monitoring, self-monitoring, and other lab reports. Arizona Pollutant Discharge Elimination System (AZPDES), Ground Water Quality Protection Permit (GWQPP), Arizona Pollutant Discharge Elimination System (APP), reuse.	10 Years	After reports submitted		8/24/2018
35605	**Department of Environmental Quality Water Quality Compliance**	**Notice of Violations**	10 Years	After date issued		6/21/2014
53309	**Department of Environmental Quality Water Quality Compliance**	**Pesticide Environmental Fate Reviews**	10 Years	After review completed.		8/24/2018

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35608	**Department of Environmental Quality Water Quality Compliance**	**Pretreatment Applications and Agreements**	-	After superseded		6/21/2014
35600	**Department of Environmental Quality Water Quality Compliance**	**Pretreatment Reports**	5 Years	After date received		6/21/2014
35611	**Department of Environmental Quality Water Quality Director's Office**	**Emergency Response Records**	Permanent	Permanent		6/11/2014
35609	**Department of Environmental Quality Water Quality Director's Office**	**Reports resulting in no action**	5 Years	After submitted		6/11/2014
35610	**Department of Environmental Quality Water Quality Director's Office**	**Reports resulting in program or project**	-	File with program records.		6/11/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35620	**Department of Environmental Quality Water Quality Drinking Water**	**Additional Total Coliform Rule Monitoring Requirement Records** Records include decisions for reduced monitoring, decreased inspection frequencies for non-community Public Water Systems, and eliminating the need to conduct fecal coliform sampling	5 Years	After created or received 40CFR 142.14(a)(5)ii(A-G)		6/11/2014
35633	**Department of Environmental Quality Water Quality Drinking Water**	**Annual Certification Records** Includes records received from systems pursuant to 40 CFR 141, subpart K demonstrating compliance with the treatment techniques for acrylamide and/or epichlorhydrin in §14.111.	12 Years	After date received 40 CFR 142.14(d)(7)		6/11/2014
35628	**Department of Environmental Quality Water Quality Drinking Water**	**Approval to Construct and Approval of Construction Project Records** Includes drinking water systems, swimming pools and spas.	10 Years	After date of approval or construct		6/11/2014
35622	**Department of Environmental Quality Water Quality Drinking Water**	**Approval to Construct Exemption Letters**	5 Years	After last ADEQ activity		8/24/2018
35626	**Department of Environmental Quality Water Quality Drinking Water**	**Capacity Development Application and Approval Records** Includes records of elementary business plan approvals, and letters of approval or denial.	10 Years	After ADEQ approval or denial decision is made		6/11/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35619	**Department of Environmental Quality Water Quality Drinking Water**	**Coliform-Positive Sample Records of Decision** Records include decisions made pursuant to the total coliform provisions to extend, waive, or invalidate monitoring requirements	5 Years	After prepared 40 CFR 142.14(a)(5)(I)		6/11/2014
35617	**Department of Environmental Quality Water Quality Drinking Water**	**Denied or Expired Construction Records** Includes approval to construct and approval of construction.	2 Years	After date denied or final ADEQ notice		6/11/2014
35638	**Department of Environmental Quality Water Quality Drinking Water**	**Disinfectant and Disinfection Byproduct Monitoring Records** Records, include list of systems required to monitor for disinfectants and disinfection byproducts in accordance with 141, subpart L.	12 Years	After final ADEQ notice 40CFR 142.14(d)(16)		6/11/2014
35615	**Department of Environmental Quality Water Quality Drinking Water**	**Disinfectant Residual Measurement Records**	1 Year	After created 40 CFR 142.1 (a)(4)(i)		6/11/2014
35644	**Department of Environmental Quality Water Quality Drinking Water**	**IDSE Monitoring Plan Records** Includes and modifications required by the State, pursuant to 40CFR part 141, subparts U and V.	-	After superseded 40 CFR 142.14(a)(8)(I)		6/11/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35645	**Department of Environmental Quality Water Quality Drinking Water**	**IDSE Reports and 40/30 Certification Records** Includes and modifications required byte State pursuant to 40CFR 141, subparts U and V.	-	After superseded 40 CFR 142.14 (a)(8)(ii)		6/11/2014
35612	**Department of Environmental Quality Water Quality Drinking Water**	**Microbiological Analyses Records** Records include analytical method used, number of samples analyzed each month, and analytical results.	1 Year	After created 40 CFR 142.1 (a)(1)		6/11/2014
35613	**Department of Environmental Quality Water Quality Drinking Water**	**Microbiological Analysis of Repeats or Special Sample Records** Records are comprised of laboratory reports or appropriate summary information.	1 Year	After created 40 CFR 142.1 (a)(2)		6/11/2014
35630	**Department of Environmental Quality Water Quality Drinking Water**	**Modifications to Disinfection Practices** Records Includes records of PWSs consulting with ADEQ concerning changes to disinfection practices related to surface water treatment requirements.	12 Years	After created or received 40 CFR 142.14(a)(7)(i)		6/11/2014
35625	**Department of Environmental Quality Water Quality Drinking Water**	**Operational Evaluation Records** Includes evaluations submitted by a system, pursuant to 40 CFR 141, subparts U and V.	10 Years	After date received 40 CFR 142.14(a)(8)(iii)		6/11/2014
35623	**Department of Environmental Quality Water Quality Drinking Water**	**Operator Certification Application Records**	5 Years	After received		6/11/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35618	**Department of Environmental Quality Water Quality Drinking Water**	**Public Notification Records Received from Public Water Systems** Includes notification records under 40 CFR 141, subpart Q, including certifications of compliance and copies of public notices, and any state determination s establishing alternative public notification requirements for water systems.	3, Years	After date received 40 CFR 142.14(f)		6/11/2014
35647	**Department of Environmental Quality Water Quality Drinking Water**	**Public Water System Asbestos Repeat Monitoring Determination Records** Records include the most recent asbestos repeat monitoring determination results and other supporting data.		After superseded 40 CFR 142.14(d)(6)		6/11/2014
35632	**Department of Environmental Quality Water Quality Drinking Water**	**Public Water System Enforcement Records** Records include drinking Water Sanitary surveys, State approvals, enforcement actions, and vulnerability determinations	12 Years	After prepared 40CFR 142.14(d)(1-4)		6/11/2014
35627	**Department of Environmental Quality Water Quality Drinking Water**	**Public Water System Facility Records** Includes all documents pertaining to public water system facilities not listed on this or any other retention schedules.	10 Years	After created or received		6/11/2014
35631	**Department of Environmental Quality Water Quality Drinking Water**	**Public Water System Inventory Records** Includes current inventory information for every public water system.	12 Years	After prepared 40 CFR 142.14(c)		6/11/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35646	**Department of Environmental Quality Water Quality Drinking Water**	**Public Water System Monitoring Records** Records include all current monitoring requirements and the most recent monitoring frequency decision pertaining to each containment, including the monitoring results and other data supporting the decision		After superseded 40 CFR 142.14(d)(5)		6/11/2014
35637	**Department of Environmental Quality Water Quality Drinking Water**	**Records for Monitoring Plans** Records include monitoring plans for subpart H systems serving more than 3 300 persons in accordance with 141.132(f)	12 Years	After date received 40 CFR 142.14(d)(14)		6/11/2014
35629	**Department of Environmental Quality Water Quality Drinking Water**	**Records of Analysis** Includes records other than microbiological contaminants; residual disinfection concentrations, other parameters necessary to determine disinfection effectiveness, and turbidity.	12 Years	After prepared 40 CFR 142.14(a)(6)		6/11/2014
35641	**Department of Environmental Quality Water Quality Drinking Water**	**Records of any Determination for Public Water Systems** Records include any determination that public water system supplied by a surface or ground-water source under the direct influence of surface water is not required to provide filtration treatment.	40 Years	Keep 40 years after created, or until withdrawn, whichever is earlier 40 CFR 142.14(a)(4)(iii)		6/11/2014

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35643	**Department of Environmental Quality Water Quality Drinking Water**	**Records of Decision for Systems Using Alternative Filtration Technology** Records include systems using alternative filtration technologies as allowed under 40 CFR 141.173(b) and 141.552.		After reversed or revised 40 CFR 142.14(a)(7)(ii)		6/11/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35642	**Department of Environmental Quality Water Quality Drinking Water**	**Records of Decision** Including, but not limited to, records documenting failure to meet disinfectant residual concentration requirements; public water system meeting requirements of 40 CFR 142.1; individuals qualified as operators for a public water system; a party other than the State approved by the State approved by the State to conduct on-site inspections; unfiltered public water systems identified as sources of waterborne disease outbreaks; interim disinfection requirements necessary for unfiltered public water systems; automatic shut-offs of delivery of water to distribution systems causing unreasonable risk; unfiltered or filtered systems have no means of having samples transported and analyzed for HPC; public water systems using alternative filtration technology in combination with disinfection treatment; systems using performed chloramines or chloramines, or chloramines formed by the addition of ammonia prior to the addition of chlorine, or a disinfectant other than chlorine; systems using ground water sources under direct influence of surface water; or public water system supplied by a surface water source or a ground water source under direct influence of surface water.		Keep until the next decision is filed; withdrawn; rescinded, reversed or revised; or filtration treatment is installed --- or 40 years after created whichever is earlier 40 CFR 14.1 (a)(4)(ii)(C)(2-14)		6/11/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35640	**Department of Environmental Quality Water Quality Drinking Water**	**Records of Decision Made on a System-by-System Case Records** Include decisions made on a system-by-system and case-by-case basis including, but not limited to, water systems using conventional, direct, or slow sand filtration; unfiltered public water systems; and alternative recycle locations.	40 Years	After created, or until one year after the decision is reversed or revised 40 CFR 142.1 (a)(4)(ii)(A)		6/11/2014
35616	**Department of Environmental Quality Water Quality Drinking Water**	**Records of Decisions, Exceptions** Includes violations of records of decisions made under 40 CFR 141.71 (b)(1) & (5).	1 Year	After decision is made, or decision is rescinded or revised 40 CFR 142.14 (a)(4)(ii)(B)		6/11/2014
35634	**Department of Environmental Quality Water Quality Drinking Water**	**Records of State Determination for the Control of Lead and Copper Records** Records include, but not limited to, all supporting information and explanations of the technical basis for each decision, made under the provisions of 400 CFR 141, subpart I.	12 Years	After prepared or superseded, whichever is first 40 CFR 142.14(d)(8)-(11)		6/11/2014
35639	**Department of Environmental Quality Water Quality Drinking Water**	**Records of State Determination Records** Records include the currently applicable or most recent State determination, including all supporting information, made under the provisions of 40 CFR 141, subpart S and 40 CFR 141, subpart S and 40 CFR part 142**.**	12 Years	After final ADEQ notice 40CFR 142.14(d)(17)		6/11/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35635	**Department of Environmental Quality Water Quality Drinking Water**	**Records of State Determination, Disinfectants and Disinfection Byproducts** Records include the currently applicable or most recent State determinations made under the provisions of 40 CFR 141, subpart L for the control of disinfectants and disinfection byproducts	12 Years	After final ADEQ notice 40 CFR 142.14(d)(12)		6/11/2014
35636	**Department of Environmental Quality Water Quality Drinking Water**	**Records of Systems With Multiple Wells Considered to be one Treatment Plant** Records are kept in accordance with CFR 141.132(a)(2) of this chapter and 142.16(h)(5)	12 Years	After final ADEQ notice 40 CFR 142.14(d)(13)		6/11/2014
35624	**Department of Environmental Quality Water Quality Drinking Water**	**Source Water Turbidity Records of Decision** Records that show an event in which the source water turbidity which exceeded 5 NTU for an unfiltered public water system was unusual and unpredictable.	10 Years	After prepared. 40 CFR 142.14(a)(4)(ii)(c)(1)		6/11/2014
35614	**Department of Environmental Quality Water Quality Drinking Water**	**Turbidity Measurement Records**	1 Year	After created 40 CFR 142.1 (a)(3)		6/11/2014
35621	**Department of Environmental Quality Water Quality Drinking Water**	**Variance and Exemption Records**	5 Years	After prepared 40 CFR 142.14 (e)		6/11/2014

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35648	**Department of Environmental Quality Water Quality Drinking Water**	**Withdrawn Construction records** Includes approval to construct and approval of construction.	3 Months	After notice of withdrawal		6/11/2014
35654	**Department of Environmental Quality Water Quality Ground Water**	**Annual Reports** (including 4.23 General Aquifer Protection Permits (APP))	5 Years	After submittal		6/11/2014
35656	**Department of Environmental Quality Water Quality Ground Water**	**Application Withdrawals**	10 Years	After created		6/11/2014
35664	**Department of Environmental Quality Water Quality Ground Water**	**Aquifer Protection Permit and Clean Closure Records**	30 Years	After permit release date		6/11/2014
35655	**Department of Environmental Quality Water Quality Ground Water**	**Aquifer Protection Permits Determination of Applicability (DOAs)** (including exemption letters)	10 Years	After created		6/11/2014
35660	**Department of Environmental Quality Water Quality Ground Water**	**Construction Plans** (includes Type 4 General Aquifer Protection Permits (APP))	10 Years	After date of approval		6/11/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35649	**Department of Environmental Quality Water Quality Ground Water**	**Courtesy Review Records** (for APP Type 4.01 projects for which a Notice of Intent to Discharge wan not submitted)	1 Year	After ADEQ Review Issued		6/11/2014
35651	**Department of Environmental Quality Water Quality Ground Water**	**Denied Project Construction Records** (includes Type 4 General Aquifer Protection Permits (APP), Subdivision or product listing project)	2 Years	After issued or appeal closed		6/11/2014
35653	**Department of Environmental Quality Water Quality Ground Water**	**Drywell Registration Records**	5 Years	From decommissioning date		6/11/2014
35658	**Department of Environmental Quality Water Quality Ground Water**	**Engineering Review Construction records** (includes Type 4 General Aquifer Protection Permits (APP), Sewage collection systems, and on-site wastewater treatment facilities)	10 Years	After date of approval		6/11/2014
35652	**Department of Environmental Quality Water Quality Ground Water**	**Expired Construction Records** (including sewage collection system and on-site wastewater treatment facilities)	2 Years	From expired date		6/11/2014
35662	**Department of Environmental Quality Water Quality Ground Water**	**General Permits** (includes types 2 and 3,and reclaimed water)	30 Years	After expired date or facility closed, whichever is sooner		6/11/2014

Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35663	**Department of Environmental Quality Water Quality Ground Water**	**Individual Reclaimed Water Permits**	30 Years	After expired date or facility closed, whichever is sooner		6/11/2014
35665	**Department of Environmental Quality Water Quality Ground Water**	**On-Site Wastewater Notice of Transfers Records**	6 months	After payment received		6/11/2014
35661	**Department of Environmental Quality Water Quality Ground Water**	**Onsite Wastewater Product Review/Listings**	20 Years	After approved		6/11/2014
35659	**Department of Environmental Quality Water Quality Ground Water**	**Subdivision for Sanitary Facilities Records**	10 Years	After final subdivision approval		6/11/2014
35657	**Department of Environmental Quality Water Quality Ground Water**	**Vacated and Released Permits** (Includes never constructed projects)	10 Years	After permit release date		6/11/2014
35650	**Department of Environmental Quality Water Quality Ground Water**	**Withdrawn Construction Records** (includes Type 4 General Aquifer Protection Permits (APP), Subdivision or product listing project)	3 months	After withdrawn		6/11/2014

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35676	**Department of Environmental Quality Water Quality Surface Water**	**208 Areawide Water Quality Management Plans**	-	After superseded		6/11/2014
35669	**Department of Environmental Quality Water Quality Surface Water**	**208 Consistency Reviews**	5 Years	After completed		6/11/2014
35674	**Department of Environmental Quality Water Quality Surface Water**	**401/404 Discharge Permits** Includes approvals, withdrawals, or denials.	10 Years	After agency action taken		6/11/2014
35672	**Department of Environmental Quality Water Quality Surface Water**	**Arizona Pollutant Discharge Elimination System (AZPDES) Individual and General Permits** Records do not include construction.	5 Years	After expired or superseded		6/11/2014
35666	**Department of Environmental Quality Water Quality Surface Water**	**Arizona Pollutant Discharge System (AZPDES) Individual & General Permit Withdrawals or Denials**	2 Years	After denial date or final notice date		6/11/2014
35668	**Department of Environmental Quality Water Quality Surface Water**	**Assessment and Listing Reports** Per the Clean Water Act, records include 205 (j), 305 (b) assessment and 303 (d) Listing Reports, and supporting documentation.	5 Years	After completed		6/11/2014

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Record Series Number	Government Body	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
35670	**Department of Environmental Quality Water Quality Surface Water**	**Complaint Investigation Records,** Records where no further action taken after investigation of non-regulated facility or activity.	5 Years	After resolved		6/11/2014
35667	**Department of Environmental Quality Water Quality Surface Water**	**Construction General Permits** Records include Notice of Intent (NOI), Notice of Termination (NOT) & Storm Water Pollution Prevention Plan (SWPPP).	2 Years	From Notice of Termination (NOT) or new permit		6/11/2014
35677	**Department of Environmental Quality Water Quality Surface Water**	**Macroinvertebrates and Fish Tissue Sample Data Records**	Permanent	Permanent		6/11/2014
35675	**Department of Environmental Quality Water Quality Surface Water**	**Monitoring Site Records** Includes bio criteria records.	15 Years	After created		6/11/2014
35671	**Department of Environmental Quality Water Quality Surface Water**	**Surface Water Monitoring Program Records** Includes sample plans, annual data reports, and guidance.	5 Years	After FY monitoring program ends.		6/11/2014
35673	**Department of Environmental Quality Water Quality Surface Water**	**Triennial Review Reports** Reports filed separately from rulemaking records.	10 Years	After report date		6/11/2014