

Department of Environmental Quality
Records Retention Schedule 2008-0009
Effective Date: October 2022
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OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Environmental Quality Commission

Program: Administration

Program Description

The Environmental Quality Commission is a five-member citizen panel appointed by the governor of Oregon for four-year terms to serve as the Department of Environmental Quality's policy and rulemaking board. In addition to adopting rules, the EQC also establishes policies, issues orders, judges appeals of fines or other Department actions, and appoints the DEQ director. The Administration program provides support to the EQC.

Program Records

None

State Agency General Records Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

State Board and Commission General Records Schedule Records

Includes but is not limited to:

Board and Commission Records (OAR 166-350-0010)

Appeal and Review Records

Board and Commission Members Personnel Records

Board and Commission Meeting Minutes

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Office of the Director

Program: Office of the Director

Program Description

The Office of the Director provides leadership, policy formation and guidance, intra-agency and inter-agency coordination, and accountability for the agency. The Office of the Director provides support to the Environmental Quality Commission. Staff provides administrative review of Department actions such as the contested case process where hearings are conducted for controversial and significant matters such as permit issuance and denial, and rulemaking. The Office of the Director also manages administrative rulemaking and legislative liaison functions.

Program Records

001 Director's Correspondence

Retain 5 years, destroy

002 Energy Facility Siting Reviews

Retain 20 years, destroy

003 Growth Management/Urban Livability Records

Retain 30 years, destroy

004 Inter-government Project Reviews

Retain 30 years, destroy

State Agency General Records Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Staff Meeting Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

COMPLAINTS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Office of the Director

Program: Office of the Deputy Director

Program Description

The Office of the Deputy Director provides leadership, policy formation and guidance, intra-agency and inter-agency coordination, and accountability for the agency. The Office of the Deputy Director supervises administrators of the Divisions and Regions, and represents the Director when needed.

Program Records

None

State Agency General Records Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Staff Meeting Records

Databases

None

OREGON STATE ARCHIVES
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Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Office of the Director
Section: Office of Communications and Outreach (OCO)

Program Description

The Office of Communications and Outreach (OCO) provides public information, education and citizen involvement programs throughout the state. Services include: media relations; information on agency programs and initiatives; creating opportunities and venues for citizen involvement in DEQ permitting and rulemaking activities; responding to questions from the public (citizens, businesses, elected officials, local governments, interest groups, and educators) and news media; assisting with advisory committees, public hearings and other public meetings; conducting customer service surveys; and managing the Agency's Web site. OCO outreach staff includes five public affairs specialists and one website coordinator. Staff works with DEQ's air, water and land quality staff to ensure that the public has information about DEQ's programs, ranging from how to get a car's emissions tested to hearings on liquefied natural gas or local permit applications, to finding a contractor to remove asbestos. Staff also promote Agency initiatives such as waste reduction, recycling, healthy lawns without harmful chemicals, reducing toxics in the air and water, clean diesel programs for fleets such as school busses, household hazardous waste collection events, and the use of "plain language" in agency communications. Specialists are managed centrally in Agency Management but are directly funded by air, water or land quality programs; the web coordinator is budgeted in Agency Management. The program manages the agency's administrative rulemaking.

Program Records

- 005 DEQ In The News (Newsletters)**
Retain 3 years, destroy
- 006 Enforcement Actions**
Retain 3 years, destroy
- 007 Fact Sheets, Brochures, Newsletters, and Publications**
Retain until superseded or obsolete, destroy
- 008 Informational Exhibits**
Retain 20 years, destroy
- 009 Photographs, Negatives, and Slides, 1970-[ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 010 Special Events Records, 1979-[ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 25 years

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

State Agency General Records Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Press Releases

Public Records Disclosure Request Records

Security Records

Databases

PHOTO ARCHIVE

PUBLICATIONS TRACKING SYSTEM

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Office of the Director
Program: Office of Compliance and Enforcement

Program Description

DEQ enforces the State's environmental laws through the Office of Compliance and Enforcement. Budgeted in the Air, Water and Land Quality Programs and managed through the Office of the Director, the Office of Compliance and Enforcement provides enforcement guidance for field staff, and provides the formal enforcement response to those violations that are referred from DEQ's regional offices. Formal enforcement responses usually include the assessment of civil penalties or issuance of enforcement orders.

Program Records

011 Enforcement Files

- (a) Retain records relevant to precedent-setting litigation records 20 years after case closed, destroy
- (b) Retain all other records 5 years after case closed, destroy

State Agency General Records Schedule Records

Includes but is not limited to:

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence

Databases

ENFORCEMENT
NON-ENFORCEMENT NOTICES

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Management Services

Program: Administration

Program Description

The Administration program oversees the work of the Management Services Division, which provides policy and administrative support to the Department of Environmental Quality and the Environmental Quality Commission.

Program Records

012 Quality Management Plans (QMP) 1982-[ongoing] 1 c.f.

Retain permanently, transfer to State Archives after 20 years

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Databases

None

OREGON STATE ARCHIVES
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Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Management Services

Program: Accounting

Program Description

The Accounting program is responsible for the integrity of the agency's finances. It consists of the following work units: revenue, payroll, expenditures, and purchasing and contracting. The program places emphasis on continually assessing financial risks to ensure that adequate internal controls are in place that ensure the accuracy of the information generated.

Revenue is responsible for: receiving, depositing, recording and monitoring payments made to the agency from all sources; assisting in collecting past due accounts; preparing and monitoring invoices for a variety of fees and other charges; reconciling cash accounts and fund balances for all fund types (General, Federal, Lottery, and Other); managing federal cash balances; preparing federal and state reports; providing year-end information for statewide financial statements; assisting federal and state auditors; and providing revenue information for budget and management decision making.

Expenditures is responsible for: establishing the proper accounting structure of funds, grants, activities and projects necessary to accommodate the agency's accounting structure; ensuring the adequacy of internal controls; tracking expenditures and billing for cost recovery invoices; providing guidance to employees on the appropriateness of expenditures; reviewing, coding and paying all bills; auditing purchases; reimbursing employee travel claims and monitoring out-of-state travel; maintaining capital asset and other property records; providing ongoing support for the agency's on-line time recording system; providing systems liaison between the Accounting and the Department of Administrative Services; filing and managing financial records; preparing all federal grant financial reports; providing year-end information for statewide financial statements and preparing the agency's own annual financial statements; and providing expenditure information for budget and management decision making.

Payroll provides payroll services for the agency, including maintaining payroll-related data for each employee so that all paychecks issued are accurate and timely; records and monitors all leaves; manages payroll issues related to terminations, garnishments, leave without pay, and payroll deductions; and ensures that all payroll-related legal requirements are met.

Purchasing and Contracting is responsible for: providing advice, guidance and oversight for writing personal service contracts and intergovernmental agreements; managing the solicitation and procurement processes for the acquisition of supplies, equipment and services; keeping all contracting and purchasing templates current; maintaining tracking systems for all professional service contracts, revenue agreements, intergovernmental agreements and pass-through grants; acting as liaison with the Departments of Justice and Administrative Services on all procurement issues; and providing training to agency staff regarding purchasing and contracting procedures.

OREGON STATE ARCHIVES
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Program Records

013 Superfund Grants Records

(a) Retain certain financial records, property records, procurement records, and time and attendance records 10 years after submission of the final Financial Status Report, destroy (40 CFR 35.6700 and 35.6705)

(b) Retain all other records according to OAR 166-300-0025 and 166-300-0035

Note: These retentions take precedence over general schedule retentions that would otherwise apply

Note: Obtain written approval from the EPA award official before destroying

State Agency General Records Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Facilities/Property Records (OAR 166-300-0020)

Asset Inventory Reports

Building Records

Vehicle Records

Risk Management Records (OAR 166-300-0045)

Insurance Fund Claim Records

Vehicle Accident Records

Databases

ASSET INVENTORY CONTROL SYSTEM

CIVIL PENALTY

DEPOSITS

FEDERAL GRANTS

INVOICING (CRIS)

LOANS

PERSONAL SERVICE CONTRACTS

Q-TIME

RTIs (ALLOCATIONS)

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Management Services

Program: Budget Office

Program Description

The DEQ Budget Office prepares the agency biennial budget and provides fiscal analysis of legislation and other proposals. The section also manages the execution of the budget, performs revenue and expenditure forecasts, works in partnership with the Accounting section to manage agency cash flow, and oversees fiscal and staff-hour databases for use by Agency managers. The section also manages bonds and the associated debt service, coordinates grant applications and processes, reviews financial assurance for landfills, and analyzes responsible parties' ability to pay for cleanup costs.

Program Records

014 Ability to Pay Civil Penalty Analysis

Retain 10 years, destroy

015 Bond Counsel and Financial Advisor Selection Records

Retain 6 years after expiration, destroy

016 Bond Records

Retain 6 years after bond matures, destroy

017 Bond Transcripts

Retain 6 years after bond matures, destroy

State Agency General Records Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Grant Records

Legislatively Adopted Budgets

Warrants

Databases

BUDGET

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Management Services
Section: Government Relations
Program: Government Relations

Program Description

The Government Relations/Legislative program provides support to the Director and programs on local, state, and federal intergovernmental and legislative issues. The program serves as liaison to the Legislative Assembly and federal agencies, among others. The program provides development and monitoring of legislation which may have an impact on the agency's programs or policies (see separate program descriptions for Budget Office, and Office of the Director). The program manages the agency's administrative rulemaking.

Program Records

018 Legislator Files

Retain 5 years after last activity, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Legislative Tracking Records
Lobbyist Records
Mailing Lists

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

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Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Management Services
Section: Government Relations
Program: Internal Audit Advisory Committee

Program Description

The Internal Audit Advisory Committee program conducts internal audits at DEQ. The program is responsible for ensuring compliance with SB 583 (2007), which requires agencies to have audit advisory committees.

Program Records

None

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence
Financial Records (OAR 166-300-0025)
Internal Audit Reports

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Management Services
Section: Government Relations
Program: Tax Credits

Program Description

The Tax Credits program is responsible for managing relevant tax credit programs. The program: reviews tax credit applications; reviews project plans, drawings, contracts, and costs; researches the facility's pollution control capabilities; and inspects the facility. The program certifies sub-delegated facilities. For other facilities, DEQ presents its analysis and recommendation to the Environmental Quality Commission to approve or deny certification. The certification is the taxpayer's evidence to the Oregon Department of Revenue that the taxpayer may use the credit to reduce its Oregon tax liability.

Program Records

019 Clean Diesel Repower and Retrofit Tax Credit Records

- (a) Retain applications 3 years, destroy
- (b) Retain certifications 10 years, destroy

020 Pollution Control Tax Credit Records

- (a) Retain income tax relief records 13 years, destroy
- (b) Retain property tax relief records 23 years, destroy

021 Pollution Prevention Tax Credit Records

Retain 8 years, destroy

022 Reclaimed Plastics Tax Credit Records

Retain 8 years, destroy

023 Truck Engine Tax Credit Records

- (a) Retain applications 2 years, destroy
- (b) Retain certifications 5 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Databases

TAX CREDITS

TRUCK ENGINE TAX CREDITS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Management Services

Program: Health and Safety

Program Description

The Health and Safety Program establishes programs and practices to ensure a safe and healthy work environment for all employees. The section provides guidance and consultation to DEQ staff on a variety of Occupational Safety and Health issues. They perform job and program safety assessments and work to prevent accidents through hazard identification and abatement. They oversee safety training for the agency through a combination of direct classes and contracted classes. The Health and Safety Program also performs hazard analyses, and then coordinates, develops and helps implement emergency plans. The section has an active ergonomic program with over 100 ergonomic assessments being done a year for DEQ employees. They work closely with the vehicle inspection program identifying hazards and dangers vehicle inspectors may encounter in their daily work, including routine air monitoring for carbon monoxide. When an incident does occur, the section will investigate and analyze the incident to identify the root causes. The Health and Safety section also administers medical services contracts for DEQ employees who may come into contact with hazardous waste in the field and has developed some safety policies for the agency.

Program Records

None

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Facilities/Property Records (OAR 166-300-0020)

Hazardous Substance Employer Survey Records

Risk Management Records (OAR 166-300-0045)

Occupational Injury and Illness Records

State Accident Insurance Fund (SAIF) Claim Records

Databases

None

OREGON STATE ARCHIVES
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Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Management Services

Program: Human Resources

Program Description

The Human Resources program provides consultation and guidance to managers and staff, statewide, to ensure compliance with employment laws, policies and practices, and collective bargaining agreements. Human Resources implements recruitment practices to find qualified and diverse candidates for employment. The program ensures appropriate allocation of positions within the state's classification system and manages reclassification and reallocation actions. Human Resources provides guidance and direction to managers on employee performance management. The program provides guidance on and tracks the use of various leaves, including leaves that qualify under the Family and Medical Leave Act, Oregon Family Leave Act, Disability leave, Workers' compensation leave, etc. The program provides guidance and assistance on employee benefit selections, and assures compliance with the Americans with Disabilities Act Amendments Act in providing reasonable accommodations to employees with qualified disabilities. Human Resources provides day-to-day implementation of a number of employee education and training programs, career planning, mentorship, and internships.

Program Records

None

State Agency General Records Schedule Records

Includes but not limited to:

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Recruitment and Selection Records

Databases

HRIS

SERVICE AWARDS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Management Services

Program: Business Systems Development

Program Description

Business Systems Development (BSD) provides central information management governance policy and planning for the Agency, establishing Agency-wide data standards and system architecture and data exchange protocols. The section is responsible for choosing application platforms and development tools.

DEQ employs a wide range of information systems, most based on relational databases operating in desktop, client-server and web environments that are used to support both the ongoing functions of Agency operations as well as to provide information-based tools to better deliver DEQ environmental science-based services to our stakeholders and the public. Commercial “off-the-shelf” software does not effectively meet specific program needs of the specialized nature of DEQ programs. The Business Systems Development Section manages the new development, deployment, implementation, enhancement, modification and maintenance of the majority of those information systems. BSD also provides Agency-wide support for Geographic Information Systems (GIS) and web infrastructure. In total, BSD provides business solutions with system design, programming, and support for more than 80 program-specific applications ranging from simple desktop applications to fully integrated permit processing and specialized accounting applications (e.g., cost recovery management) which address processes unique in Oregon to DEQ.

Program Records

None

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Information and Records Management Records (OAR 166-300-0030)

Computer System Maintenance Records

Computer System Program Documentation

Computer System Security Records

Information System Planning and Development Records

Software Management Records

User Support Records

Databases

GIS (SDE)

OREGON STATE ARCHIVES
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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Management Services

Program: Information Technology

Program Description

Information Technology (IT) provides the operational support for the systems and services which provide the desktop computers, network services, central systems and security for the agency. These services include centralized support for: email and other electronic communications systems; database administration; computer security; Help Desk services; desktop computer configuration; and equipment acquisition, maintenance, and inventory.

Program Records

None

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Information and Records Management Records (OAR 166-300-0030)

Computer System Maintenance Records

Computer System Program Documentation

Computer System Security Records

Software Management Records

User Support Records

Databases

AICS

OREGON STATE ARCHIVES
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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Management Services

Program: Organization Improvement

Program Description

The Organization Improvement program oversees the development, implementation, tracking and reporting of agency performance measures and provides advice and facilitation services for agency planning efforts. Organization Improvement provides management consulting services agency-wide and guides the Executive Management Team and program management and staff on organizational and policy matters. Organization Improvement develops key strategic planning tools and facilitates the planning, development and implementation of performance measurement systems, Process Improvements, and agency-wide organizational change initiatives.

Organization Improvement supports DEQ's efforts to maintain, enhance and restore Oregon's environment by helping people connect resources, values and innovation to work practices. The program conducts strategic planning, the practice of identifying longer-range goals and objectives that define a road map toward a desired future state. The program also conducts operational planning, which develops and links shorter-term objectives, activities and resources to the Strategic Plan. The program's organizational survey evaluates the degree to which DEQ puts its mission, vision and values into practice. The goal of Process Improvement activities is to periodically evaluate existing processes to ensure that the agency is operating as efficiently and effectively as possible. The program also coordinates meeting planning and facilitation.

Program Records

024 Organization Improvement Records

- (a) Retain current and two previous employee surveys, destroy
- (b) Retain all other records 6 years, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Business Plan Records

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Financial Records (OAR 166-300-0025)

Budget Preparation Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality

Section: Administration

Program: Administration

Program Description

The Administration program provides oversight for the Air Quality Division and regional employees. The program's responsibilities include budget development and execution, policy development, administrative rule making, and legislative coordination.

Program Records

025 Administrator's Work Files

Retain 3 years, destroy

026 Air Quality Special Projects Records

Retain 10 years, destroy

027 Clean Air Act State Implementation Plan (SIP) Records, [1972-present] 30 c.f.

Retain permanently, transfer to State Archives after 25 years

028 Lane Regional Air Pollution Authority (LRAPA) Records, 1980-[ongoing] 1 c.f.

(a) Retain commitments and agreements permanently, transfer to the State
Archives after 5 years

(b) Retain all other records 5 years, destroy

029 National Association of Clean Air Agencies (NACAA) Records

Retain 3 years, destroy

030 Performance Partnership Agreement Records

Retain 5 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Budget Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Legislative Tracking Records

Policy and Procedure Guidelines and Manuals

Databases

AQ RULEMAKING

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Administration
Program: Noise Control

Program Description

Effective July 1, 1991, the Department of Environmental Quality's Noise Control Program was terminated. The function is now performed by city, county and municipal governments.

Program Records

031 Department of Transportation Highway Projects Assessment Records

Retain 10 years, destroy

032 Local Government Noise Ordinance Project Records

Retain 10 years, destroy

033 New Vehicle Noise Certification Records

Retain 10 years, destroy

034 Noise Control Program Records, [1980-1991] 1 c.f.

(a) Retain program set-up records permanently, transfer to State Archives after 20 years

(b) Retain Environmental Quality Commission approved plans 20 years, destroy

(c) Retain Airport Noise Abatement Plan 20 years after closure of facility, destroy

(d) Retain all other records 10 years, destroy

035 Noise Control Program Tax Credit Records

(a) Retain precedent setting and large dollar amount cases 50 years, destroy

(b) Retain all other records 20 years, destroy

036 Noise Impact Contour Evaluation Records

Retain 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

None

OREGON STATE ARCHIVES
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Agency: Department of Environmental Quality

Division: Air Quality

Program: Air Contaminant Discharge Permit (ACDP)

Program Description

The Air Contaminant Discharge Permit (ACDP) program, authorized by ORS 468A.040-060, applies to construction of new and modified point sources of all sizes as well as operation of medium sized point sources that are not subject to Title V (see separate program description for Title V program). ACDPs are used to approve construction of major new sources of air pollution as required by the federal Clean Air Act. ACDPs are also used to meet requirements of the State Implementation Plan and to assure that a source does not inadvertently exceed Title V permitting thresholds.

ACDPs contain emission limits, control technology requirements, equipment testing and reporting requirements and, if needed, compliance schedules (see separate program descriptions for Technical Services, Emissions Inventory). Permits ensure that pollution reductions necessary to meet air quality objectives are achieved. The program's activities include technical assistance, construction plan reviews, permit issuance and renewal, compliance inspections, investigation of complaints, pollution prevention recommendations and enforcement. The ACDP program requires ongoing rulemaking, policy and guidance development to incorporate changes to federal requirements.

Program Records

037 Source Facility and Permit Files

Retain 20 years after file closed, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

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State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Databases

TRAACS

OREGON STATE ARCHIVES
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Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality

Program: Asbestos Control

Program Description

The Asbestos Control program is designed to protect the public from airborne asbestos, a known human carcinogen. In addition to implementing federal requirements for asbestos, the program ensures safe handling of asbestos-containing material during asbestos removal and abatement projects. Activities include asbestos worker certification, laboratory microscopy services, contractor licensing and training provider accreditation. DEQ also responds to many complaints and requests for technical assistance from building owners, contractors and the general public, and takes enforcement actions when violations are discovered.

Program Records

038 Asbestos Abatement Worker Application for Certification

Retain 10 years, destroy

039 Asbestos Accreditation Course Records

Retain 10 years, destroy

040 Asbestos Air Clearance Reports

Retain 10 years, destroy

041 Asbestos Analysis Reports

Retain 10 years, destroy

042 Asbestos Complaints

(a) Retain audio recordings until entered into database, destroy

(b) Retain other records 10 years, destroy

043 Asbestos Contractors Inspections

Retain 10 years, destroy

044 Asbestos Inspection Records

Retain 10 years, destroy

045 Asbestos Removal Contractors Enforcement Files

Retain 10 years, destroy

046 Asbestos Removal or Encapsulation Notices

Retain 10 years, destroy

OREGON STATE ARCHIVES
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State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Databases

ASBESTOS

OREGON STATE ARCHIVES
Records Retention Schedule

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Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality Division

Program: Complaints

Program Description

The Complaints program is responsible for handling complaints (odor, noise, dust, etc.) from the public, identifying violators, and taking appropriate actions. When necessary, the Complaints program refers complaints to the most appropriate agency.

Program Records

047 Air Quality Complaints Files

- (a) Retain audio recordings until entered into database, destroy
- (b) Retain other records 3 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Databases

COMPLAINTS

OREGON STATE ARCHIVES
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Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality Division

Program: Employee Commute Options (ECO)

Program Description

The Employee Commute Options (ECO) program is authorized by ORS 468A.363 to reduce drive-alone commute trips in the Portland area by promoting alternatives to workers and employers. The program is responsible for reviewing and approving trip reduction plans, helping businesses with their follow up surveys, and providing information and assistance to businesses and the general public. The program's partner agencies include TriMet, Metro Regional Government, and the City of Portland.

Program Records

048 Employee Commute Options Survey Records

Retain 5 years after company goes out of business, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

EMPLOYEE COMMUTE OPTIONS

OREGON STATE ARCHIVES
Records Retention Schedule

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Agency: Department of Environmental Quality

Division: Air Quality Division

Program: Gasoline Vapor Recovery

Program Description

The Clean Air Act requires EPA to set National Ambient Air Quality Standards (40 CFR part 50) for pollutants, such as ozone, that are considered harmful to public health and the environment. The Gasoline Vapor Recovery program is a key element of the Portland area ozone maintenance plan. The program has helped reduce smog-causing emissions from gasoline transfer and motor vehicle refueling sites in the Portland metropolitan area. The Gasoline Vapor Recovery program is operated in the regional offices. Activities include permitting, inspection and technical assistance to transfer and refueling site operators. In 2010, many of the program's responsibilities will be shifted to the Air Contaminant Discharge Permit program as gasoline refueling facilities become subject to new federal standards for hazardous air pollutants (see separate program description for the Air Contaminant Discharge Permit program).

Program Records

049 Gasoline Tanker Certification Records

Retain 5 years, destroy

050 Stage I and Stage II Site Files

Retain 5 years after site decommissioned, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Mailing Lists

Databases

AQTANKERS

VAPORS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality Division

Program: Open Burning

Program Description

The Open Burning program is authorized under ORS Chapters 468 and 468A.020. The program issues rules prescribing requirements for and prohibitions of open burning for every location in the state other than Willamette Valley field burning and slash burning administered under the Oregon Department of Forestry's Oregon Smoke Management Plan. Open burning is regulated in order to restore and maintain the quality of the air resources of the state in a condition as free from air pollution as is practicable and consistent with the overall public welfare of the state. Rules for open burning are included in the State of Oregon Clean Air Act Implementation Plan as adopted by the Environmental Quality Commission. This State Implementation Plan (SIP) is adopted pursuant to the federal Clean Air Act (42 U.S.C.A. 7401 to 7671q).

Open burning within the state is administered by offices within the three regional divisions. Regional personnel are primarily involved with educational outreach, open burning permit issuance or denial, and enforcement of open burning rules. A good portion of this work involves ensuring that commercial open burning is properly managed and that prohibited material is not open burned within the state. Permits for open burning are issued generally during the spring and fall burning seasons. Any complaints regarding improper open burning that is related to pollution control is also handled by the regional offices. Many municipalities regulate open burning, and local fire departments occasionally perform similar duties.

Program Records

051 Backyard Burning Permit Records

Retain 10 years, destroy

052 Open Burning and Briefing Forms

Retain 10 years, destroy

053 Open Burning Records (Non-permitted Sources)

Retain 3 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number:

Agency: Department of Environmental Quality
Division: Air Quality
Program: Oregon Clean Vehicle Rebate Program

Program Description

The Oregon Clean Vehicle Rebate Program (OCVRP) provides cash rebates to Oregonians who meet all of the program requirements at OAR 340-270. Certain types of vehicles, including battery electric vehicles, plug-in hybrid electric vehicles, zero-emission motorcycles and neighborhood electric are eligible to receive rebates. The OCVRP's goal is to encourage higher adoption of zero-emission vehicles, which will in turn reduce air pollution and progress the state towards its greenhouse gas reduction goals. The OCVRP is currently set to sunset on January 2, 2024.

Program Records

349 Clean Vehicle Rebate Program Records
Retain 6 years after program sunset, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Financial Records (OAR 166-300-0025)
Information and Records Management Records (OAR 166-300-0030)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality

Program: Title V

Program Description

DEQ operates two permitting programs to reduce emissions from point sources: the Air Contaminant Discharge Permit (ACDP) program; and the Title V Permit program. The federal Clean Air Act requires the Title V Permit program for operating major sources of traditional “criteria” or hazardous air pollutants.

Title V permits, which are part of the Clean Air Act State Implementation Plan (SIP), contain emission limits, control technology requirements, equipment testing and reporting requirements and, if needed, compliance schedules. Permits ensure that pollution reductions necessary to meet air quality objectives are achieved. Title V permits also contain enhanced monitoring procedures to help facilities improve and maintain compliance. Activities include technical assistance, construction plan reviews, permit issuance and renewal, compliance inspections, investigation of complaints, pollution prevention recommendations and enforcement. In addition, the Title V program requires ongoing rulemaking, policy and guidance development to incorporate frequently changing federal requirements.

Program Records

054 Source Files

Retain 40 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

HIGH PRIORITY VIOLATORS (HPV)

TRAACS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Administration

Program Description

The Administration program provides oversight for the Planning Section and regional employees. The program's responsibilities include budget development and execution, policy development, administrative rule making, and legislative coordination.

Program Records

- 055 Air Pollution Problems in Plywood, Particle Board, and Hardboard Mills in the Mid Willamette Valley Reports, 1991-[ongoing] 0.1 c.f.**
(a) Retain final reports permanently, transfer to the State Archives after 5 years
(b) Retain all other records 10 years, destroy
- 056 Area Source Files**
Retain 20 years, destroy
- 057 Governor's Forest Planning Team Records**
Retain 10 years, destroy
- 058 Governor's Task Force On Motor Vehicle Emission Reductions Records**
Retain 30 years, destroy
- 059 Non-attainment Area Presentation Records**
Retain 4 years, destroy
- 060 Pollutants Project Files**
Retain 20 years, destroy
- 061 Portland Metro Project Files**
Retain 25 years, destroy
- 062 Stage II Development Records**
Retain 30 years destroy
- 063 Technical Studies and Survey Records, 1985-1996 3 c.f.**
Retain permanently, transfer to State Archives after 50 years

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Air Quality Monitoring

Program Description

The Air Quality Monitoring program operates a statewide network of air quality monitors and samplers. These sites measure air pollutant concentrations for comparison to national standards, and collect weather and atmospheric data. The program also evaluates air monitoring plans submitted to DEQ, provides air quality data to other DEQ programs and interested persons, assists companies that have self-monitoring air quality programs, and regularly reports to EPA.

Program Records

064 Air Quality Division Annual Reports, 1992-[ongoing] 1 c.f.

Retain permanently, transfer to State Archives after 10 years

065 Air Quality Reports, 1992-[ongoing] 1 c.f.

Retain permanently, transfer to State Archives after 10 years

066 Air Quality System Certification Records

(a) Retain certification letters sent to EPA 10 years, destroy

(b) Retain all other records 1 year, destroy

067 Clean Air Program Records

Retain 10 years, destroy

068 Environmental Protection Agency (EPA) Performance Audits

Retain 25 years, destroy

069 Exceptional/Natural Event Records (AKA Episode Logs)

Retain 20 years, destroy

070 Industrial Air Quality Plans

Retain 20 years, destroy

071 Network Review Records

Retain 15 years, destroy

072 PM and Ozone Forecasting and Advisory Records

Retain 30 days, destroy

073 Site and Monitoring Records (AKA SAROAD Forms)

Retain until laboratory's administrative need ends, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

TRAACS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Air Quality Program Performance Monitoring

Program Description

The Air Quality Program Performance Monitoring program satisfies legislative requirements to report on Air Quality performance measures to the Oregon Progress Board. Performance measures include air toxics levels. The Oregon Progress Board compiles progress toward meeting social, environmental, and health benchmarks as part of its mandate to monitor the state's 20-year strategic vision. (see separate program description for State Air Toxics program).

Program Records

074 Cross Media Program Records

Retain 10 years, destroy

075 Reports to Oregon Progress Board

Retain 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Staff Meeting Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Carbon Monoxide

Program Description

The Clean Air Act requires EPA to set National Ambient Air Quality Standards (NAAQS) (40 CFR part 50) for criteria pollutants, including ozone, that are considered harmful to public health and the environment. Section 175A of the Clean Air Act requires communities which have exceeded NAAQS standards for carbon monoxide to have Attainment and Maintenance Plans. Several communities in Oregon are required to have such plans.

Program Records

- 076 Carbon Monoxide and Precursors of Ozone Base Year State Implementation Plan Inventory Reports**
Retain 20 years, destroy
- 077 SIP Attainment and Maintenance Plan Development Records**
Retain 5 years after plan expires, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Dairy Air Quality

Program Description

The Oregon Legislative Assembly passed Senate Bill 235 (2008), requiring the Department of Environmental Quality to establish the Dairy Air Quality Task Force. The Task Force was charged with looking at air emissions from dairy operations to determine if regulations or other means were necessary to control emissions from dairies to satisfy the requirements of the federal Clean Air Act. The Task Force provided several recommendations to this end.

Program Records

078 Dairy Air Quality Task Force Executive Summaries and Technical Supporting Records
Retain 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Legislative Tracking Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Environmental Public Health Tracking

Program Description

The Environmental Public Health Tracking program is a joint effort between DEQ and the Oregon Department of Human Services (DHS), responsible for tracking environmental health threats. DHS receives federal grant monies through the National Institutes of Health, Centers for Disease Control and Prevention. The purpose of the program is to provide information from a network of integrated health and environmental data that drives actions to improve the health of communities by facilitating the study and monitoring of relationships among environmental hazards, exposures, and health effects.

The program makes environmental and health data available to the public. The Laboratory and Environmental Assessment Division originates and compiles the environmental data, which is sent to DHS for integrating with health data before it is made available to the public (see Laboratory and Environmental Assessment (LEAD)).

Program Records

079 External Group Records
Retain 3 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Field Burning

Program Description

The Field Burning program, authorized by ORS 468A.550-620, is designed to protect visibility and minimize smoke impacts on the public in the Willamette Valley. The function is now performed by the Oregon Department of Agriculture (ODA). ODA is responsible for issuing field burning permits, authorizing burning when conditions allow, and developing alternatives to open field burning in the summer. DEQ assists ODA by monitoring the air quality impacts of field burning (see separate program description for Smoke Management program).

Program Records

080 Weekly Field Burning Reports
Retain 15 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Attorney General Opinions
Calendar and Scheduling Records
Contracts and Agreements
Legislative Tracking Records
Publication Preparation Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Forestry Smoke Management

Program Description

The Smoke Management program, under the provisions of the federal Clean Air Act and ORS 468A.550-620, is responsible for coordination with neighboring states and regional organizations in the West to reduce smoke which causes haze (also see the program descriptions for Regional Haze and Visibility). The Oregon Department of Forestry and the Oregon Department of Agriculture are the lead agencies in this effort, while DEQ is responsible for the oversight function.

Program Records

081 Oregon Smoke Management Plans

Retain 10 years after superseded or obsolete, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: General Conformity

Program Description

The General Conformity program holds federal agencies accountable for pollution-causing activities in communities that do not meet federal standards. The Transportation Conformity program performs a similar function for highway builders (see separate program description for the Transportation Conformity program).

Program Records

082 General Conformity Consultation Records
Retain 20 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Heat Smart

Program Description

The Heat Smart program is responsible for protecting Oregonians from uncontrolled wood smoke. The Heat Smart program is a legislative concept that would help accelerate turnover of older uncertified woodstoves, authorize the Environmental Quality Commission (EQC) to set emission standards for new woodstoves, and clarify that materials that may not be burned under the open burning laws also may not be burned in woodstoves.

Program Records

- 083 Emission Standards Reports**
Retain 5 years, destroy
- 084 Wood Heating Appliance Certification Files**
Retain 20 years, destroy
- 085 Woodstove Program Survey Records**
Retain 15 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence
Legislative Tracking Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Indirect Source Permits

Program Description

The Indirect Source Permits program is authorized in OAR 340-254 to issue permits to control Carbon Monoxide emissions from vehicle attractors such as large parking lots and sections of expanded highway capacity. The program's functions overlap with those of the Transportation Conformity program (see separate program description for the Transportation Conformity program).

Program Records

086 Indirect Source (Construction) Permit Records
Retain 5 years after permit revoked, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality Division

Section: Planning

Program: Low Emission Vehicle (LEV)

Program Description

The Low Emission Vehicle (LEV) program is responsible for reducing greenhouse gas emissions that contribute to global warming. At the Governor's request, LEV rules were based on California's vehicle emission requirements and were developed in consultation with a broad-based stakeholder work group. The new rules will be phased-in between 2009 and 2016 and will only apply to new light and medium-duty vehicles. When the rules are in full effect, they will reduce greenhouse gas emissions from new vehicles while also reducing smog-forming and air toxic pollutants. DEQ is implementing the program by conducting outreach and providing technical assistance to regulated parties such as automakers, establishing compliance monitoring systems, inspecting dealers and regularly updating the program to match California as required by the Clean Air Act (see separate program description for the Indirect Source Permits program).

Program Records

087 Automaker Compliance Submittal Records

Retain 10 years, destroy

088 Automaker Permit Records

Retain 6 years, destroy

089 Automaker Warranty and Recall Records

Retain 3 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Particulate Matter State Implementation Plan

Program Description

The Clean Air Act requires EPA to set National Ambient Air Quality Standards (40 CFR part 50) for pollutants considered harmful to public health and the environment. The Particulate Matter State Implementation Plan (PM SIP) is comprised of individual plans for specific areas that have violated air quality standards for particulate matter. These attainment or maintenance plans detail the emission reducing control measures and their implementation schedule necessary to attain or maintain air quality standards for particulate matter and prevents significant deterioration of air quality in areas that are in compliance with the standards. Developing and updating the SIP is a public process carried out in close coordination with local governments, other state agencies, federal agencies, businesses, and public interest organizations. Tailoring the SIP to local conditions is critical to ensure that economic and air quality needs are in harmony.

Areas that violate air quality standards are classified as “non-attainment” areas by EPA. For these areas, the PM SIP program develops attainment plans to ensure the return of healthy air. Once an area attains the standards, the program develops a maintenance plan to ensure that the air will remain healthy to breathe for at least 10 years. The program can then ask EPA to remove the non-attainment classification.

Program Records

**090 Particulate Matter State Implementation Plan Attainment and Maintenance
Plan Development Records**

Retain 10 years after plan approved by EPA

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Portland Air Toxics Solutions

Program Description

To supplement regulations for federally regulated air toxics, DEQ selected the Portland region as the state's first geographic area for development of an area-wide air toxics risk reduction plan. This project, called Portland Air Toxics Solutions (PATs), follows requirements in state-only regulations.

Program Records

091 Modeling Records

Retain 15 years, destroy

092 Monitoring Analysis Records

Retain 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Regional Haze

Program Description

The Regional Haze program, under the provisions of the federal Clean Air Act and ORS 468A.550-620, is responsible for coordination with neighboring states and regional organizations in the West to reduce regional haze. To address the problem of regional haze, the federal Clean Air Act contains a Regional Haze Rule, which lists requirements to protect and improve visibility in national parks and wilderness areas. The U.S. Congress designated certain national parks and wilderness areas, including some in Oregon, as "Class 1 areas," where visibility was identified as an important value. Agricultural field burning is one source of pollutants that impair visibility (see separate program description for the Field Burning program). The Regional Haze Rule is intended to improve visibility in all Class 1 areas. States will be required to work together to improve visibility through interstate planning and implementation of regional strategies.

Program Records

093 Oregon Regional Haze Plan Records

Retain 10 years after superseded or obsolete, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Attorney General Opinions
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality Division

Section: Planning

Program: State Air Toxics

Program Description

Through the Federal Air Toxics (National Emission Standards for Hazardous Air Pollutants (NESHAPs)) program, DEQ has been implementing federal technology standards to reduce emissions from major sources of air toxics. In this effort, the U.S. Environmental Protection Agency (EPA) adopts emission standards for categories of air toxics sources and DEQ ensures compliance with these requirements at individual facilities through the Title V and Air Contaminant Discharge Permit (ACDP) programs. To supplement federal efforts, the State Air Toxics program operates under a mandate from ORS 468A.025 to reduce exposure to and risk from other types of air toxics (see separate program descriptions for the Federal Air Toxics (NESHAP), Title V, and Air Contaminant Discharge Permit programs).

DEQ's Environmental Quality Commission (EQC) adopted benchmarks for air toxics of concern in Oregon. Benchmarks are expressed as annual average concentrations that would protect human health during a lifetime of exposure.

To implement the state's effort to reduce air toxics not addressed by the Federal Air Toxics (NESHAP) program, the State Air Toxics program uses a three-part strategy to address all the sources of air toxics. First is a focus on categories of sources or activities that emit air toxics statewide, like woodstoves, diesel engines, and open burning – otherwise known as sector strategies. Second is a focus geographically on communities where people experience the most risk, in our larger cities and highly populated areas – otherwise known as the geographic strategy (see separate program description for the Portland Air Toxics Solutions program). Third is an opportunity to address the rare case where pollutants from a specific facility are not fully controlled and pose problematic levels of risk to people living nearby.

Program Records

094 State Air Toxics Program Records

Retain 15 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Databases

NESHAP TRACK MASTER

NSPS TRACK

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Transportation Conformity

Program Description

The Transportation Conformity program held highway builders accountable for emissions produced on those highways, as authorized by the federal Clear Air Act. The enforcement mechanism is now performed by federal agencies. The General Conformity program performs a similar function for parties other than highway builders responsible for emissions (see separate program description for the General Conformity program).

Program Records

095 Transportation Conformity Consultation Records
Retain 20 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality Division
Section: Planning
Program: Visibility

Program Description

The Visibility program is responsible for protecting visibility in wilderness areas, national parks and other pristine areas. This program relies heavily on interagency agreements to manage smoke from forestry and agricultural burning (see the program descriptions for Field Burning, and Region Haze and Smoke Management). In addition, the Air Contaminant Discharge Permit program ensures that new major emission sources do not significantly degrade visibility (see separate program description for the Air Contaminant Discharge Permit program). Recently, this work has expanded to include coordination with neighboring states and regional organizations in the West to reduce regional haze (see separate program description for the Regional Haze program).

Program Records

096 Oregon Visibility Protection Plans

Retain 10 years after superseded or obsolete, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Program Operations
Program: Administration

Program Description

The Administration program provides oversight for the Air Quality Division and regional employees. The program's responsibilities include budget development and execution, policy development, administrative rule making, and legislative coordination.

Program Records

- 097 Air Quality Monthly Monitoring/Management Reports**
Retain 5 years, destroy
- 098 Air Quality Program Operation Records**
Retain 5 years, destroy
- 099 Inspection Schedule Reports**
Retain 10 years, destroy
- 100 Point Source Program Development Records, [1993-1996] 2 c.f.**
Retain permanently, transfer to State Archives after 20 years
- 101 Point Source Technical Studies and Survey Records, 1985-1996 3 c.f.**
Retain permanently, transfer to State Archives after 50 years
- 102 Point Sources Annual Reports**
Retain 20 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence
Litigation Records
Mailing Lists
Policy and Procedure Guidelines and Manuals
Work Orders

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Program Operations
Program: Clean Diesel

Program Description

The Clean Diesel program addresses one of the most potent air toxics to which Oregonians are exposed, diesel exhaust. Diesel engines emit a complex mixture of gases and particles that lead to elevated risk for cardiovascular and respiratory diseases including cancer, asthma and bronchitis. The objective of the Oregon Clean Diesel Initiative is to reduce excess cancer risk and other health effects that come from exposure to diesel. The program provides diesel fleet owners with grants and technical assistance for the installation of emission control technology, replacement of engines, scrapping old truck engines, and purchasing cleaner trucks. In addition to federal grants awarded by EPA, the program will begin managing funds from the VW Environmental Mitigation Fund as pass through grants in spring 2018.

Program Records

345 Clean Diesel Initiative Program Records

Retain 6 years after termination of trust, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Mailing Lists
Financial Records (OAR 166-300-0025)
Grant Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Program Operations
Program: Emission Guidelines

Program Description

The Emission Guidelines program implements federal technology standards to reduce emissions from existing emission sources. In this effort, EPA adopts Emission Guidelines for categories of existing air emission sources. The Emission Guidelines program adopts emission standards to implement the EPA's technology guidelines to reduce emissions from existing sources. In this effort, DEQ adopts standards to implement the federal Emission Guidelines and submits a State plan to EPA for approval. DEQ ensures compliance with these standards at individual facilities through the Title V and Air Contaminant Discharge Permit programs (see separate program descriptions for the Title V and Air Contaminant Discharge Permit programs).

Program Records

104 Emission Compliance Records

Retain 20 years, destroy

105 State Plan Records

Retain 20 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Program Operations
Program: Federal Air Toxics (NESHAP)

Program Description

The Federal Air Toxics (NESHAP) program, under a mandate from the federal Clean Air Act and ORS 468A.025, is responsible for reducing air toxic emissions. The program implements federal technology and risk-based standards to reduce emissions from sources of air toxics emissions. In this effort, EPA adopts emission standards for categories of air toxic sources. DEQ takes delegation of the NESHAPs and ensures compliance with these requirements at individual facilities through the Title V and Air Contaminant Discharge Permit programs (see separate program descriptions for the Title V and Air Contaminant Discharge Permit programs).

Program Records

106 Federal Air Toxics (NESHAP) Delegation Letter Request and Approval Records
Retain 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence

Databases

NESHAP TRACK

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Program Operations
Program: New Source Performance Standards

Program Description

The New Source Performance Standards program implements federal technology standards to reduce emissions from new emission sources. In this effort, EPA adopts emission standards, known as New Source Performance Standards (NSPS), for categories of air emission sources. DEQ takes delegation of the NSPSs and ensures compliance through the Title V and Air Contaminant Discharge Permit programs.

Program Records

107 New Source Performance Standards Delegation Letter Request and Approval Records
Retain 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence

Databases

NSPS TRACK

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality

Section: Program Operations

Program: Point Source Activities

Sub-Program: Air Contaminant Discharge Permit (ACDP)

Program Description

The Air Contaminant Discharge Permit (ACDP) program, authorized by ORS 468A.040-060, applies to construction of new and modified point sources of all sizes as well as operation of medium sized point sources that are not subject to Title V (see separate program description for Title V program). ACDPs are used to approve construction of major new sources of air pollution as required by the federal Clean Air Act. ACDPs are also used to meet requirements of the State Implementation Plan and to assure that a source does not inadvertently exceed Title V permitting thresholds.

ACDPs contain emission limits, control technology requirements, equipment testing and reporting requirements and, if needed, compliance schedules (see separate program descriptions for Technical Services, Emissions Inventory). Permits ensure that pollution reductions necessary to meet air quality objectives are achieved. The program's activities include technical assistance, construction plan reviews, permit issuance and renewal, compliance inspections, investigation of complaints, pollution prevention recommendations and enforcement. The ACDP program requires ongoing rulemaking, policy and guidance development to incorporate changes to federal requirements.

Program Records

108 Annual Fee Records

Retain 10 years, destroy

109 General Permit and Special Public Notices

Retain 10 years, destroy

110 Non-permitted Point Source Files

Retain 5 years, destroy

111 Permit Number Index

Retain until superseded or obsolete, destroy

112 Point Source Permit Application Number Logs

Retain until superseded or obsolete, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Databases

TRAACS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality

Section: Program Operations

Program: Point Source Activities

Sub-Program: Title V

Program Description

DEQ operates two permitting programs to reduce emissions from point sources: the Air Contaminant Discharge Permit (ACDP) program; and the Title V Permit program. The federal Clean Air Act requires the Title V Permit program for operating major sources of traditional “criteria” or hazardous air pollutants.

Title V permits, which are part of the Clean Air Act State Implementation Plan (SIP), contain emission limits, control technology requirements, equipment testing and reporting requirements and, if needed, compliance schedules. Permits ensure that pollution reductions necessary to meet air quality objectives are achieved. Title V permits also contain enhanced monitoring procedures to help facilities improve and maintain compliance. Activities include technical assistance, construction plan reviews, permit issuance and renewal, compliance inspections, investigation of complaints, pollution prevention recommendations and enforcement. In addition, the Title V program requires ongoing rulemaking, policy and guidance development to incorporate frequently changing federal requirements.

Program Records

113 Aerometric Information Retrieval System (AIRS) Reports

Retain 1 year, destroy

114 Affected State Permit Reviews and Notifications

Retain 3 years, destroy

115 Annual Emission Fee Records

Retain 10 years, destroy

116 Permit Number Index

Retain until superseded or obsolete, destroy

117 Permit Public Notice Reports

Retain 10 years, destroy

118 Title V Environmental Protection Agency (EPA) Records, 1990-[ongoing] 2 c.f.

Retain permanently, transfer to the State Archives after 20 years

OREGON STATE ARCHIVES
Records Retention Schedule

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119 Violating Sources Reports (AKA High Priority Violators)
Retain 5 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

HIGH PRIORITY VIOLATORS (HPV)

TRAACS

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Program Operations
Program: Small Business Assistance

Program Description

The Small Business Assistance program provides pollution prevention recommendations to small businesses and assists these firms in meeting air quality requirements. The program's activities include outreach through trade associations, on-site visits and training. The program also manages a statewide advisory group that provides input to DEQ's technical assistance activities.

The Ombudsman serves as an advocate for small businesses. Ombudsman activities include investigating and resolving complaints and disputes involving air quality regulations. The Ombudsman also facilitates the Compliance Advisory Panel to the Small Business Assistance program.

Program Records

- 120 Small Business Activity Log**
Retain 6 years, destroy
- 121 Small Business Assistance Files**
Retain 10 years, destroy
- 122 Small Business Compliance Advisory Panel (CAP) Records**
 - (a) Retain audio recordings until transcribed or summarized, destroy
 - (b) Retain other records 10 years, destroy
- 123 Small Business Ombudsman Records**
Retain 15 years, destroy
- 124 Small Business Policy and Program Development Files**
Retain 30 years, destroy
- 125 Source Permit Registration Reports**
Retain 5 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Mailing Lists
Policy and Procedure Guidelines and Manuals

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Technical Services
Program: Administration

Program Description

The Technical Services Administration program provides data and analyses needed to assess air quality problems, design solutions, and meet EPA reporting requirements.

Program Records

126 Special Project Reports

Retain 50 years, destroy

127 Technical Studies and Survey Records, 1985-1996 3 c.f.

Retain permanently, transfer to State Archives after 50 years

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Telecommunications Logs

Databases

AQ DOCUMENT MANAGEMENT

AQ POLICY

INDUSTRIAL SOURCE AIR EMISSION INVENTORY (ISAEI)

TRACKING REPORTING & ADMIN AIR CONTAMINANT SOURCES (TRAACS)

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality

Section: Technical Services

Program: Dispersion Modeling

Program Description

The Dispersion Modeling program is responsible for supporting the work of Air Quality programs by using dispersion models that mathematically represent the transport and diffusion of air pollutants in the ambient atmosphere. Typically, these are computer models which solve the mathematical equations and algorithms that simulate pollutant dispersion. The models are typically employed to quantify ambient concentrations of pollutants, determine optimal locations for ambient air monitors, estimate the relative contributions to concentrations from different sources, and develop emissions limits for new sources. The models also serve to assist policymakers in the design of effective control strategies to reduce emissions of harmful air pollutants. The dispersion models require the input of meteorological data, emissions estimates, and terrain characteristics.

Program Records

128 Dispersion and Chemical Transport Modeling Records

(a) Retain meteorological data 25 years, destroy

(b) Retain all other records 15 years, destroy

129 Environmental Protection Agency (EPA) Modelers Workshop Records

Retain 5 years, destroy

130 Industrial Self-monitoring Records

Retain 25 years, destroy

131 Modeling Project Files

Retain 10 years after project closed, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Technical Services
Program: Emission Inventory for the Air Emissions Reporting Requirements (AERR)

Program Description

The Emission Inventory for the Air Emissions Reporting Requirements (AERR) program is responsible for regularly preparing emission inventories which measure air pollution (40 CFR parts 51 and 70). The emissions inventory provides base year emissions data. The program: estimates emissions from permitted point, nonpoint (area), nonroad, on-road, and natural sources; and reports to EPA.

Program Records

- 132 Annual Point Source Emissions Inventory**
Retain 10 years, destroy
- 133 Area, Nonroad, On-Road, and Natural Emissions Calculation Records**
Retain 10 years, destroy
- 134 Point Source Emission Calculation Records**
Retain 20 years, destroy
- 135 Point Source Lists**
Retain until superseded or obsolete, destroy
- 136 Point Source Rules and Regulations Development Records**
 - (a) Retain records related to adopted rules or regulations 10 years after repeal of entire rule or regulation, destroy
 - (b) Retain all other records 5 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence

Databases

AMEE
GIS
TRAACS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Technical Services
Program: Emission Inventory for Greenhouse Gas

Program Description

The Emission Inventory for Greenhouse Gas program is a concept requiring entities to report their greenhouse gas emissions, and then compiles emissions data to be submitted to the Climate Registry, a national database. No rules or standards have yet been issued by EPA. The program works in cooperation with the Western Climate Initiative on greenhouse gas mandatory reporting and cap and trade policy.

Program Records

- 137 Greenhouse Gas Emission Calculation Records**
Retain 20 years, destroy
138 Greenhouse Gas Source Lists
Retain 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence

Databases

GHG WEB APPLICATION AND DATABASE (ELECTRONIC REPORTING)
TRAACS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Air Quality
Section: Technical Services
Program: Emission Inventory for State Implementation Plan

Program Description

The Emission Inventory for State Implementation Plan program supports development of regional State Implementation Plans (SIPs). The SIP emissions inventory directly supports agency decision-making, and is used by the Planning section to write SIPs. The objective of the emissions inventory is to provide a base year and a future attainment or maintenance year projected emissions data, for air quality planning purposes. Each inventory year includes annual, typical season day and worst-case day emissions estimates. The inventory encompasses emissions estimates from permitted point, area, non-road, on-road mobile, and natural sources. The inventory is included as an appendix of each SIP.

Program Records

- 139 Carbon Monoxide and Precursors of Ozone, PM-10 and PM2.5 State Implementation Plan Emission Inventories**
Retain 20 years, destroy
- 140 Emission Inventory Reports**
Retain 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence

Databases

AMEE
GIS
TRAACS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Air Quality

Program: Vehicle Inspection

Program Description

The Vehicle Inspection Program (VIP) is authorized by ORS 468A.350-455 to operate in the Portland and Rogue Valley areas to reduce air pollution in order to help meet federal air quality guidelines. In these areas, an emissions test is required when registering or renewing a vehicle with the Department of Transportation's Division of Motor Vehicles (DMV). Vehicles are the number one source of air pollution in Oregon, and their emissions lead to high smog and carbon monoxide levels, which can have a variety of health effects.

Program Records

141 CAPS Applications

Retain 2 years, destroy

142 Coolant Recycling Tax Credit Records

Retain 4 years, destroy

143 Fleet Inspection Records

Retain 2 years, destroy

144 Inspection Refund Requests

Retain 3 years, destroy

145 Smoky Car Reports

Retain 1 year, destroy

146 Statements of Vehicle Outside of Oregon (Form 9401)

Retain 2 years, destroy

147 Vehicle Emission Inspection Records

Retain 3 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Financial Records (OAR 166-300-0025)

Credit Card Records

Risk Management Records (166-300-0045)

Incident Reports

OREGON STATE ARCHIVES
Records Retention Schedule

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Databases

EMISSIONS TESTING

STATEMENTS OF VEHICLE OUTSIDE OF OREGON (9401)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Laboratory and Environmental Assessment (LEAD)

Program Description

The Laboratory and Environmental Assessment Division supports the Agency's mission by providing scientific information through monitoring, laboratory services and data analysis. The Division is composed of seven Sections/Programs.

The Laboratory and Environmental Assessment Division (LEAD) Administration program provides oversight of the Division's programs. The program's responsibilities include policy development and legislative coordination.

The Quality Assurance program ensures that all environmental data generated, stored, reported, or used by the agency is of known and adequate quality to fulfill the needs of primary data users. The program implements rigorous quality assurance protocols during all phases of sampling and analysis.

The Air Quality Monitoring Section is responsible for statewide monitoring and sampling of Oregon's ambient airsheds, ensuring air monitoring equipment and activities are scientifically valid, and managing air monitoring data. AQM section staff collaborate with both internal and external environmental data users to develop air quality monitoring strategies that provide scientifically sound data, adhere to regulatory criteria, and meet the needs of stakeholders. The section also provides technical assistance in air pollution and meteorological measurement to multiple government and private organizations as well as the public.

The Inorganic Section identifies, quantifies, and reports the measurements of inorganic constituents in many sample types--water, wastewater, biological tissue, solids (e.g. soils, sediments, sludges, and air particulate matter), and mixed phases including oily wastes. Through its staff of chemists, the section provides expertise and technical assistance on inorganic environmental measurements and measurement systems. The section develops analytical methodologies for inorganic parameters.

The Organic laboratory section is responsible for providing technical support and organic analytical services to the different programs in the agency. Monitoring and analysis programs conducted by the DEQ Laboratory and Environmental Assessment Division provide the foundation for restoring, maintaining and enhancing Oregon's environmental quality. DEQ scientists maintain monitoring networks for air, water, and land, and conduct special studies to determine the status, trends and sources of impairment for Oregon's environmental quality. Monitoring data is used to determine whether environmental standards are being met, the sources of pollution, and the impact of pollution on human and environmental health.

OREGON STATE ARCHIVES
Records Retention Schedule

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The Resource Assessment & Technical Support (RATS) section supports the Laboratory's mission through a variety of different functions. These functions includes administrative support for the laboratory including oversight of purchasing, shipping, receiving and inventory control. RATS staff also manage the IT resources of the laboratory. Lastly, the resource assessment staff analyze data and prepare statewide water and air quality assessments.

The Water Quality Monitoring section is responsible for planning and implementing water quality monitoring work in support of the information needs of DEQ's water programs, external partners, and the citizens of Oregon. Work involves collaborating with DEQ water programs and information stakeholders to identify monitoring locations and indicators, develop monitoring protocols, collect water sediment, tissue and habitat samples, evaluate data quality and analyze and interpret data.

Program Records

148 Environmental Raw Data Records

- a) Inorganic drinking water metal records: retain 12 years, destroy
- b) All other records: retain 10 years, destroy

149 Environmental Protection Agency (EPA) Lab Accreditation and Audit Reports

Retain 10 years, destroy

152 Monitoring Plans

Retain 15 years until laboratory's administrative need ends, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

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- 153 Environmental Data Summary Reports**
Retain 20 years, destroy
- 158 Lab Logbooks**
Retain 10 years after final disposition of equipment/instrument or final entry, destroy
- 163 Lab Work Order Files**
 - a) Inorganic drinking water metal records: retain 12 years, destroy
 - b) All other records: retain 10 years, destroy
- 164 Hazardous Waste Disposal Records**
Retain 5 years, destroy
- 168 Environmental Monitoring Results**
Retain permanently after 20 years
- 169 Legal Sample Secure Storage Logs**
Retain 10 years, destroy
- 171 Semi-Annual Reports, 1967-1978**
Retain permanently, transfer to State Archives after 10 years
- 350 Lab Quality Management System Review Records**
Retain 5 years, destroy
- 351 Discharge Monitoring Report Quality Assurance (DMRQA) Reports**
Retain 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Facilities/Property Records (OAR 166-300-0020)
Financial Records (OAR 166-300-0025)
Information and Records Management Records (OAR 166-300-0030)
Personnel Records (OAR 166-300-0040)
Risk Management Records (OAR 166-300-0045)

OREGON STATE ARCHIVES
Records Retention Schedule

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Databases

BIOMONITORING

CONTROLLED DOCUMENTS

DEQ LEAD02

DRDAS

LABORATORY ANALYTICAL STORAGE AND RETRIEVAL (LASAR)

LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)

ORELAP

REQUISITIONS

TRACEABILITY

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Program: Administration

Program Description

The Administration program provides oversight for the Land Quality Division and regional employees. The program's responsibilities include budget development and execution, policy development, administrative rule making, litigation support, and legislative coordination.

Program Records

187 Property Lien Records, 1992 – [ongoing] 2 c.f.

Retain 10 years after lien released, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Budget Preparation Records

Contracts and Agreements

Correspondence

Legislative Tracking Records

Litigation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Program: Contracting

Program Description

The Contracting program is responsible for managing contracts for many programs in the Land Quality Division, particularly for the Hazardous Waste section and the Cleanup/Emergency Response section. Its authority derives from ORS 279 (Public Contracting) and ORS 465 (the Oregon equivalent of the federal Comprehensive Environmental Response, Compensation, and Liability Act (AKA Superfund)). The program provides advice, guidance and oversight for writing personal service contracts and intergovernmental agreements, and manages the solicitation and procurement processes for contractors performing environmental cleanups. The program works closely with Accounting, which manages all other DEQ contracts and invoices (see Management Services Division, Accounting program).

Program Records

None

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

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Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Cleanup/Emergency Response

Program: Ballast Water Management

Program Description

The Ballast Water Management program, authorized by ORS 783.620 to 640, regulates the discharge of ballast water, which is used to provide stability to shipping vessels. This practice may introduce aquatic invasive species into Oregon waterways, which can result in ecological, economic and/or human health impacts. The program requires advance notice reporting for the release of ballast water from regulated vessels. The program gathers data on shipping and ballast discharge trends in the state, as well as results from vessel inspections. The program provides coordination and staff support to the Shipping and Transport Aquatic Invasive Species Task Force, whose members are appointed by the DEQ Director. The program works closely with the other state agencies holding ex-officio member seats on the Oregon Invasive Species Council.

Program Records

188 Ballast Water Management Program Records

Retain 3 years, destroy

189 Invasive Species Coordination Records

Retain 10 years, destroy

190 Shipping and Transport Aquatic Invasive Species Task Force Meeting Records

(a) Retain audio recordings until transcribed or summarized, destroy

(b) Retain other records 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Databases

BALLAST WATER MANAGEMENT

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Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Cleanup/Emergency Response

Program: Chemical Demilitarization

Program Description

The Chemical Demilitarization Program (CDP) oversees the day-to-day operation of the Umatilla Chemical Agent Disposal Facility (UMCDF). It is responsible for administering and enforcing state rules, federal regulations, and technical guidance documents at the Umatilla Chemical Depot (UMCD) and the Umatilla Chemical Demilitarization Facility (UMCDF) to ensure the appropriate storage, treatment and disposal of all chemical munitions, chemical agents and related wastes at the facilities.

The U.S. Army stockpiled chemical weapons at the Umatilla Chemical Depot, located near Hermiston. The stockpile consisted of chemical warfare agent in individual munitions, such as rockets and land mines, as well as bulk containers. All U.S. chemical weapon stockpiles must be destroyed under the international treaty known as the Chemical Weapons Convention. The Environmental Quality Commission (EQC) granted a Hazardous Waste Storage and Treatment Permit to the Army. The Army awarded the Umatilla contract to the Washington Demilitarization Company, and the Umatilla Chemical Agent Disposal Facility was established to carry out the work. UMCDF consists of two liquid incinerators to treat liquid agent, a “deactivation furnace system” to treat explosives and propellants, and a “metal parts furnace” to treat emptied munitions and other wastes.

The Chemical Demilitarization Program coordinates its efforts with other federal and state agencies. The Army’s Chemical Materials Agency is responsible for safely disposing of the nation’s chemical weapons stockpiles, at Umatilla and other sites in the U.S. The program ensures that the Army and its contractor comply with the hazardous waste and air permits issued by the State of Oregon. Oregon Emergency Management (OEM) is the lead state agency for emergency response. The Department of Human Services’ Public Health Division supports DEQ and OEM with toxicology expertise for emergency planning and health risk assessments. The U.S. and Oregon Occupational Health and Safety Administrations have joint oversight of worker safety issues at the Umatilla Chemical Depot.

Program Records

191 Chemical Demilitarization Permit Records (CAA and RCRA)

Retain 5 years after permit expires, destroy

192 Subcontractor Reports

Retain 6 years after expiration, destroy

OREGON STATE ARCHIVES
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State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Litigation Records

Databases

UCDF

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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Cleanup/Emergency Response

Program: Cleanup/Emergency Response

Program Description

The Cleanup/Emergency Response program protects human health and the environment by identifying, investigating, and remediating sites contaminated by hazardous substances. The program both conducts investigation and cleanup at “orphan sites” (sites without viable responsible parties) and oversees responsible parties cleaning up their own sites in Oregon. In this effort, the program requires responsible parties to clean up contamination from various sources, such as commercial and industrial facilities, petroleum tanks and contaminated sediments, which pose an unacceptable risk to public health or the environment. The program ensures that investigation accurately reveals the sources, nature, and extent of contamination. It assesses the risk that contamination poses to human health and the environment, evaluates and approves remedies, and implements the selected remedy or remedies. The program also manages information on each site and cleanup project, and works through all available avenues, including review and oversight of voluntary cleanups, technical consultation, and incentives to prospective purchasers, to encourage environmental cleanup and return contaminated property to productive use.

The program holds the official copy of cleanup site files that are commonly used in the Land Quality Division in general, by the general public, and by other DEQ programs. The Cleanup/Emergency Response program coordinates with other federal, state, and local governments to ensure that the environment and public health are not threatened by new releases of oil or hazardous materials. It implements and tests the DEQ Emergency Operations Plan. The program’s activities are performed by the following sub-programs: Emergency Response, Orphan Sites, Site Assessment/Brownfields, Site Response, and Voluntary Cleanup.

The Emergency Response program operates under ORS 465, 466, and 468B working with other agencies and industry to prevent and respond to spills of oil and other hazardous materials. It ensures that spills are stabilized or cleaned up. The program also coordinates removal and disposal of drug lab materials which would otherwise present a risk to the public, at which point the Oregon Department of Human Services is responsible for ensuring that the affected site is habitable.

The Orphan Sites program uses funds from public and private sources to clean up high-risk contaminated sites when responsible parties are not able to do so.

As the entry point into the Land Quality Division’s Site Response, Voluntary Cleanup and other high-priority cleanup programs; the Site Assessment/Brownfields program performs a critical “gatekeeping” function. The Site Assessment/Brownfields program examines sites where

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releases of hazardous substances have occurred or may have occurred, to determine whether these sites may be threatening human health or the environment. It assesses all hazardous substances that can contaminate soil, surface water, sediments, groundwater, or air. Brownfields are vacant or underutilized properties where expansion or redevelopment is complicated by actual or perceived environmental contamination. The program can help remove environmental barriers to redevelopment of brownfields by providing assistance for the investigation of potentially contaminated properties and oversight during the cleanup of the properties.

The Site Response program works with responsible parties and other willing parties to investigate and clean up high-priority properties, and properties under enforcement actions. It works with property owners, tenants, contractors, and other willing parties on environmental cleanup, reviews work plans, provides technical assistance, and issues No Further Action (NFA) determinations for sites demonstrated not to present unacceptable risk.

The Voluntary Cleanup program encourages responsible parties to investigate and clean up contaminated properties, including those which pose a low risk to human health and the environment. The Voluntary Cleanup program offers two options for owners and operators of contaminated property to voluntarily investigate and, if necessary, clean up their sites: the standard Voluntary Cleanup Pathway (VCP), and the Independent Cleanup Pathway (ICP). The Voluntary Cleanup program works with property owners, tenants, and other willing parties on environmental cleanup, reviews work plans, performs preliminary assessment reviews, provides technical assistance, and issues No Further Action (NFA) determinations for sites demonstrated not to present unacceptable risk.

Program Records

193 Cleanup Outreach Records

Retain 3 years, destroy

194 Drug Lab Response Records

Retain 6 years, destroy

195 Environmental Cleanup Advisory Committee (ECAC) Records

Retain 5 years, destroy

196 Environmental Cleanup Site Files

(a) Retain records of sites closed with engineering or institutional controls until controls are no longer in effect, destroy

(b) Retain other records 30 years after site closure, destroy

197 Hazardous Substance Remedial Action Fund (HSRAF) Receipts Transmittals

Retain 6 years, destroy

198 Oil Spill Planning Records

(a) Retain plans until facility closed or plan superseded or obsolete, whichever comes first, destroy

(b) Retain all other records until facility closed, destroy

199 Oil Spill Prevention Fees Records

Retain 6 years, destroy

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- 200 Oil Spill Response Program Development Records, 2002-[ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 201 Oil Spill Task Force Records, 1989-[ongoing] 4 c.f.**
(a) Retain annual reports, reconnaissance reports and strategic plans permanently, transfer to State Archives after 10 years
(b) Retain memorandums of agreement 6 years after expiration, destroy
(c) Retain all other records 10 years, destroy
- 202 Orphan Declarations, 2002-[ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 30 years
- 203 Prioritized Waiting Lists**
Retain until superseded or obsolete, destroy
- 204 Project Assignment and Status Reports**
Retain 5 years, destroy
- 205 Project Status and Issue Reports**
Retain 5 years, destroy
- 206 Prospective Purchaser Agreements and Settlement Agreements**
Retain 6 years after termination, destroy
- 207 Site Response Project Status and Issue Reports**
Retain 5 years, destroy
- 208 Spill Response/Contractor Assistance Records**
(a) Retain contracts 6 years after expiration, destroy
(b) Retain all other records 3 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Personnel Records (OAR 166-300-0040)
Work Schedules and Assignment Records

Databases

EMERGENCY RESPONSE INFORMATION SYSTEM (ERIS)
ENVIRONMENTAL CLEANUP SITE INFORMATION (ECSI)
SEDIMENT

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Records Retention Schedule

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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Land Quality
Section: Cleanup/Emergency Response
Program: Cost Recovery

Program Description

The Cost Recovery program coordinates efforts to collect funds from parties responsible for cleanup of contaminated property. The program works closely with Accounting (see Management Services Division, Accounting) and with Cleanup/Emergency Response (see Cleanup/Emergency Response program).

Program Records

- 209 Cost Recovery Records**
Retain 6 years after costs recovered or deemed uncollectible, destroy
- 210 Direct Labor Summaries**
Retain 6 years, destroy
- 211 General Fiscal Reports**
Retain 6 years, destroy
- 212 Rate Development Files**
Retain 6 years, destroy
- 213 Site Accounting Schedule Reports**
Retain 6 years, destroy
- 214 Site Financial Records**
Retain 6 years after obligation fulfilled, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Contracts and Agreements
Correspondence

Databases

UST INVOICING

OREGON STATE ARCHIVES
Records Retention Schedule

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Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Cleanup/Emergency Response

Program: Drycleaner

Program Description

The Drycleaner program operates under a mandate from ORS 465.500 to prevent future contamination from, and clean up historical contamination caused by, clothes drycleaning processes. The Resource Conservation and Recovery Act regulates the handling and disposal of hazardous wastes, such as solvents commonly used in drycleaning (see separate description for the Hazardous Waste section).

The program was created in response to concerns from the drycleaner industry that liability under Oregon law requiring responsible parties to pay for cleaning up contaminated property could put many individual dry cleaners out of business. Dry cleaners pay fees to a fund, the Dry Cleaner Environmental Response Account, to be used for cleaning up dry cleaning solvents at contaminated sites. Individual dry cleaners who pay fees will not be liable under Oregon law for the cost of cleaning up properties contaminated due to past practices.

Program Records

215 Drycleaner Facilities Files

Retain 25 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases

DRYCLEANER

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Hazardous Waste/Tanks

Program: Hazardous Waste Administration

Program Description

The Hazardous Waste Administration program is authorized by ORS 465 and 466 to reduce generation of, and ensure safe management of, hazardous waste. The Resource Conservation and Recovery Act (RCRA)(P.L. 94-580, and 40 CFR 260-282), enacted in 1976, is the principal Federal law in the United States governing the disposal of solid waste and hazardous waste. The program is responsible for: focusing resources on areas with the greatest environmental needs, including geographic areas, priority business sectors and facilities; carrying out coordinated sustainability efforts for the hazardous waste program; ensuring statewide compliance with hazardous material laws and regulations; expanding partnerships to achieve greater success with program priorities; reducing the threat of exposure to hazardous waste through compliance monitoring and assistance, enforcement and permitting tools, and cleanup actions; reducing toxic materials use and hazardous waste generation through technical assistance, education and outreach, and compliance and enforcement efforts; and eliminating all chemical weapons and secondary wastes stored at the Umatilla Chemical Depot.

Program Records

216 Collection Event Records

Retain 2 years, destroy

217 Confidential Business Information Records

Retain until administrative need ends, destroy

218 Cross-Program and Agency Records

Retain 5 years or until administrative need ends, whichever is longer, destroy

219 External Group Records

Retain 3 years or until administrative need ends, whichever is longer, destroy

220 External Studies

Retain 10 years or until administrative need ends, whichever is longer, destroy

221 Hazardous Waste/Tanks Outreach Records

Retain until superseded or obsolete, destroy

222 Hazardous Waste Generator Inspection Records

Retain 10 years, destroy

223 Hazardous Waste Notification, Reporting Forms, and Toxics Use and Hazardous Waste Reduction (TUHWR) Report Forms

Retain 20 years after site closure or withdrawal of RCRA Site ID Number, whichever comes first, destroy

224 Hazardous Waste Topics and Industry Sector Records

Retain until administrative need ends, or 3 years, whichever is longer

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

- 225 Hazardous Waste Transfer, Storage, and Disposal (TSD) Facilities Permit Records**
Retain 10 years after post-closure monitoring period ends, destroy
- 226 National Corrective Action Priority System (NCAPS) Development Records**
Retain 5 years, destroy
- 227 Regulated Community Site Generator Facility Records**
Retain 20 years after site closure or withdrawal of RCRA Site ID Number, whichever comes first, destroy
- 228 Regulatory Inquiry Records**
Retain 1 year, destroy
- 229 Resource Conservation and Recovery Act Authorization Records, 1997-[ongoing] 0.2 c.f.**
(a) Retain applications and authorizations permanently, transfer to State Archives after 10 years
(b) Retain all other records 3 years, destroy
- 230 Resource Conservation and Recovery Act Information System Reports (RCRAInfo)**
Retain until superseded or obsolete, destroy
- 231 Resource Conservation and Recovery Act Pollution Complaints**
(a) Retain audio recordings until entered into database, destroy
(b) Retain other records 5 years, destroy
- 232 Resource Conservation and Recovery Act Source Cleanup Records**
Retain 30 years after cleanup completed, destroy
- 233 State / Environmental Protection Agency Records, 2003-[ongoing] 1 c.f.**
(a) Retain final reports permanently, transfer to State Archives after 10 years
(b) Retain all other records 6 years after agreement expires or final report submitted, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Legislative Tracking Records
Mailing Lists
Policy and Procedure Guidelines and Manuals
Public Records Disclosure Request Records
Financial Records (OAR 166-300-0025)
Audit Reports
Grant Records

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Databases

HAZWASTE.NET

HWINVOICE

OREGON HAZARDOUS WASTE INFO. MANAGEMENT EXCHANGE (OHWIME)

SCORECARD

TOXIC USE REDUCTION AND HAZARDOUS WASTE REDUCTION (TURWR)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Hazardous Waste/Tanks

Program: Heating Oil Tanks (HOT)

Program Description

The Heating Oil Tanks (HOT) program is authorized by ORS 466.858 to allow third- party certification of heating oil tank cleanups and decommissionings by DEQ licensed service providers. When a licensed contractor completes a cleanup or decommissioning, the company submits a certification to DEQ, which will then issue a letter to the tank owner registering the contractor's certification. The HOT Program also handles issues related to cleanup of leaks from heating oil tanks, contractors working on HOTs, and the voluntary decommissioning of HOTs. The licensing of individuals and businesses is conducted by the Underground Storage Tanks program (see separate program description for Underground Storage Tanks).

Program Records

234 Heating Oil Tanks Site Files

Retain 30 years after site closure, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Databases

HOTC

LEAKING UNDERGROUND STORAGE TANKS (LUST)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Hazardous Waste/Tanks

Program: Underground Storage Tanks

Program Description

The Underground Storage Tanks program is responsible for oversight of underground tanks used for the storage of regulated substances (petroleum and designated hazardous substances) which are potential sources of environmental contamination and may pose dangers to public health. Hazardous Waste and Hazardous Materials removal or remedial action is addressed in ORS 465.200 through 465.455, and 465.990. Oil Storage Tanks are addressed in ORS 466.706 through 855, 466.994, and 466.995. The relevant federal citations are 42 USC 82(ix)(6991), 40 CFR 280.10 to 280.116, and 40 CFR 281.10 to 281.61. The program prevents leaks, detects leaks early, ensures that the tank owner has the financial resources available to pay for cleanup, and reduces or eliminates the risk from UST leaks. To perform its mission, the program: administers rules; registers tanks; evaluates service providers; inspects installations, facilities, operating systems, and tank removals; and oversees cleanup of releases. The program's activities include operating a system for the prevention and reporting of releases from underground storage tanks, and taking corrective action to protect the public and the environment from releases from underground storage tanks. A separate program is responsible for Heating Oil Tanks (see the separate program description for Heating Oil Tanks program).

Program Records

235 Fuel Distribution Company Records

Retain 10 years, destroy

236 Leaking Underground Storage Tanks Site Files

Retain 30 years after site closure, destroy

237 Underground Storage Tank Facility Files

Retain 100 years after facility decommissioned

238 Underground Storage Tank and Heating Oil Tank Service License Records

Retain 10 years, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Budget Preparation Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Grant Records

Databases

LEAKING UNDERGROUND STORAGE TANKS (LUST)
LICENSING
UNDERGROUND STORAGE TANKS (UST)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Solid Waste

Program: Administration

Program Description

The Solid Waste section's Administration program provides oversight for the section and regional employees. The program's responsibilities include long-term planning, policy development, administrative rule making, and legislative coordination.

Program Records

239 Association of State and Territorial Solid Waste Management Officials (ASTSWMO) Records

Retain 2 years, destroy

240 Integrated Resource and Solid Waste Management Plan Development Records

(a) Retain final plans 30 years, destroy

(b) Retain all other records 10 years, or until superseded or obsolete, whichever is longer, destroy

241 Invoice Verification Reports and Transmittals

Retain 3 months, destroy

242 Program Development Research Reports (Statewide Technical Assistance Records)

(a) Retain final reports 30 years, destroy

(b) Retain all other records 6 years, destroy

243 Recycling Laws Project Records

Retain 5 years after project closed, destroy

244 Solid Waste Activity Reports

(a) Retain annual reports 20 years, destroy

(b) Retain all other reports 5 years, destroy

245 Solid Waste Permit Fee Development Records

Retain 30 years, destroy

246 Solid Waste Program Plans

Retain 20 years, destroy

247 Solid Waste Reports to the Legislative Assembly

Retain current and previous, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Budget Preparation Records

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Litigation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

REGIONAL PROJECT ACTION TRACKING

SOLID WASTE GRANTS

SWIFT

SWIMS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Solid Waste

Program: Oregon E-Cycles (E-Cycles)

Program Description

The Oregon E-Cycles (E-Cycles) program is responsible for the statewide collection, transportation and recycling system for the convenient, safe and environmentally sound recycling of covered electronic devices, including televisions, desktop and portable computers, and computer monitors. The program provides convenient electronics recycling in every city with a population of 10,000 or more and in each county in Oregon. The collection and recycling system is financed by electronics manufacturers. The program is authorized by ORS 459A.300 to 459A.365, and is subject to a federal regulation adopted by the Hazardous Waste section (40 CFR Parts 260-262) (see separate description for the Hazardous Waste section). It is also subject to the provisions of 71 Federal Register 42928-42949 (July 28, 2006).

Program Records

248 E-Cycles Program Records

Retain 10 years, destroy

249 Electronics Manufacturer Records

Retain 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Budget Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Legislative Tracking Records

Databases

E WASTE

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Solid Waste

Program: Household Hazardous Waste

Program Description

The Household Hazardous Waste program, authorized by ORS 459.411, regulates hazardous substances and wastes commonly found in homes. Its other responsibilities include approving of and contracting for household hazardous waste collection events, and providing education about safe alternatives to hazardous products. The program is authorized to give grants for local household hazardous waste projects under ORS 459A.120 and OAR 340-083-0010. The Hazardous Waste section is responsible for regulating the same types of solid wastes when they are generated by commercial and business generators (see separate description for the Hazardous Waste section).

Program Records

250 Collection Amount Annual Data Reports

Retain 30 years, destroy

251 Collection Event Records

Retain 30 years, destroy

252 Household Hazardous Waste Project Records

(a) Retain final reports 30 years, destroy

(b) Retain all other records 5 years after project closed, destroy

253 Invoices, Manifests, and Certificates of Disposal

Retain 30 years, destroy

254 Management Plan Records

Retain until superseded or obsolete, destroy

255 Mercury Reduction Project Records

Retain 5 years after project closed, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

HOUSEHOLD HAZARDOUS WASTE COLLECTION

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Land Quality
Section: Solid Waste
Program: Infectious Waste

Program Description

The Infectious Waste program collaborates with the Department of Human Services' Public Health Division to manage infectious waste. The Public Health Division is responsible for the handling of infectious wastes, such as pathological waste, veterinary pet blood, and needle sharps. The program ensures that infectious wastes are disposed of in an appropriate manner.

Program Records

- 256 Infectious Waste Program Records**
Retain until superseded or obsolete, destroy
- 257 Infectious Waste Management Decision Records**
Retain until superseded or obsolete, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence
Policy and Procedure Guidelines and Manuals

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Land Quality
Section: Solid Waste
Program: Material Recovery Survey

Program Description

The Material Recovery Survey program tracks material being collected, recycled, and/or disposed. The program works closely with garbage and recycling haulers and private recyclers (see separate program description for the Recycling program).

Program Records

258 Annual Hauler and Recycler Data Records

Retain 25 years, destroy

259 Oregon Material Recovery Survey Reports, 1992-[ongoing] 20 c.f.

Retain 25 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Land Quality

Section: Solid Waste

Program: Permitting and Compliance

Program Description

The Permitting and Compliance program is responsible for implementing the state and federal solid waste permitting program, Subtitle D of the Resource Conservation and Recovery Act (RCRA), the State Groundwater Quality Protection Rules, solid waste permitting requirements, and opportunities to recycle required to be provided at disposal sites.

The Permitting and Compliance program is responsible for regulating solid waste collection, storage and disposal. Permitted options include municipal and non-municipal solid waste landfills, transfer stations, treatment facilities, compost facilities, incinerators, material recovery facilities and sludge and land disposal sites. In addition, the program is responsible for overseeing the regulation of tire carrier and storage sites and for determining permit exemptions. Permitting activities include issuing new permits, renewal permits, permit modifications and addendums as well as terminating permits. Compliance activities for permitted facilities include inspections, review and approval of various plans, ensuring that plans are being followed, annual review of financial assurance mechanisms and cost estimates, and review of groundwater monitoring reports. Compliance activities related to non-permitted sites include complaint response and any subsequent enforcement taken to address any violation of rules.

Program Records

260 Beneficial Use Determinations

Retain 25 years, destroy

261 Characterization and Remedial Action Working Files

Retain 30 years after landfill closes, destroy

262 Clean Fill Determinations

Retain 5 years, destroy

263 Compost Permit Records

Retain 10 years after permit terminated, destroy

264 Groundwater, Methane, and Leachate Monitoring Records, 1971-[ongoing] 10 c.f.

(a) Retain final annual monitoring reports for a facility permanently, transfer to State Archives 10 years after permit terminated

(b) Retain all other records 5 years, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

- 265 Landfill Facility Permit Records, 1971-[ongoing] 3 c.f.**
(a) Retain records associated with waste disposal sites with waste on site permanently, transfer to State Archives after 30 years
(b) Retain all other records 10 years after permit terminated, transfer to Environmental Cleanup program
- 266 Non-permitted County Site Records**
(a) Transfer records related to sites with waste in the ground, and with deed restrictions in effect, to Cleanup/Emergency Response program
(b) Retain other records 10 years, destroy
- 267 Oregon Permit Program Adequacy Final Application Records (Subtitle D) [1990-1995] 0.1 c.f.**
(a) Retain final application, amendments, and EPA approval of application permanently, transfer to State Archives after 20 years
(b) Retain all other records 10 years, destroy
- 268 Orphan Sites Records, 2002-[ongoing] 1 c.f.**
Retain permanently, transfer to State Archives after 30 years
- 269 Portland Metropolitan Landfill Siting Records**
Retain 25 years, destroy
- 270 Solid Waste Complaint Records (Non-permitted, Non-enforcement)**
(a) Retain audio recordings until entered into database, destroy
(b) Retain other records 10 years, destroy
- 271 Solid Waste Letter Authorizations (Temporary Licenses)**
(a) Retain records associated with one-time disposal authorizations 10 years after authorization expires, transfer to Environmental Cleanup program
(b) Retain records associated with one-time authorization of activities where no waste was left on site 10 years after authorization expires, destroy
- 272 Solid Waste Tonnage Reports for Facilities With Waste on Site, 1995-[ongoing] 10 c.f.**
Retain permanently, transfer to State Archives after 30 years
- 273 Solid Waste Transfer Station and Material Recovery Facility Permit Files**
Retain 10 years after permit terminated, destroy
- 274 Solid Waste Treatment Facility Files**
Retain 10 years after permit terminated, destroy
- 275 Waste Tire Storage, Carrier, Combination, and Beneficial Use Files**
Retain 10 years after permit terminated, destroy

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Policy and Procedure Guidelines and Manuals
Public Records Disclosure Request Records
Financial Records (OAR 166-300-0025)
Budget Preparation Records
Grant Records

Databases

ASSIGNMENT TRACKING
REGIONAL COMPLAINTS
SWIFT

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Land Quality
Section: Solid Waste
Program: Recycling

Program Description

The Recycling program optimizes waste recovery by assessing materials recovery efforts in Oregon, targeting waste streams for recovery, revising Oregon's Bottle Bill, and developing recycling and beneficial use programs. The program requires reporting from companies engaged in hauling and recycling.

Program Records

- 276 Waste and Recycling Composition Study Records, 1992 – [ongoing] 4 c.f.**
(a) Retain final reports permanently, transfer to State Archives after 10 years
(b) Retain sampling records 20 years, destroy
(c) Retain all other records until superseded or obsolete, destroy
- 277 Wasteshed Recycling Records (AKA Opportunity To Recycle)**
(a) Retain Alternative Recycling Program Development Records until program sunsets
(b) Retain other Alternative Recycling Program records 20 years, destroy
(c) Retain all other records 5 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence
Legislative Tracking Records

Databases

WASTE COMPOSITION STUDY

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Land Quality
Section: Solid Waste
Program: Waste Prevention and Impact Analysis

Program Description

ORS 459 and ORS 459A.010 define waste prevention and reuse as the top priority methods for managing solid waste, and establish waste generation goals. The Waste Prevention and Impact Analysis program reduces waste generation by implementing a Waste Prevention Strategy, evaluating the environmental impacts of materials, expanding partnerships to leverage waste prevention work, and increasing efforts to reduce purchase and use of products with high environmental impacts. The program prioritizes waste prevention projects and initiatives.

Program Records

278 Climate Change Records

Retain 10 years, destroy

279 Waste Prevention Strategy Records

(a) Retain final document 20 years, destroy

(b) Retain all other records: 1 year after final document produced, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Legislative Tracking Records
Policy Development and Planning Records
Press Releases
Publication Preparation Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Water Quality

Program: Administration

Program Description

The Administration program provides oversight for the Water Quality Division and regional employees. The program's responsibilities include budget development and execution, Policy Development, legislative coordination, and meeting coordination.

Program Records

**280 Association of State and Interstate Water Pollution Control Administrators
(ASWIPCA) Records**

Retain 2 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Budget Preparation Records

Contracts and Agreements

Legislative Tracking Records

Litigation Records

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Community and Program Assistance
Program: 401 Hydro

Program Description

The 401 Hydro program operates under a mandate from Section 401 of the federal Clean Water Act, which requires that any non-federal power generators granted a federal license or permit to conduct an activity that may result in a discharge to waters of the nation must receive a water quality certification from the State where the activity will occur. Under this requirement, the 401 Hydro program is responsible for reviewing proposed or relicensed projects in Oregon, and issuing a 401 Water Quality Certification. The program works closely with the Federal Energy Regulatory Commission (FERC). The 401 Dredge and Fill program performs a similar function for dredge and fill activities requiring permits (see separate program description for the 401 Dredge and Fill program).

Program Records

281 401 Hydro Project Records

- (a) Retain settlement agreement records until FERC license expires, or until the settlement agreement is terminated, whichever is shorter, destroy
- (b) Retain all other records until FERC license expires, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Contracts and Agreements
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Community and Program Assistance
Program: Biosolids and Water Reuse

Program Description

The Biosolids and Water Reuse program regulates wastewater solids and domestic septage that have undergone sufficient treatment to allow its beneficial use as a soil amendment or fertilizer through land application (40 CFR 503). Biosolids and domestic septage are regulated through NPDES or WPCF water quality permits issued by DEQ. DEQ also reviews and approves biosolids management plans and issues site authorization letters. Additionally, DEQ works with domestic wastewater treatment facilities to assure biosolids are adequately stabilized and land application operations and management meet federal and state regulations. Monitoring and reporting of a wastewater treatment facility's biosolids activities are required.

Water reuse for non-potable purposes allows municipalities and industrial facilities an option for managing treated effluent. State regulations require a water quality permit for this option and allow treated effluent to be used for beneficial purposes, most of which occurs through land application to crops and on golf courses. DEQ works with the Department of Human Services' Health Services Division and Water Resources Department on the permitting of this practice. DEQ staff also work with municipal and industrial facilities to ensure proper operation and management of wastewater treatment facilities that pursue water reuse. Management plans for water reuse are required by a facility's permit (see separate program description for Industrial and Domestic Permits program).

Program Records

282 Biosolids, Water Reuse, and Solids Management Permit Records

Retain 6 years after superseded or obsolete, destroy

283 Biosolids, Water Reuse, and Solids Management Plans

Retain 6 years after superseded or obsolete, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Community and Program Assistance
Program: Clean Water State Revolving Fund (CWSRF)

Program Description

The Clean Water State Revolving Fund is authorized by ORS 468. The program, which is capitalized through federal appropriations and collaborates with the U.S. Environmental Protection Agency (EPA), assists public agencies in solving water quality problems by providing financial assistance to implement water quality improvements.

Program Records

- 284 Clean Watershed Needs Survey**
Retain 8 years, destroy
- 285 State Revolving Fund Records**
Retain 3 years after loan is repaid, destroy (2 CFR 200.333)

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence

Databases

STATE REVOLVING FUND

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Community and Program Assistance
Program: Groundwater

Program Description

The Groundwater program operates under the provisions of the Groundwater Quality Protection Act (ORS 468B.167). The program protects against contamination of groundwater, which affects drinking water supplies, and may also have pronounced effects on surface water quality. The Groundwater program: conducts statewide groundwater assessments; implements Groundwater Management Areas where the water quality has been degraded in part from nonpoint source groundwater pollution; provides groundwater protection through water quality permits, and provides technical assistance to communities and watershed councils engaged in groundwater pollution prevention efforts.

Program Records

286 Aquifer Storage and Recovery and Artificial Groundwater Recharge Program Records

Retain 10 years after project is no longer active, destroy

287 Consolidated Chemical Mining Records

Retain 30 years, destroy

288 Groundwater Assessments and Reports (GWTI) 1992 – [ongoing] 8 c.f

Retain permanently, transfer to State Archives after 50 years

289 Groundwater Management Area Program Records

Retain 10 years after Groundwater Management Area designation is rescinded, destroy

290 Groundwater Program Activity Reports (GWPR and GWBR)

Retain 15 years, destroy

291 NPDES and WPCF Permitting Groundwater Source Files

Retain 30 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Community and Program Assistance
Program: Underground Injection Control (UIC)

Program Description

The Underground Injection Control (UIC) program is responsible under the Safe Drinking Water Act, and administered under 40 CFR parts 141, 144, 145, and 146, for protecting drinking water sources and aquifers by providing oversight on the use of injection systems (dry wells, sumps, large onsite sewage systems, etc.) that discharge to the subsurface and may endanger groundwater quality. The EPA has delegated its authority to DEQ to keep an updated inventory of all injection wells and report back. In Oregon, the majority of injection systems are associated with storm water discharge (see separate program description for the Stormwater program). The program protects from contamination land that has been mapped by the Drinking Water Protection program (see separate program description for the Drinking Water Protection program). Owners or operators of injection systems need to obtain written DEQ approval to operate through qualifying as rule authorization, acquiring a state permit or properly closing the system.

Program Records

292 EPA Reporting Records

Retain 25 years, destroy

293 Underground Injection Control (UIC) Program Records

Retain 30 years after site closed, destroy

294 Underground Injection Control Water Pollution Control Facilities Permit Records

Retain 5 years after permit superseded or obsolete, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Databases

UNDERGROUND INJECTION CONTROL

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Operations and Information Services
Program: Operations and Information Services

Program Description

The Operations and Information Services (OIS) program is responsible for stewardship and maintenance for Water Quality Division information systems. The program provides expertise in both water resources and information technology. The program performs data manipulation and assists with systems development (see separate program description for Management Services Division, Information Technology program).

Program Records

295 Operations and Information Services Project Records

- (a) Retain Final Reports and recommendations, 10 years after project completed, destroy
- (b) Retain all other records 5 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence
Policy and Procedure Guidelines and Manuals
Information and Records Management Records (OAR 166-300-0030)
Information System Planning and Development Records

Databases

DISCHARGE MONITORING SYSTEM (DMS)
SOURCE INFORMATION SYSTEM (SIS)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Statewide 401
Program: 401 Dredge and Fill

Program Description

The 401 Dredge and Fill program operates under a mandate from Section 401 of the federal Clean Water Act (33 USC 1341), which requires that any federal license or permit to conduct an activity that may result in a discharge to waters of the United States must receive a water quality certification from the State in which the activity will occur. The 401 Dredge and Fill program may issue or deny a 401 Water Quality Certification, which is a determination by DEQ as to whether federally licensed or permitted activities comply with the state's water quality standards and other applicable programs. Examples of the types of projects that require a 401 certification include dredging, filling of wetlands for development, removal of dams, transportation projects and stream and wetland restoration projects.

The program collaborates with federal, state, and local agencies. The 401 Hydro program performs a similar function for hydroelectric power projects (see separate program description for the Community and Program Assistance section, 401 Hydro program).

Program Records

296 Federal Action Records

Retain 50 years, destroy

297 Federal Permit Records

(a) Retain historical or precedent-setting projects 50 years, destroy

(b) Retain all other records 12 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Phone logs

Policy and Procedure Guidelines and Manuals

Databases

401 DREDGE AND FILL

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Standards and Assessment
Program: Priority Persistent Pollutants

Program Description

The Priority Persistent Pollutants (P3) program is responsible for developing a prioritized list of pollutants that affect the toxicity of Oregon’s rivers and streams, as part of its efforts to better identify and eventually reduce toxics in the environment. The program will report to the Oregon Legislative Assembly under the conditions of SB 737 (2007). Some, but not all, of the pollutants, have established water quality criteria, and therefore a clear connection with NPDES permits issued by the Water Quality Permitting program (see separate program description for the Water Quality Permitting program). Rulemaking will establish the “trigger level” at which pollutant concentration in municipal wastewater treatment plant effluent necessitates a Toxics Reduction Plan.

Program Records

- 298 Priority Persistent Pollutant List**
Retain until program sunsets, destroy
- 299 Source Identification/Reduction Records**
Retain until program sunsets, destroy
- 300 Toxics Reduction Plans**
Retain current and previous, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Standards and Assessment
Program: Standards

Program Description

The Standards program is responsible for establishing water quality standards, benchmarks which assess whether the quality of Oregon's rivers and lakes is adequate for fish and other aquatic life, recreation, drinking, agriculture, industry and other uses. States are required to adopt water quality standards by the federal Clean Water Act, and submit their standards to the EPA for approval. The Standards program then acts to protect and restore water to meet the standards. The Standards program works to: conduct standards reviews and rule revisions to establish and update scientifically based water quality standards; identify water bodies not meeting water quality standards; and develop standards application policy and procedures.

Program Records

- 301 Phosphorus Ban Records**
Retain 7 years, destroy
- 302 Water Quality Standards Review Records**
Retain 7 years, destroy
- 303 Wetlands Project Records**
Retain 6 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Correspondence
Policy and Procedure Guidelines and Manuals

Databases

BENEFICIAL USE MAPS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality

Division: Water Quality

Section: Standards and Assessment

Program: 303d and 305b Assessments

Program Description

The 303d and 305b Assessments program is responsible for meeting requirements in Sections 303d and 305b of the federal Clean Water Act to assess water quality data and report to the EPA on the condition of Oregon's waters. The Laboratory and Environmental Assessment (LEAD) conducts water quality monitoring and generates the data to be evaluated (see separate description for the LEAD Division). The 303d and 305b Assessments program then assesses whether Oregon waters comply with Oregon Administrative Rule 340. The program's 303d List prioritizes those streams that do not meet water quality standards. Total Maximum Daily Loads (TMDLs) will be developed for some streams, while other streams will be addressed through water quality restoration plans (see separate program description for the Total Maximum Daily Load program). Other entities that utilize the program's integrated assessment reports to determine whether water quality priorities are being met include: federal agencies, including the U.S. Forest Service, Bureau of Land Management, and Federal Energy Regulatory Commission; state agencies, including the Department of Forestry, the Department of Fish and Wildlife, and the Water Resources Department; and other Water Quality Division programs.

Program Records

304 Integrated 303d and 305b Assessment Report Records

- (a) Retain final report submitted to EPA and EPA's approval 50 years, destroy
- (b) Retain all other records until obsolete

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

Databases

303D ASSESSMENTS

303D EVALUATIONS

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Surface Water Management
Program: Onsite Wastewater Management

Program Description

To protect land, water, and public health, Onsite Wastewater Management regulates siting and installation of individual onsite (septic) systems. Raw sewage from households and businesses is treated and disposed by connection to an area-wide sewer system or by installation of a septic system. Onsite Wastewater Management directly manages the program in certain “direct service” counties. The remaining “contract” counties manage the program under contract with DEQ.

Program Records

- 305 Health Hazard Surveys, 1986-[ongoing] 1 c.f.**
 - (a) Retain summary reports permanently, transfer to State Archives after 10 years
 - (b) Retain all other records 10 years, destroy
- 306 Onsite Program Review Reports**
Retain 10 years, destroy
- 307 Onsite Septic System Records**
Retain until property connected to sewer, destroy
- 308 Onsite Sewage Disposal Service Business Licenses**
Retain 7 years after termination of license, destroy
- 309 Onsite Technology, Material and Design Records**
Retain 7 years, destroy
- 310 Onsite Variance Records**
Retain 20 years, destroy
- 311 Water Pollution Control Facilities (WPCF) Onsite Permits**
Retain until property connected to sewer, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence

Databases

ONSITE (OSSD0203)

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Surface Water Management
Program: Pretreatment

Program Description

The Industrial Pretreatment program requires communities with Significant Industrial Users or Categorical Industrial Users to develop and implement a management plan for controlling wastewater discharged from industries into publicly owned treatment works, (POTWs) (40 CFR 403). The purpose of the pretreatment program is to ensure POTWs with Significant Industrial Users establish a formal program to control pollutants which pass through or interfere with treatment process in the POTWs, or may contaminate sewage sludge.

Program Records

- 312 Pretreatment Annual Reports**
Retain 3 years after permit superseded or obsolete, destroy
- 346 Pretreatment Compliance Audit and Inspection Records**
Retain 3 years after subsequent audit, destroy
- 313 Pretreatment Program Authorization Records**
Retain 3 years after superseded or obsolete, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Surface Water Management
Program: Stormwater

Program Description

The Stormwater program is responsible for implementing the provisions of the Clean Water Act and ORS 468B.050. The program administers and issues federal National Pollutant Discharge Elimination System (NPDES) permits for Municipal Separate Storm Sewer System (MS4) Permits and Construction and Industrial General Permits. As an EPA authorized program, DEQ's NPDES permitting activities are subject to EPA oversight (see separate program description for the Water Quality Permitting program).

Program Records

314 Stormwater Permit Records

- (a) Retain industrial and construction facility stormwater management plans subject to ongoing enforcement action until case is closed, destroy
- (b) Retain all other industrial and construction facility stormwater management plans until superseded, destroy
- (c) Retain permit development records, MS4 stormwater management plans, and MS4 annual reports, 10 years after superseded or obsolete, destroy
- (d) Retain all other records, including those in existence at the time of permit coverage termination, 10 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Surface Water Management
Program: Water Quality Permitting

Program Description

The Water Quality Permitting program regulates and minimizes adverse impacts of pollution on Oregon's waters from pollution. The term "point source" generally refers to wastewater discharged into water or onto land through natural or human-made conveyances, such as pipes, culverts, ditches, catch basins, or other type of channel. These point sources operate under the terms of a federal National Pollutant Discharge Elimination System (NPDES) or state Water Pollution Control Facilities (WPCF) wastewater discharge permit issued by DEQ. There are three types of NPDES permits: industrial, municipal, and construction. The program also regulates and minimizes adverse impacts of pollution from non-point source activities.

To effectively protect water quality, the program: issues discharge permits that adequately evaluate and limit pollution to prevent an impact on receiving waters and the beneficial uses of those waters (drinking, swimming, fishing, aquatic habitat, etc.); inspects facilities and reviews monitoring results; takes prompt and appropriate enforcement actions when violations occur; and provides essential technical assistance for facility owners and operators to help assure ongoing compliance at minimum expense to permit holders.

Program Records

- 315 Cyanide Heap Leach Mining Records, 1989-1993 6 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 316 Dioxin Study Records, 1986-[ongoing] 18 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 317 Domestic Wastewater System Classification Worksheets**
Retain until data entry verified and classification accomplished, destroy
- 318 Domestic Wastewater Systems Compliance Lists**
Retain 15 years, destroy
- 319 Environmental Protection Agency Quarterly Noncompliance Reports**
Retain 2 years, destroy (or as specified in 40 CFR 123.45)
- 320 Environmental Services Advisory Committee on Continuing Education
Program Records**
Retain 3 years, destroy
- 321 Experimental Systems Program Records**
Retain until administrative need ends, destroy
- 322 Legal Case Files**
Retain 10 years after final disposition of case, destroy
- 323 NPDES Compliance and Enforcement Oversight / Program Review
Records**

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

- Retain 10 years, destroy
- 324 Plant Slides**
Retain 15 years with inspection records, destroy
- 325 Sewage Treatment / Collection Plant Operator Certifications**
Retain 5 years after certification expires, destroy
- 326 Sewage Treatment Plant Operation and Maintenance Manuals**
Retain until superseded or obsolete, destroy
- 327 Source Permits (NPDES and WPCF General and Individual Permits)**
Retain current and previous, destroy
- 328 State and Federal Forest Environmental Impact Statements and Assessment Records**
Retain 15 years, destroy
- 329 Tax Credits**
Retain 7 years after facility closes, destroy
- 330 Treatment / Collection Examinations and Development Records**
Retain 7 years, destroy
- 331 Voluntary Program Records**
Retain 7 years, destroy
- 332 Waste and Wastewater Discharge/Disposal Permit Records**
(a) Retain treatment plant facility physical plans until facility closes
(b) Retain Discharge Monitoring Reports, Inspection Files, and Enforcement Files 15 years, destroy
(c) Retain all other records until superseded or obsolete, destroy
- 333 Wastewater Facility Plan Reports (Sewage Treatment Plant Plans)**
Retain for life of facility, destroy
- 334 Water Quality Policy Records**
Retain 15 years, destroy
- 335 Water Quality Program Development and Implementation Records**
Retain 30 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Administrative Rule Preparation Records
Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Records (OAR 166-300-0025)
Grant Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Watershed Management
Program: Drinking Water Protection

Program Description

The Drinking Water Protection program is a joint effort between DEQ and the Oregon Department of Human Services (DHS), responsible for promoting drinking water protection in Oregon by providing Source Water Assessments and technical assistance to public water systems and communities in the state. Per the Safe Drinking Water Acts Amendments of 1996, DHS receives federal funds, and then passes through funds to DEQ. The program completes Source Water Assessments for public water systems. The assessments give the water systems and the communities information on the watershed or recharge area that supplies the well, spring or intake (the “drinking water source area”) and identifies potential risks within the source area. DEQ provides technical assistance to water systems and communities by incorporating site-specific information derived through the Source Water Assessment process and developing management strategies for individual communities, developing outreach programs and tools, integrating drinking water protection with other agency programs, and working with local planning authorities to integrate drinking water protection areas into land use planning decisions.

The assessment reports identify potential sources of contamination and provide the basis for communities to develop plans for protection of their drinking water sources. The site-specific data and Geographic Information Systems (GIS) maps from the assessments are used to provide input into many other water quality protection efforts. This GIS data can be incorporated into land use planning, other program priorities, designation of special areas, etc., at the local, county, or state level. DEQ uses the information internally with a number of programs including spill response, household hazardous waste collection, hazardous waste cleanup, underground storage tank cleanup, and pollution prevention technical assistance, to focus on preventing the contamination of public water supplies.

Program Records

336 Public Water System Records

Retain 5 years after program sunsets, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Correspondence

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Databases

SOURCE WATER ASSESSMENT

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Watershed Management
Program: Nonpoint Source

Program Description

The Nonpoint Source program satisfies requirements in Section 319 of the federal Clean Water Act (33 USC 1251) for states to have nonpoint source (NPS) management programs based on assessments of the amounts and origins of NPS pollution in the state. Nonpoint source pollution comes from numerous diffuse sources such as runoff from roads, farms and construction sites. Federal grants cover the majority of costs for Oregon's NPS program, which protects and restores both surface water and groundwater. The Nonpoint Source program passes through federal grant money to local organizations for nonpoint source projects such as public education and watershed restoration. The NPS program performs the following activities: characterization of NPS problems/concerns; monitoring; best management practices development and implementation; coordination with stakeholders; restoration activities; and public education.

Program Records

337 Nonpoint Source Reports

Retain 5 years after program sunsets, destroy

338 State or Federal Water Program Records (SFWP)

Retain 15 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)

Administrative Rule Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records (OAR 166-300-0025)

Grant Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Watershed Management
Program: Total Maximum Daily Load (TMDL)

Program Description

The Total Maximum Daily Load (TMDL) program is responsible for meeting the federal Clean Water Act's requirement to develop TMDLs, which are the maximum level of toxins that can be released into streams. In order to develop TMDLs, Total Maximum Daily Load the 303d and 305b Assessments program conducts studies to determine the sources and loads of pollutants affecting the water body and how those vary over time and space. The 303d list is a list of these streams (see separate program description for Standards and Assessment, 303d and 305b Assessments). The TMDL program evaluates streams on the 303d list, and implements plans to clean up these streams. The program then obtains EPA approval of the TMDLs. The program assesses the condition of streams where fish populations are at risk to identify key limiting factors and determine water quality trends. The TMDL program collaborates with other state and federal agencies to collect and interpret water quality monitoring data. Local agencies and watershed councils have a key role in developing solutions, and the TMDL program provides scientific information for understanding water quality problems and developing successful management plans and TMDLs. The program is responsible for providing feedback through on-going monitoring on whether Oregon is making progress towards restoring healthy watersheds.

Program Records

- 339 Instream Water Rights Records**
Retain until final disposition of water rights, destroy
- 340 Site Maps**
Retain 6 years, destroy
- 341 Total Maximum Daily Load (TMDL) Project Records**
Retain 15 years after waste load locations are established, destroy
- 342 Willamette River Basin Water Quality Study Agreements**
Retain 6 years after agreement expires, destroy
- 343 Willamette River Basin Water Quality Study Phase I and II Records**
Retain 6 years, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Contracts and Agreements
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: October 2022

Organizational Placement

Schedule number: 2008-0009

Agency: Department of Environmental Quality
Division: Water Quality
Section: Watershed Management
Program: Total Maximum Daily Load (TMDL)
Sub-Program: Columbia and Willamette Rivers

Program Description

The Columbia and Willamette Rivers program is responsible for environmental oversight on two bi-state waterways, the Columbia and Willamette rivers. The program develops Total Maximum Daily Loads for bi-state waterways (see separate program description for TMDL program). The program also monitors litigation related to the bi-state waterways. The Columbia and Willamette Rivers program collaborates with the 401 Dredge and Fill program, performing Adaptive Management as part of the Columbia River Channel Improvement Program (see separate program description for the 401 Dredge and Fill program).

Program Records

**344 Columbia River Channel Improvement Adaptive Management Project
Records**

Retain 10 years after channel improvement project completed, destroy

State Agency General Records Schedule Records

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Litigation Records

Databases

None