

**The following record series have been drafted to be amended for DENR Air Quality Program. These changes have not been approved by the Records Destruction Board.**

**DENR-5.1. AIR QUALITY COMPLIANCE AND EMISSION INVENTORY:**

!@\$

This series contains a file for every air pollution source in the State, both permitted and non-permitted sources. Information in each file may include: permit reports, inspection reports, annual air emission reports, air fee calculations, air fee collections, enforcement actions, and correspondence. This record series is used permitting purposes.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain electronically on DENR's computer system for 10 years after the source ceases operation, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Consider converting electronic images to microfilm when volume warrants.)

**The following record series have been drafted to be amended for DENR Air Quality Program. These changes have not been approved by the Records Destruction Board.**

**DENR-8. AIR QUALITY GRANTS:**

!@#\$

This series contains information concerning the administration of federal grants associated with the Air Quality Program (i.e., 103 grant, 105 grant, radon grant, and diesel emission grant reduction act), and also contains the reference copies of air quality contracts.. Information may include: grant applications, grant amendments, grant documentation, reports, copies of contracts, copies of vouchers, and general correspondence. This record series is used for administering grants, for reference when requesting new grants, for EPA audit purposes; and is maintained to fulfill the terms of the contract, and conduct oversight of contractor's performance.

**RETENTION: PAPER:** Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain electronically on DENR's computer system for 10 years, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Previous record series number was DENR-12)

**The following record series have been drafted to be amended for DENR Air Quality Program. These changes have not been approved by the Records Destruction Board.**

**DENR-9. AIR QUALITY PERMITTING:**

!@\$

This series contains a file for every air pollution source in the State, both permitted and non-permitted sources. Information in each file may include: permit application, documentation related to issuing permits, and permits. This record series is used for permitting purposes.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 10 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain electronically on DENR's computer system for 10 years after the source ceases operation, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Consider converting electronic images to microfilm when volume warrants.)

(Note: Previous record series number was DENR-11)

**The following record series have been drafted to be amended for DENR Air Quality Program. These changes have not been approved by the Records Destruction Board.**

**DENR-13. AIR QUALITY SAMPLING:**

!@\$

This series contains air quality samples from the Air Quality Program's monitoring network and special studies. Information related to the sampling may include: sample filters, recorder charts, monitoring site files, general monitoring correspondence, quality assurance reports, monitoring reports, and special study reports. This record series is used for future reference and if necessary for further analytical testing.

**RETENTION: PAPER:** Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain electronically on DENR's computer system for 10 years, then destroy provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

**SAMPLES AND SUPPORTING INFORMATION:** Retain according to the Quality Assurance Plan. Transfer to storage for 3 years, then destroy provided the EPA has authorized the final disposition of the samples.

(Note: Previous record series number was DENR-16)

**The following record series have been drafted to be amended for DENR Air Quality Program. These changes have not been approved by the Records Destruction Board.**

**DENR-6. AIR QUALITY STATE IMPLEMENTATION PLAN:**

!@#

This series contains information related to the development of new and updating of existing rules and regulations. In addition, this series also contains EPA submittals and correspondence related to the State Implementation Plans, delegation of EPA's regulations, and approval of permitting programs. Information may include: scientific data, meeting notes, LRC review, interim rule hearings, notices of public hearings, affidavits of publication of notices, written comments, and transcript of hearings, rules, and submittals to EPA. This record series serves to document the proper promulgation of rules and regulations pursuant to SDCL 34A-1 and SDCL 1-26 and to document EPA's approval of South Dakota's state implementation plan, delegation of federal regulations, and approval of permitting programs.

**RETENTION:** PAPER: Scan and transfer scanned paper to storage for 5 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

**ELECTRONIC IMAGES/FILES:** Retain electronically on DENR's computer system for as long as the rules are in effect, then destroy.

(Note: Consider converting electronic images to microfilm when volume warrants.)

(Note: Previous record series number was DENR-197)