



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Air Pollution Control Program

Division: Division of Environmental Quality

Sub-Section:

**TITLE:** Air Quality Confidential Business Information Files

**CUTOFF:** Expiration of permit

**DESCRIPTION:** Information required for permits or compliance documents requested by businesses to be kept confidential under 10 CSR 10-6.210. Confidential information may include secret processes, secret methods of manufacture or production, and trade secrets. It does not include emission data per 643.050.4 RSMo. Records include, but are not limited to, confidentiality requests and confidential permit records.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 22433

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Ambient Air Monitoring and Modeling

**CUTOFF:** Close of facility review

**DESCRIPTION:** Air sampling records for pollutant concentrations in the portion of the atmosphere, external to buildings, to which the general public has access. Records include, but are not limited to, air quality monitoring data collected by facilities and computer modeling input and output files to support construction permits, operating permits, enforcement actions, and State Implementation Plan development; Quality Assurance Project Plans; audit information for the duration of the project; protocol development; and comment files. Records created per 40 CFR 58.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22431

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Air Pollution Control Program

Division: Division of Environmental Quality

Sub-Section:

**TITLE:** Asbestos Regulation Records

**CUTOFF:** End of State fiscal year

**DESCRIPTION:** Records of the status or presence of asbestos-containing materials in regulated buildings, the methods used to remove the materials, and reported issues during abatement or demolition activities. Records include, but are not limited to, asbestos contractor registration, chemical emissions monitoring (CEM) quarterly reports and audits, post notifications, project notifications and inspections, asbestos accreditations and certifications, enforcement records, and settlements. Does not include records of human exposure. Records created per 643.225-265 RSMo.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22432

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Construction Permits

**CUTOFF:** Expiration of permit

**DESCRIPTION:** Construction permits issued by the Air Pollution Control Program for the construction or modification of any source of air pollution. Records include, but are not limited to, permits, facility information, and correspondence. Records created per 643.075 RSMo.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22434

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Emission Inventory Questionnaire Reports

**CUTOFF:** End of calendar year in which data collected

**DESCRIPTION:** Emission Inventory Questionnaire (EIQ) Reports contain information relating to rate, period of emission, and composition of effluent. Records include, but are not limited to, EIQ reports and supporting documentation. Records created per 10 CSR 10-6.110 and 643.050.1(3)(a) RSMo.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22438

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Air Pollution Control Program

Division: Division of Environmental Quality

Sub-Section:

**TITLE:** Enforcement

**CUTOFF:** End of calendar year in which enforcement action is completed

**DESCRIPTION:** Documentation of enforcement actions related to air quality once violation has been determined. Records include, but are not limited to, notices of violation for air quality requirements, inspection records, burn permits, letters, and reports. Records created per 643.050 and 643.060 RSMo.

**RETENTION:** Years: 20 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22435

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/20/2021

**TITLE:** Operating Permits

**CUTOFF:** End of calendar year in which permit expires

**DESCRIPTION:** Operating permits issued by the Air Pollution Control Program to facilities with air emissions. Records include, but are not limited to, facility information, operating permits and correspondence. Records created per 40 CFR 70.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22436

**SERIES STATUS:** Approved

**APPROVAL DATE:** 7/20/2021

**TITLE:** Payment Support Documentation-Agency Copies

**CUTOFF:** EOSFY

**DESCRIPTION:** These are copies. Originals are with the Division of Administrative Support. Payment documents, disbursement vouchers, and invoices, including copies of telephone bills, Out of State Travel (OST), and program/region payment documents such as purchase orders.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22427

**SERIES STATUS:** Approved

**APPROVAL DATE:** 8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Air Pollution Control Program

Division: Division of Environmental Quality

Sub-Section:

**TITLE:** Quality Assurance Documents

**CUTOFF:** End of state fiscal year in which grant closes

**DESCRIPTION:** Quality Assurance Project Plans (QAPP) describe how the organization intends to control measurement uncertainty to an appropriate level. Records include, but are not limited to, project plans and related grant documents. Records created per 40 CFR 58.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22430

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Subgrant Funding Agreements

**CUTOFF:** Close of grant

**DESCRIPTION:** Records documenting the disbursement of federal and state funds to Missouri localities for use in various air pollution control programs.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22428

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Subgrantee Audit

**CUTOFF:** Close of grant

**DESCRIPTION:** Annual independent audits are required of all subgrantees participating in programs such as Performance Partnership Grant, National Air Toxics Trends Site Grant, Particulate Matter 2.5 Grant, Asbestos Grant, and others.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22429

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: Air Pollution Control Program

Division: Division of Environmental Quality

Sub-Section:

**TITLE:** Vapor Recovery

**CUTOFF:** End of calendar year after last inspection

**DESCRIPTION:** Records pertaining to gas stations in Missouri. Records include, but are not limited to, bulk plant exemptions, delivery vessel tank tests, enforcement issues, Stage II meeting summaries, and permits. Records maintained per 40 CFR 63.11094 and 11125.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22439

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021

**TITLE:** Vehicle Emissions Data

**CUTOFF:** EOY in which vehicle inspected

**DESCRIPTION:** Records pertaining to individual vehicle inspection reports in Missouri. Records include, but are not limited to, vehicle reports, waivers, and exemptions. Records created per 643.315 RSMo.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Retain at agency for 2 years after cutoff.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24555

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/20/2021