



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: Issuance of permit

DESCRIPTION: Businesses submit the information as confidential only, not for public record. The business is deemed viable until they go out of business, therefore the files should be retained. Businesses, air polluters, submit information as part of permit requirements. Records are confidential under 10 CSR 10-6.210.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22433

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Ambient Air Monitoring and Modeling

CUTOFF: EOCY

DESCRIPTION: Includes air quality monitoring data collected by facilities to support construction permits, enforcement actions, or State Implementation Plan development. Also, includes quality assurance project plans and audit information for the project duration. Includes air quality computer modeling input and output files to support construction permit, operating permit, enforcement actions, or State Implementation Plan development. Also, can include protocol development and comment files.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22431

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Asbestos Regulation Records

CUTOFF: EOCY

DESCRIPTION: Includes asbestos contractor registration, chemical emissions monitoring (CEM) quarterly reports and audits, post notifications, project notifications and inspections, asbestos accreditations and certifications, enforcement records, settlements, and other types of records created in the course of regulating asbestos removal and demolition projects.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22432

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: Construction Permits

CUTOFF: Issuance of permit

DESCRIPTION: Includes facility information and correspondence. Construction permits issued for the construction or modification of any source of air pollution. Issued by Air Pollution Control Program. Records may be microfilmed or digitally imaged.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22434

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Emission Inventory Questionnaire Reports

CUTOFF: Issuance of report

DESCRIPTION: Submitted annually by regulated facilities either in electronic format or on paper. They are collected and compiled by the Emissions Inventory Unit of Air Quality Assurance Section.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22438

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Enforcement

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

DESCRIPTION: These files, organized by facility, have notices of violation for air quality requirements, inspection records, burn permits, letters, reports, and other records handled by the Enforcement Department.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22435

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: Operating Permits

CUTOFF: Expiration of permit

DESCRIPTION: Most facilities with air emissions need to obtain an operating permit issued by Air Pollution Control Program. Records include facility information, operating permit correspondence, and permits terminated. Records may be microfilmed or digitally imaged.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22436

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

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

TITLE: Quality Assurance Documents

CUTOFF: EOSFY

DESCRIPTION: The DNR Environmental Services Program (ESP) creates these documents related to quality control of air quality monitoring. This is an agreement of work to be performed by ESP for the Air Pollution Control Program (APCP). These documents are created annually. Includes project plans (QAPP), audits, annual Quality Management Plan (QMP) Reports to EPA, QAPP / work plans, and any related correspondence.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22430

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: Sales Tax Applications and Exemptions.

CUTOFF: EOY in which equipment is purchased

DESCRIPTION: By regulation, sources that install air pollution control equipment may apply for Sales Tax Exemption. The Air Program reviews the forms to verify the equipment purchased qualifies as air control equipment. Air Program sends applications and exemption forms to Department of Revenue. This record series represents Air Program copies of these records.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22437

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Source Emission Inventory

CUTOFF:

DESCRIPTION: Company questionnaires concerning productions information. MFD (OLD SCHEDULE)

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22854

SERIES STATUS: Approved

APPROVAL DATE:

3/13/1989

TITLE: State / Environmental Protection Agency Agreement (SEA) Files

CUTOFF: Final expiration of agreement

DESCRIPTION: The agreement is a contract between the State of Missouri and the Environmental Protection Agency for specific work to be accomplished. May be renewed.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22426

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: 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

TITLE: Vapor Recovery

CUTOFF: EOCY

DESCRIPTION: Records pertain to gas stations in Missouri. Includes bulk plant exemptions, delivery vessel tank tests, enforcement issues, stage II meeting summaries, and permits.

RETENTION: Years: 100 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22439

SERIES STATUS: Approved

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