

RECORDS RETENTION SCHEDULE WITH DESCRIPTIONS
INFORMATION TECHNOLOGY DEPARTMENT
RECORDS MANAGEMENT

RECORD
CONTROL
NUMBER

RECORD TITLE/DESCRIPTION/AND RETENTION

22 (C/M) COMMITTEES/MEETINGS

220405 AIR RULES, SIP AND ADVISORY COUNCIL (P&C)
This series contains visible North Dakota Air Pollution Control Rules, State Implementation Plan, transcripts of Advisory Council meetings and hearings, and associated correspondence.

Retention: Permanent. Records have archival value.

45 (GC) GENERAL CORRESPONDENCE

450119 CORRESPONDENCE FILES, WEEKLY
This series contains copy of all correspondence sent out.

Retention: 2 years.

Disposition: Landfill/Recycle.

80 (SPS) PROGRAMS, PROJECTS, AND SERVICES

800209 SPECIAL FILES (P&C)
This series contains industrial files analysis with confidential business or patent information.

Retention: Life of the project plus 5 years.

Disposition: Shred.

Authority: Confidential per NDCC 23-25-06.

800211 AIR PERMIT FEE FILES (P&C)
This series contains correspondence tracking annual permit fees for Title V and minor facilities. Includes: fee payment summary and Title V fee calculation sheets.

Retention: 5 years.

Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.

800349 CORRESPONDENCE, LIQUID HYDROCARBONS APPROVAL
This series contains approval allowing industries, etc. to burn liquid hydrocarbons, with restrictions according to Section 33-15-05-02, Subsection 8 of Article 33-15 of the North Dakota Air Pollution Control Rules.

Retention: 5 years.

Disposition: Landfill/Recycle.

800350 CORRESPONDENCE, RADIATION LICENSE
This series contains all general radiation correspondence with other states, reports, etc.

Retention: Permanent.

800370 RADIATION HEALTH LICENSE DOCUMENTS
This series contains application and documents for use of radioactive materials.

Retention: Life of the project plus 5 years.

Disposition: Shred. Dispose electronic record by deleting the information and all backups.

Authority: Records are confidential per HIPPA and NRC 2005-31.

800371 RADIOLOGICAL HEALTH X-RAY REGISTRATION FOLDERS
This series contains radiological health x-ray registration folders. All x-ray machines in North Dakota must be registered with the Health Department. Records include completed application completed by owner. Series also contains inspection reports from x-ray machines.

Retention: 3 registration cycles (1 cycle = 3 years).

Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.

800372 X-RAY REGISTRATION DEAD FILES
This series contains registration files of machines that are sold or destroyed. Retained to have record of what happened to the machine.

Retention: 1 year.

Disposition: Landfill.

- 800373 ANNUAL EMISSION INVENTORY AND PRODUCTION REPORTS (P&C)
 This series contains summaries and permittee reports of quantity of pollution emitted from sources. Health Department bases the annual permit fees on emissions.
- Retention: Life of the project plus 5 years.
- Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.
- 800374 AMBIENT MONITORING REPORTS
 This series contains emission reports received from sampling stations.
- Retention: Permanent.
- 800375 AIR PERMIT FILES, TITLE V AND MINOR SOURCE (P&C)
 This series contains correspondence with active facilities concerning their operations - permits to construct and operate, permit applications, air quality effects analyses, air toxics analysis, inspection reports, compliance test review, compliance test reports, enforcement and miscellaneous correspondence.
- Retention: Life of the project plus 5 years.
- Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.
- 800929 AIR POLLUTION GRANT DOCUMENTS, REPORTS (P&C)
 This series contains all grant documents between EPA and the State of North Dakota filed for reference.
- Retention: Life of the grant plus 5 years.
- Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.
- 801388 ASBESTOS WASTE SHIPMENT RECORD
 This series contains information used to track and certify that asbestos-containing waste material was properly labeled, handled, and shipped to a department-approved landfill.
- Retention: 3 years after the current fiscal year.
- Disposition: Landfill/Recycle.

801389 ASBESTOS CONTRACTOR AND LEAD CONTRACTOR LICENSE, AND ASBESTOS WORKER AND LEAD WORKER CERTIFICATION
This series contains completed Asbestos and Lead Abatement Contractor License Applications and a copy of the issued license for asbestos contractor and lead contractors. It also contains completed Asbestos and Lead Certification Application Forms and a copy of the issued certificate for asbestos workers and lead workers.

Retention: 3 years after the current fiscal year.

Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.

801390 NOTIFICATION OF FACILITY DEMOLITION AND RENOVATION
This series contains completed notification of facility demolition and renovation forms and department response letters to those notifications.

Retention: 3 years

Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.

801404 VISIBLE EMISSIONS CERTIFICATION DOCUMENTS (P&C)
This series contains visible emissions certification records, letters, and evaluation certificates.

Retention: 5 years.

Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.

801405 ODOR CERTIFICATION DOCUMENTS (P&C)
This series contains odor certification results summary and odor evaluator letters and certificates.

Retention: 5 years.

Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.

85 (S/D) STAFF/DIVISION/UNIT

850302 ITINERARIES
This series contains records of all travel and expense vouchers for all professional personnel.

Retention: 2 years.

Disposition: Landfill/Recycle.

- 850303 **PERSONNEL TRANSFER FILES**
This series contains all itineraries transferred at the end of the year into these files for each working professional.
- Retention: 2 years.
- Disposition: Landfill/Recycle.
- 850507 **DIVISION ADMINISTRATION REPORTS**
This series contains bi-annual reports concerning all administrative functions within the Department.
- Retention: Permanent.
- 850509 **INTERDEPARTMENTAL MEMORANDUMS**
This series contains interdepartmental memorandums concerning administrative functions within the department.
- Retention: 2 years.
- Disposition: Landfill/Recycle.
- 90 (S/S/R) SURVEY/STUDY/REPORT**
- 900103 **NDREIS DOCUMENTS APS STANDARDS**
This series contains studies and correspondence - Energy Development Study. NDREIS = North Dakota Regional Environmental Impact Study; APS = Air Pollution Standards.
- Retention: Permanent.
- 900253 **ASBESTOS INSPECTION REPORT**
This series contains findings made by the Department inspectors upon completion of an asbestos inspection. These are inspection reports that do not involve or result in an enforcement action.
- Retention: 3 years after the current fiscal year.
- Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.
- 900257 **EXCESS EMISSIONS REPORTS (P&C)**
This series contains excess emissions reports and summaries for applicable Title V sources.
- Retention: 5 years.
- Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.

- 900258 SEMI-ANNUAL MONITORING REPORTS (P&C)
This series contains Title V Semi-Annual Monitoring Reports.
- Retention: 5 years.
- Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.
- 900259 ANNUAL COMPLIANCE CERTIFICATION REPORTS (P&C)
This series contains Title V Annual Compliance Certification Reports.
- Retention: 5 years.
- Disposition: Landfill/Recycle. Dispose electronic record by deleting the information and all backups.
- 900260 OUT-OF-STATE/REPORTABLE CONDITIONS
This series includes reportable conditions reports made to the Division of Disease Control and Division of Air Quality. Cases include blood lead reports. No additional data is collected on these cases.
- Retention: 75 years.
- Disposition: Shred. Dispose electronic record by deleting the information and all backups.
- Authority: Confidential per NDCC 23-07-20.1 and NDAC 33-06-01-01.
- 900262 MORBIDITY REPORTS – LEAD
This series contains mandatory reportable disease blood lead reports made to the Division of Disease Control and Division of Air Quality. Cases include blood lead test results. Data collected includes: patient's name, address, age, sex, laboratory results, treatment information, contact information, hospitalization, pregnancy status, case outcome, risk factors, elevated blood lead environmental investigations results and summaries, etc. This includes investigation interviews, test results, and summaries.
- Retention: 3 years after case is closed.
- Disposition: Shred. Dispose electronic record by deleting the information and all backups.
- Authority: Confidential per NDCC 23-07-20.1 and NDAC 33-06-01-01.

900263

SPECIAL INVESTIGATION REPORTS – LEAD

This series contains mandatory reportable disease blood lead reports made to the Division of Disease Control and Division of Air Quality. Cases include blood lead test results. Data collected includes: patient's name, address, age, sex, laboratory results, treatment information, contact information, hospitalization, pregnancy status, case outcome, risk factors, elevated blood lead environmental investigations results and summaries, etc. This includes individual patient level information, investigation forms, and summary reports, etc.

Retention: 75 years.

Disposition: Transfer records to the State Archives.

Authority: Confidential per NDCC 23-07-20.1 and NDAC 33-06-01-01.