

October 5, 2018



Mr. John Racanelli
Deputy Director, Office of Administrative Services
Texas Commission on Environmental Quality
12015 Park 35 Circle, MC 179
Austin, TX 78711-3087

Re: Agency records retention schedule amendment approved for use.

Dear Mr. Racanelli:

Amendment 1 to your agency's 7th recertification of your records retention schedule is approved for use as of October 2, 2018. Your currently approved records retention schedule and all amendments are available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please maintain this amendment with your currently approved schedule so that it can be easily referenced.

We appreciate your efforts in maintaining an up-to-date schedule. Making additions and changes to your schedule as you identify them not only ensures the integrity of your recordkeeping practices but keeps your agency in compliance with state regulations (13 TAC §6.4) requiring the submission of any needed amendments to a retention schedule during its certification period to keep the information in the schedule current.

We will notify you of the date your schedule is due for recertification. Any additional approved amendments to your schedule, such as this one, should be incorporated into your main retention schedule prior to submitting it for recertification.

Thank you again for your commitment to complying with state records management laws and regulations. If we can provide any assistance to you, please contact the Government Information Analyst assigned to your agency, Gina Cervantes at 512-463-6623 or gcervantes@tsl.texas.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Kelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

Lorenzo de Zavala
State Archives and
Library Building

1201 Brazos Street
Austin, Texas
78701

P.O. Box 12927
Austin, Texas
78711-2927

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

Members

David C. Garza
F. Lynwood Givens
Larry G. Holt
Arthur T. Mann
Darryl Tocker
Martha Wong

Director and Librarian
Mark Smith

Assistant State Librarian
Gloria Meraz

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow



STATE OF TEXAS
Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 582
Agency Name Texas Commission on Environmental Quality

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature

Name *(Print or type)* John Racanelli

Date 4/11/18

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature _____
Name *(Print or type)* _____
Date _____

Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature
Name *(Print or type)* Gloria Meraz
Date 10/2/18

Cert/Recert No. 7 Amendment No. 1

Instructions for Completing Form SLR 105C

This form must accompany all submissions of Form SLR 105 and Form SLR 122. If you have any questions relating to completion of this form, SLR 105 or SLR 122, please contact the State and Local Records Management Division at 512-463-7610.

Formatting: When duplicating this form electronically, leave at least a ¼ inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

Section 1:

Agency Code: Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.

Agency Name: Enter the complete name of your agency.

Check the appropriate box to indicate use:

Initial Certification – when submitting the agency records retention schedule to the State and Local Records Management Division for the first time.

Recertification – when submitting your retention schedule to the State and Local Records Management Division for recertification.

Amendment – when making any additions, changes or deletions to a certified or recertified retention schedule.

Check the appropriate box to indicate who is signing this form:

Agency Head – when the head of the agency is signing the form.

Records Management Officer – when the agency records management officer is signing the form.

Signature: Signature of the agency head or records management officer, whichever is indicated above.

Name (Print or type): Print or type the name of the person signing the form.

Date: Enter the date the schedule is being submitted to the State and Local Records Management Division.

Section 2: DO NOT WRITE IN THIS SECTION.

Submit this form and the accompanying schedule or amendment to:

Director, State and Local Records Management Division
Texas State Library & Archives Commission
P. O. Box 12927
Austin, Texas 78711-2927

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS
Records Retention Schedule

SLR 122
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
 CE – Calendar year end
 FE – Fiscal year end
 LA – Life of Asset
 PM – Permanent
 US – Until Superseded

Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
 R/O – Review by State/University Archivist

1. Agency Code: 582		2. Agency Name: Texas Commission on Environmental Quality											
3. Agency Item No.	4. Record Series Item No.	5. Record Series Title	6. Description	7. Ret. Code	8. Retention Period			9. AC Definition	10. Archival	11. Remarks	12. Legal Citations	13. N, C, O	14. Current AIN
					Years	Months	Days						
178		NEW SOURCE REVIEW PERMIT	SERIES INCLUDES BOTH PUBLIC AND CONFIDENTIAL FILES FOR ACTIVE AND INACTIVE AIR PERMITS OTHER THAN TITLE V AIR OPERATING PERMITS.	AC	20			AC = AFTER SITE CLOSURE	A	FILES INCLUDE PERMITS, CORRESPONDENCE, APPLICATIONS, ISSUED PERMIT ACTIONS, TECHNICAL SUMMARIES OF PERMIT ACTIONS, SOAH DOCUMENTS, AND OTHER PERMIT REVIEW RELATED DOCUMENTS FOR PORTABLE, NSR (NEW SOURCE REVIEW), STANDARD PERMIT, PERMIT BY RULE, SPECIAL AND STANDARD EXEMPTIONS, AND GREENHOUSE GAS PROJECTS.	TITLE 40 CODE OF FEDERAL REGULATIONS (CFR) CHAPTERS 51, 52, AND 70; 40 CFR §51.116.	C	178
												O	180
315	4.7.008	GRANT ACCOUNTING DOCUMENTS	DOCUMENTS RECORDING ACCOUNTS RECEIVABLE, DEPOSITS, CORRECTIONS, AND ALLOCATIONS (U-DOCS, D-DOCS, J-DOCS).	AC	3			AC = GRANT CLOSED.		SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE)		C	315
												O	316
319	4.7.008	GRANT RECONCILIATIONS - OPERATING GRANTS		AC	3			AC = GRANT CLOSED.		SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE)		C	319



STATE OF TEXAS
Records Retention Schedule

SLR 122
Rev. 2017-07

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					Years	Months	Days						
491	1.1.067	SITE DISCOVERY ASSESSMENT (SDA) / PRELIMINARY ASSESSMENT/SITE INSPECTIONS (PASI)	INCLUDES BOTH SITE DISCOVERY ASSESSMENT AND PRELIMINARY ASSESSMENT/SITE INSPECTIONS.	PM					A	THE PASI AND SDA FILES WILL BE FILMED AND THE MICROFILM WILL BE RETAINED PERMANENTLY. PAPER DESTROYED ONCE FILMED. ORIGINAL MICROFILM WILL BE STORED AT THE TEXAS STATE LIBRARY, AND A DUPLICATE OF THE MICROFILM WILL BE STORED IN THE CENTRAL FILE ROOM. PASI DOCUMENTS GO TO EPA IF THE EPA WANTS THEM. PRIOR TO 2017 WHEN RECORDS STORED UNDER AGENCY ITEM #491 ARE MICROFILMED OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	TEX. HEALTH & SAFETY CODE SECTIONS 361.197, 361.186, AND 361.190.	C	491
												O	505
												O	506
												O	507
												O	508
												O	509
												O	511
												O	526
												O	572
580		SOIL STORAGE AND TREATMENT FACILITIES	DOCUMENTS PHYSICAL FEATURES OF FACILITIES AND OWNER BACKGROUND INFORMATION. MAY CONTAIN CONFIDENTIAL INFORMATION.	PM					E		30 TAC 334.500	C	580



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					Years	Months	Days						
673	1.1.065	MUNICIPAL SOLID WASTE TIRE		AC	10			AC = DATE REGISTRATION IS CANCELLED (REVOKED); DATE AN APPLICATION IS DENIED, WITHDRAWN OR RETURNED; OR COMPLETION DATE OF SCRAP TIRE REMEDIATION PROJECT CONTRACT.		RECORDS INCLUDE ALL DOCUMENTS RELATED TO USED OR SCRAP TIRE MANAGEMENT, INCLUDING SCRAP TIRE FACILITIES (PROCESSORS, RECYCLERS, ENERGY RECOVERY FACILITIES), GENERATORS, TRANSPORTERS, STORAGE SITES, TRANSPORTATION FACILITIES, AND LAND RECLAMATION PROJECTS USING TIRES. ALSO INCLUDES DOCUMENTS RELATED TO SCRAP TIRE REMEDIATION PROJECTS. CONFIDENTIAL RECORDS ARE INCLUDED.		C	673
												O	734
735		MUNICIPAL SOLID WASTE PERMITS	RECORDS INCLUDE CORRESPONDENCE, APPLICATIONS, AND REPORTS.	AC	10			AC = PERMIT REVOCATION OR SUPERSEURE.	E	RECORDS 2010 AND PRIOR ARE STORED ON MICROFILM. DUPLICATE MICROFILM STORED IN THE CENTRAL FILE ROOM. CONFIDENTIAL RECORDS ARE INCLUDED (AIN 428 WAS MERGED WITH AIN 735 MARCH 2018).	330.463(B)(1); 330.463(B)(2).	C	735
												O	744
758		NEW SOURCE REVIEW COUNTY GENERAL	THIS RECORD SERIES CONTAINS DOCUMENTS SUBMITTED TO THE AIR PERMITS DIVISION THAT ARE NOT DIRECTLY RELATED TO ANY CENTRAL REGISTRY REGULATED ENTITY NUMBER (RN). THESE RECORDS ARE STORED BY COUNTY NAME AND DATE.	AC	20			AC = AFTER SITE CLOSURE.	A		TITLE 40 CODE OF FEDERAL REGULATIONS (CFR) CHAPTERS 51, 52, AND 70; 40 CFR §51.116.	N	



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					Years	Months	Days						
761		WATER RIGHTS PERMITS	WATER RIGHTS PERMITS TO APPROPRIATE STATE WATER STARTING AT WRPERM NO. 12000.	PM					A	CONTAINS CANCELLED, DENIED, TECHNICAL REVIEWS, REPORTS, MAPS, CORRESPONDENCE, AND RETURNED/WITHDRAWN APPLICATIONS.	TWC Chapters 11.306, 11.312, 11.314, and 11.315.	N	
765	1.1.065	MUNICIPAL SOLID WASTE TIRE COUNTY GENERAL	RECORDS INCLUDE CORRESPONDENCE, APPLICATIONS, AND REPORTS FOR WHICH THERE IS NOT AN ASSIGNED MSW TIRES AUTHORIZATION.		15					CONFIDENTIAL RECORDS ARE INCLUDED.		N	
766		WATER RIGHTS COUNTY GENERAL	CAN INCLUDE DOCUMENTS SUCH AS WATER RIGHTS INVESTIGATIONS AND REGION ISSUED TEMPORARY WATER RIGHTS PERMITS.	AC	20			AC = FINAL ACTION COMPLETED.	A			N	
775	4.2.007	EXPENDITURE TRANSFER VOUCHER (ETV)	USED BY AGENCIES TO CORRECT ONE OR MORE FIELDS ON A PAYMENT THAT HAS ALREADY BEEN PROCESSED IN THE UNIFORM STATEWIDE ACCOUNTING SYSTEM (USAS).	FE	3							N	
790	1.1.024	RESTORE ACT OUTREACH FILES	RESTORE ACT PUBLIC RELATIONS RECORDS INCLUDING: WORKSHOP, LISTENING SESSION, AND SEMINAR FINAL DOCUMENTS; ATTENDEE LISTS; FINAL PRESENTATIONS; PARTICIPANT EVALUATIONS OF PRESENTATIONS; AND FINAL COST ESTIMATES.	AC	3			AC = DATE OF PRESENTATION.	R			N	
791	4.7.008	RESTORE GRANT RECORDS	RESTORE ACT GRANT PROJECT FILES, INCLUDING: FINAL PROJECT DOCUMENTS; AND FINANCIAL, MONITORING, PERFORMANCE, AND PROGRESS REPORTS.	AC	3			AC = DATE OF SUBMISSION OF THE FINAL EXPENDITURE REPORT.		Does not Include sollicitation and contract documents, which are stored in BAMS and are part of the contract record series (TCEQ Item 239).	2 CFR 200.333	N	



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Records Retention Schedule

SLR 122
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					Years	Months	Days						
792	4.7.008	RESTORE GRANT LAND ACQUISITION RECORDS	RESTORE ACT GRANT LAND ACQUISITION FINAL PROJECT FILES, INCLUDING: APPRAISALS; TITLE ABSTRACTS AND LEGAL DESCRIPTIONS OF PROPERTIES; FINAL PROJECT DOCUMENTS; AND FINANCIAL, MONITORING, PERFORMANCE, AND PROGRESS REPORTS.	AC	3			AC = UPON FINAL DISPOSITION, WHEN PROPERTY IS NO LONGER SUBJECT TO RESTORE GRANT RESTRICTIONS.		Does not include solicitation and contract documents, which are stored in BAMS and are part of the contract record series (TCEQ Item 239).	2 CFR 200.311 and 200.333	N	



December 18, 2017

Mr. John Racanelli
Deputy Director, Office of Administrative Services
Texas Commission on Environmental Quality
12015 Park 35 Circle, MC 179
Austin, TX 78711-3087

Re: Agency records retention schedule approved for use.

Dear Mr. Racanelli,

Lorenzo de Zavala
State Archives and
Library Building

Your agency's records retention schedule is approved for use as of December 18, 2017. Your currently approved records retention schedule is available on our website at <https://www.tsl.texas.gov/slrn/state/schedules.html>. Please ensure that all old copies of the schedule are superseded with this recertified copy.

1201 Brazos Street
Austin, Texas
78701

Your approved retention schedule provides you with continuing authorization to dispose of agency records according to its terms. Please note that state regulations (13 TAC §6.8) require documentation of the final disposition of records by your agency. This requirement may be met by maintaining a disposition log or other evidence of the records series titles, dates covered, volume, and date of disposition. The destruction of any records of your agency not on your schedule requires special authorization from us.

P.O. Box 12927
Austin, Texas
78711-2927

Each agency schedule must be reviewed, updated and submitted for recertification annually for the first two years after the initial approval of the schedule and every five years thereafter. The deadline for submission of your schedule for its next recertification is the last working day of December, 2022.

www.tsl.texas.gov

Commission Chairman
Michael C. Waters

During a certification period, changes may need to be made to your schedule. State regulations (13 TAC §6.4) also allow for the submission of amendments to the retention schedule as needed to keep the information in the schedule current. If you are not familiar with the amendment process, or if you have any other questions, please contact the Government Information Analyst assigned to your agency, Gina Cervantes at 512-512-463-6623 or gcervantes@tsl.texas.gov.

Members

Sharon T. Carr
F. Lynwood Givens
Larry G. Holt

Romanita Matta-Barrera
Wm. Scott McAfee
Martha Wong

Your efforts in developing a records retention schedule are appreciated. It not only helps to ensure the integrity of your recordkeeping practices, but it is also essential to the success of your records management program.

Director and Librarian
Mark Smith

Sincerely,

Assistant State Librarian
Gloria Meraz

A handwritten signature in black ink, appearing to read "Craig Kelso".

Craig Kelso
Director and State Records Administrator

cc: Agency head

TSLAC

Preserving yesterday
Informing today
Inspiring tomorrow



STATE OF TEXAS Records Retention Schedule Certification

SLR 105C

Form SLR 105 or SLR 122 must accompany all submissions of this form.

Section 1. Agency Information

(Submitting agencies complete this section only)

Agency Code 582
The Texas Commission on
Agency Name Environmental Quality

(Check one)

- Initial Certification - Form SLR 105
- Recertification - Form SLR 105
- Amendment - Form SLR 122

I hereby certify that this records retention schedule was prepared in accordance with Texas Government Code, Chapter 441, Subchapter L.

(Check one)

- Agency Head
- Records Management Officer

Signature

Name (Print or type) John Racanelli

Date 9/19/16

Section 2. Approvals

(Submitting agencies do not write in this section)

State Auditor's Office
(For the exclusive use of the State Auditor's Office)

Signature

Name (Print or type)

Date

Not Required at This Time

Texas State Library and Archives Commission
(For the exclusive use of the State Library and Archives Commission)

Signature

Name (Print or type)

Date

Gloria Meraz

12/18/17

Cert/Recert No. 7 Amendment No. --

Instructions for Completing Form SLR 105C

This form must accompany all submissions of Form SLR 105 and Form SLR 122. If you have any questions relating to completion of this form, SLR 105 or SLR 122, please contact the State and Local Records Management Division at 512-463-7610.

Formatting: When duplicating this form electronically, leave at least a ¼ inch in the top and left margins. Use 10 point font and larger for the data entered into the schedule.

Section 1:

Agency Code: Enter the 3-digit Agency Code assigned by the Comptroller of Public Accounts.

Agency Name: Enter the complete name of your agency.

Check the appropriate box to indicate use:

Initial Certification – when submitting the agency records retention schedule to the State and Local Records Management Division for the first time.

Recertification – when submitting your retention schedule to the State and Local Records Management Division for recertification.

Amendment – when making any additions, changes or deletions to a certified or recertified retention schedule.

Check the appropriate box to indicate who is signing this form:

Agency Head – when the head of the agency is signing the form.

Records Management Officer – when the agency records management officer is signing the form.

Signature: Signature of the agency head or records management officer, whichever is indicated above.

Name (Print or type): Print or type the name of the person signing the form.

Date: Enter the date the schedule is being submitted to the State and Local Records Management Division.

Section 2: DO NOT WRITE IN THIS SECTION.

Submit this form and the accompanying schedule or amendment to:

Director, State and Local Records Management Division
Texas State Library & Archives Commission
P. O. Box 12927
Austin, Texas 78711-2927

CAUTION

A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.





STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

Retention Codes (field 7)

AC – See field 9 for specific records series definition
 AV – Administratively valuable
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Archival Codes (Field 10)

A/I – Transfer to State/University Archivist
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					Years	Months	Days				
100	5.1.004	ADDRESS, TELEPHONE, AND MAILING LISTS	ANY MAILING ADDRESS, TELEPHONE OR FAX NUMBER, OR E-MAIL ADDRESS RECORDS MAINTAINED BY TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) ON ITS EMPLOYEES OR ENTITIES IT SERVES.	US							
101	1.1.064	AGENCY PERFORMANCE MEASURES DOCUMENTATION	DOCUMENTS AGENCY OUTPUT, OUTCOME, EFFICIENCY, AND EXPLANATORY MEASURES. USED FOR APPROPRIATIONS REQUEST OR STRATEGIC PLAN, AND FOR PERFORMANCE MEASURES USED TO MANAGE TCEQ.	FE	3					CAUTION: The FE + 3 retention period overrides any shorter retention period for a records series in this schedule if the records series is needed for documentation of agency performance measures.	
102	4.5.006	ANNUAL OPERATING BUDGET	REQUIRED BY THE GENERAL APPROPRIATIONS ACT.	AC	6			AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.			
103	1.1.002	AUDITS PERFORMED ON OR BY TCEQ	AUDITS AND REVIEWS PERFORMED BY OR ON TCEQ, INCLUDING WORKING PAPERS.	AC	7			AC = PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.			
104	1.1.008	CORRESPONDENCE - GENERAL	NON-ADMINISTRATIVE INCOMING/OUTGOING AND INTERNAL CORRESPONDENCE IN ANY MEDIA.		2					SEE comment to item number 1.1.007. SEE ALSO item number 1.1.010.	



STATE OF TEXAS
Records Retention Schedule

SLR 105
 Rev. 2017-07

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					Years	Months	Days				
105	1.1.007	CORRESPONDENCE - ADMINISTRATIVE	INCOMING/OUTGOING AND INTERNAL CORRESPONDENCE IN ANY MEDIA PERTAINING TO FORMULATION, PLANNING, MODIFICATION, AND IMPLEMENTATION OF THE PROGRAMS OR PROJECTS OF TCEQ AND THE POLICIES AND PROCEDURES THAT GOVERN TCEQ. COMMISSIONERS, EXECUTIVE DIRECTOR, DEPUTY DIRECTOR, GENERAL COUNSEL, AND DIRECTORS OF CHIEF ENGINEER, OFFICE OF AIR, WASTE, WATER, COMPLIANCE AND ENFORCEMENT, AND LEGAL SERVICES, ARE ARCHIVAL.	US	4				A	ARCHIVES NOTE: Only the administrative correspondence of executive staff, board or commission members, division directors and program heads require archival review. Contact the State Archives when these records have met their retention periods. CAUTION: This records series and item number 1.1.008 should be used only for correspondence that is not included in or directly related to another records series on the agency's approved schedule. For example, a memorandum that documents an appropriations request must be retained for the minimum retention period prescribed by item number 1.1.004; a letter concerning an audit for that prescribed by item number 1.1.002, etc. SEE ALSO item number 1.1.011.	
106	1.1.010	DIVISION DIRECTIVES/GUIDELINES	ANY DOCUMENT THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.	US	1						



STATE OF TEXAS
Records Retention Schedule

SLR 105
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					Years	Months	Days				
107	1.1.013	DESK CALENDARS, APPOINTMENT BOOKS, AND ITINERARY RECORDS	CALENDARS, APPOINTMENT BOOKS OR PROGRAMS AND SCHEDULING, OR ITINERARY RECORDS, PURCHASED WITH STATE FUNDS OR MAINTAINED BY STAFF DURING BUSINESS HOURS THAT DOCUMENT APPOINTMENTS, ITINERARIES, AND OTHER ACTIVITIES OF AGENCY OFFICIALS OR EMPLOYEES.	CE	1				A	CALENDARS, APPOINTMENT BOOKS AND SCHEDULING RECORDS THAT DOCUMENT THE ACTIVITIES OF TCEQ OFFICIALS OR EMPLOYEES. COMMISSIONERS, EXECUTIVE DIRECTOR, DEPUTY DIRECTOR, GENERAL COUNSEL, AND DIRECTORS OF CHIEF ENGINEER, OFFICE OF AIR, WASTE, WATER, AND COMPLIANCE AND ENFORCEMENT ARE ARCHIVAL. A RECORD OF THIS TYPE PURCHASED BY PERSONAL FUNDS, BUT USED BY A STATE OFFICIAL OR EMPLOYEE TO DOCUMENT DAILY ACTIVITIES IS CONSIDERED A PUBLIC RECORD.	
108		DIVISION BUDGET REQUESTS		AC	6			AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.			
109	5.2.010	EQUIPMENT MANUALS		LA				LA = LIFE OF THE EQUIPMENT.			
110	5.2.026	FACILITIES RESERVATION LOGS	RESERVATION LOGS OR SIMILAR RECORDS RELATING TO THE USE OF AGENCY FACILITIES SUCH AS MEETING ROOMS, ETC.		2						
111	5.1.007	GRAPHIC REQUEST FORMS		AV						ORIGINAL MAINTAINED IN MEDIA RELATIONS.	
112	2.1.008	HARDWARE DOCUMENTATION	AUTOMATED SOFTWARE APPLICATIONS AND OPERATING SYSTEM FILES INCLUDING JOB CONTROL LANGUAGE, PROGRAM LISTING/SOURCE CODE, ETC.	AC				AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ.		CAUTION: Software needed for access to electronic records must be retained for the period of time required to access the records. 13 TAC 6.94.	



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113	1.1.004	LEGISLATIVE APPROPRIATIONS REQUESTS	INCLUDING ANY SUPPORTING DOCUMENTATION CREATED AND/OR USED TO JUSTIFY AND SUPPORT LEGISLATIVE APPROPRIATIONS REQUESTS BY AN AGENCY.	AC	6			AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.	A	REQUIRED COPIES TO THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION (TSLAC). COPIES OF SUPPORTING DOCUMENTATION SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL.	
114	5.5.002	LONG DISTANCE TELEPHONE LOGS	LOGS FOR INTERNAL DOCUMENTATION INCLUDING TELEPHONE, FAX, OR ELECTRONIC TRANSMISSIONS.		2						
115	1.1.063	MEETING MINUTES AND NOTES - STAFF	MINUTES, NOTES AND SUPPORTING DOCUMENTATION.		1						
116	1.1.070	OFFICE POLICIES AND PROCEDURES	MANUALS, GUIDELINES, ADMINISTRATIVE RULES AND SIMILAR RECORDS DISTRIBUTED INTERNALLY OR EXTERNALLY.	AC	3			AC = COMPLETION OR TERMINATION OF PROGRAM POLICIES OR PROCEDURES.	R		
117	1.1.071	OFFICE POLICIES AND PROCEDURES - WORKING FILES	WORKING FILES USED IN THE DEVELOPMENT OF MANUALS, GUIDELINES, ADMINISTRATIVE RULES AND SIMILAR RECORDS DISTRIBUTED INTERNALLY OR EXTERNALLY.	AC	3			AC = COMPLETION OR TERMINATION OF PROGRAM POLICIES OR PROCEDURES.	E		
118	1.1.023	ORGANIZATION CHARTS		US					A	COLLECT SUPERSEDED ORGANIZATION CHARTS AND SUBMIT TO ARCHIVES ON A REGULAR BASIS.	
119	1.1.024	PLANS AND PLANNING RECORDS	PLANS AND RECORDS RELATING TO THE PROCESS OF PLANNING NEW OR REDEFINED PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY THAT ARE NOT INCLUDED IN OR DIRECTLY RELATED TO OTHER RECORDS SERIES IN THIS SCHEDULE.	AC	3			AC = DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS.	R	ARCHIVES NOTE: Data processing planning records are not archival.	
120		REFERENCE MATERIALS	SUBJECT MATTER REFERENCE MATERIALS.	US	1						
121	1.1.066	REPORTS - BIENNIAL OR ANNUAL	GOVERNOR AND LEGISLATIVE REPORTS REQUIRED BY STATUTE.	AC	6			AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.	A	ARCHIVAL REQUIREMENT = TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TSLAC.	



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122	1.1.067	REPORTS & STUDIES (NON-FISCAL)	ANNUAL, SUB-ANNUAL, OR SPECIAL REPORTS ON TCEQ PROGRAM SERVICES OR PROJECTS. MAY ALSO INCLUDE RESEARCH MATERIALS USED IN PREPARATION OF REPORT. INCLUDES INTERNAL AND EXTERNAL DISTRIBUTION.		3				R	ARCHIVES NOTE: For agencies that have had an archival appraisal, separate this records series by each type of archival coding, A, R, or E. SEE page ix for more information.	
123	1.1.068	REPORTS ON PERFORMANCE MEASURES	QUARTERLY AND ANNUAL REPORTS ON TCEQ PERFORMANCE MEASURES SUBMITTED TO EXECUTIVE AND LEGISLATIVE OFFICES.	AC	6			AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.			
124	1.1.069	REPORTS - ACTIVITY AND WEEKLY (SECTION)	DAILY OR PERIODIC REPORTS PERTAINING TO METRICS, TASK COMPLETION TIMES, NUMBER OF PUBLIC CONTACTS, ETC.		1					CAUTION: SEE item number 1.1.064.	
125	1.1.070	RULES AND REGULATIONS (INTERNAL)	MANUALS, GUIDELINES, ADMINISTRATIVE RULES AND SIMILAR RECORDS DISTRIBUTED INTERNALLY.	AC	3			AC= COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	R	REQUIRE ARCHIVAL REVIEW PRIOR TO DISPOSITION.	
126	1.1.040	SPEECHES AND PAPERS	NOTES OR TEXT OF SPEECHES, PAPERS, OR REPORTS DELIVERED IN CONJUNCTION WITH AGENCY WORK.	AC				AC = END OF TERM IN OFFICE OR TERMINATION OF SERVICE WITH TCEQ.	A	SPEECHES OF EXECUTIVE DIRECTOR, THE COMMISSIONERS, GENERAL COUNSEL, AND DIRECTOR'S OF CHIEF ENGINEER, OFFICE OF AIR, WASTE, WATER, AND COMPLIANCE AND ENFORCEMENT ARE ARCHIVAL.	
127	2.1.007	SOFTWARE DOCUMENTATION	AUTOMATED SOFTWARE APPLICATIONS AND OPERATING SYSTEM FILES INCLUDING JOB CONTROL LANGUAGE, PROGRAM LISTING/SOURCE CODE, ETC.	AC				AC = UNTIL ALL ELECTRONIC RECORDS TRANSFERRED & MADE USABLE IN NEW SOFTWARE.		CAUTION: IF AN ELECTRONIC RECORD IS SCHEDULED FOR PERMANENT RETENTION, SOFTWARE NEEDED FOR ACCESS TO THE RECORD MUST ALSO BE RETAINED PERMANENTLY.	13 TAC 6.97(a).
128		SUPPLY REQUEST	SUPPLY REQUEST.	FE							
129	1.1.070	TCEQ OPERATING POLICIES AND PROCEDURES		AC	3			AC = PUBLICATION.	R	ORIGINAL MAINTAINED BY DEPUTY OAS. MANUALS, GUIDELINES, ADMINISTRATIVE RULES AND SIMILAR RECORDS DISTRIBUTED INTERNALLY. REQUIRE ARCHIVAL REVIEW PRIOR TO DISPOSITION.	
130	1.1.026	TEXAS REGISTER SUBMISSIONS	ANY DOCUMENTS REQUIRED BY LAW TO BE SUBMITTED TO TEXAS REGISTER.	AC	1			AC = DATE OF PUBLICATION IN THE TEXAS REGISTER.			



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131	1.1.043	TRAINING MATERIALS AND MANUALS	INSTRUCTIONAL MATERIALS DEVELOPED BY TCEQ FOR TRAINING ENTITIES OR INDIVIDUALS IT REGULATES OR SERVES.	US	1						
132	3.3.030	TRAINING RECORDS - AGENCY PERSONNEL	INSTRUCTIONAL MATERIALS AND OTHER RECORDS ASSOCIATED WITH IN-HOUSE TRAINING OF AGENCY PERSONNEL ON PERSONNEL POLICIES AND PROCEDURES AND OTHER POLICIES AND PROCEDURES THAT GOVERN AN AGENCY'S PROGRAMS, SERVICES, OR PROJECTS.	US	2					CAUTION: THIS RECORD SERIES DOES NOT INCLUDE TRAINING RECORDS - HAZARDOUS MATERIALS (ITEM NUMBER 755).	
133	1.1.057	TRANSITORY	RECORDS OF TEMPORARY USEFULNESS THAT ARE NOT AN INTEGRAL PART OF ANOTHER RECORD SERIES.	AC				AC = PURPOSE OF RECORD HAS BEEN FULFILLED.		CAUTION: Records management officers should use caution in assigning this records series item number to records of an agency to make certain they are not part of another records series listed in this schedule or, for records series unique to an agency, are not part of a records series that documents the fulfillment of the statutory obligations of the agency or the documentation of its functions. The disposal of transitory information need not be documented through destruction signoffs (1.2.001) or in records disposition logs (1.2.010), but agencies should establish procedures governing disposal of these records as part of its records management plan (1.2.014).	
134	5.2.008	VENDOR FILES	EQUIPMENT HISTORY FILES AND SERVICE AGREEMENTS.	LA	3						



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135	1.1.053	VISITOR REGISTRATION LOGS	LOGS OR SIMILAR RECORDS USED TO REGISTER PERSONS APPEARING BEFORE STATE AGENCIES AS REQUIRED BY CHAPTER 2004, GOVERNMENT CODE, INCLUDING QUARTERLY REPORTS FILED WITH THE TEXAS ETHICS COMMISSION.	AC				AC = REPORT FILED WITH THE TEXAS ETHICS COMMISSION.		CHIEF CLERKS OFFICE IS REQUIRED TO MAINTAIN THEIR VISITOR LOG AC+2.	
136	3.3.020	WORK SCHEDULES AND ASSIGNMENTS	WORK, SHIFT, OR ASSIGNMENT SCHEDULES.		1						
137	1.1.063	INTERNAL MEETING MINUTES AND NOTES			2						
138		REFERENCE MATERIALS INFORMATION		AV							
139	1.1.067	EXECUTIVE REVIEW/NATIONAL COMMENTS	AGENCY RESPONSES TO REQUEST FOR COMMENTS ON NP POSITIONS, REQUESTS RECEIVED FROM EPA, CONGRESS, STAPPA, NEC & OTHER FED AGENCIES & NATL ORGS.		3				A		
140	1.1.011	RESOURCE CONSERVATION & RECOVERY ACT	ANY DOCUMENT THAT INITIATES, RESCINDS, OR AMENDS A REGULATION, POLICY, OR PROCEDURE THAT GOVERNS THE PROGRAMS, SERVICES, OR PROJECTS OF AN AGENCY.		25				A		
141	1.1.065	AIR, WASTE, & WATER POLICY GUIDANCE DOCUMENTS, REPORTS, & CORRESPONDENCE	CORRESPONDENCE, GUIDANCE DOCUMENTS, RESEARCH & STUDY REPORTS, AGENCY REPORTS, CONTRACTOR DELIVERABLES RELATING TO WATER/WASTE WATER REGS POLICY FOR STATE & LOCAL GOVERNMENTS.	AC	5			AC = DATE REPORT DELIVERED.			
142	1.1.024	AIR, WATER, WASTE REGULATIONS PROJECT FILES	COMPLETED PENDING, WORKING FILES.	AC	5			AC = DECISION TO IMPLEMENT OR NOT AS RESULT OF PLANNING PROCESS.	R		



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143		ENVIRONMENTAL PROTECTION AGENCY (EPA)	INCLUDES ENVIRONMENTAL PROTECTION AGENCY (EPA) RULES AND REGULATIONS, DOCUMENTS RELATED TO FILING PUBLIC COMMENTS ON EPA ACTIONS, AND DRAFT GUIDANCE ON EPA PROGRAMS.		10					EXAMPLE: REGIONAL HAZE IMPLEMENTATION PLANS INCLUDE PROGRESS TRACKING METRICS, LONG-TERM STRATEGIES, REASONABLE PROGRESS GOALS, AND OTHER REQUIREMENTS.	
144		REGIONAL AND NATIONAL COMMITTEES	DOCUMENTATION OF AGENDAS, MINUTES FOR REGIONAL AND NATIONAL COMMITTEES.		5				A		
145		POLLUTION CONTROL RESOURCE FILMS		PM						MULTIPLE PERMANENT RECORD SERIES WERE FILMED ON SAME ROLL. THIS SERIES CURRENTLY HAS 123 ROLLS OF MICROFILM UNDER 96-582-143. NO MORE ADDED.	
146	5.1.004	CENTRAL REGISTRY CORE DATA	FORM IS USED TO COLLECT CORE DATA ABOUT PEOPLE, BUSINESSES, AND ORGANIZATIONS REGULATED BY TCEQ. DATA IS MAINTAINED IN THE CENTRAL REGISTRY DATABASE.	AC				AC = UNTIL SUPERSEDED IN DATABASE.		AFTER ENTRY INTO DATABASE, ORIGINAL FORMS ARE CODED TO APPROPRIATE RECORD SERIES AND FORWARDED TO CENTRAL FILE ROOM. NOTE: THE FORM ADOPTS THE RETENTION PERIOD OF THE SERIES TO WHICH IT IS CODED.	
147	1.1.011	REGULATORY FLEXIBILITY PROGRAM	INCLUDES ORDERS, CORRESPONDENCE, REPORTS, AND APPLICATIONS RELATING TO A PERMITTED ENTITY.	PM					A	THIS PROGRAM MOVES FROM DIVISION TO DIVISION FOR REVIEW. FILED WITH PERMIT.	
148		1099 FINANCIAL CAPACITY REVIEWS	INCLUDES CONFIDENTIAL DOCUMENTS FROM REGISTERED FACILITIES IN THE INDUSTRIAL & HAZARDOUS WASTE (IHW) PROGRAM, DEMONSTRATING FINANCIAL CAPABILITY OF OWNERS TO CONSTRUCT AND OPERATE IHW FACILITIES.	AC	10			AC = DATE OF ISSUANCE OF THE PERMIT OR APPLICATION REJECTION.			
150	4.7.007	ACCOUNTING STRUCTURE	DETAIL CHART OF ACCOUNTS INCLUDING UNIFORM STATEWIDE ACCOUNTING SYSTEM (USAS) ACCOUNTING CLASSIFICATION, ORGANIZATIONAL STRUCTURE, AND INDEXES.	FE	3						



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151		ACTIVE FINANCIAL INSTRUMENTS	INCLUDES FINANCIAL INSTRUMENTS- LETTERS OF CREDIT, SURETY BONDS, ACTIVE FINANCIAL TESTS, INSURANCE CERTIFICATIONS, AND TRUST AGREEMENTS.	US							
152		ADJUDICATION PROCESS DOCUMENTATION		PM					A	WHEN THE ADJUDICATION PROCESS WAS COMPLETED ALL DOCS/CORRESPONDENCE WERE FILMED. Microfilm of all documents and correspondence upon completion of adjudication process, including certificates of adjudication (may include dam safety documents and canceled records), amendments, pleadings transcripts and exhibits. Oversized documents and photos are stored under Agency Item# 213. PAPER MAYBE REVIEWED BY STATE ARCHIVIST AFTER FILMING. ORIGINAL MICROFILM STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	TWC Chapters 11.306, 11.312, 11.314, and 11.315.
153	1.1.073	ADMINISTRATIVE HEARING FILES	TRANSCRIPTS AND FINAL DECISIONS OF HEARINGS CONDUCTED AS PART OF THE REGULATORY PROCESS, AND HEARINGS ON PROPOSED RULES AND CHANGES. THE RECORDS MAY BE MAINTAINED WITH RELATED INFORMATION INCLUDING MEETING NOTICES, PROOFS OF PUBLICATION, AND MEETING MINUTES.	AC	3			AC = LAST ACTION.	E	Files produced pursuant to SOAH hearings. After SOAH hearing concluded, transferred to OCC. If matter appealed to District Court, these files are indexed and assembled as part of the administrative record that is sent to the Attorney General.	
154	1.2.004	AGENCY FORMS	PRE-PRINTED AGENCY FORMS THAT ARE DISTRIBUTED BY THE PUBLICATION DISTRIBUTION SECTION UPON REQUEST FROM BOTH INTERNAL AND EXTERNAL CUSTOMERS.	US							



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155		AGENCY RULE FISCAL NOTES	ESTIMATES OF THE COSTS, SAVINGS, REVENUE GAIN, OR REVENUE LOSS RESULTING FROM THE IMPLEMENTATION OF PROPOSED AGENCY RULES.	FE	5						
156	4.6.002	AGENCY/COMPTROLLER RECONCILIATIONS	OPERATING FUND RECONCILIATIONS.	FE	3						
157	1.1.062	AGENDA BACKUP (SUPPORTING DOCUMENTS FOR COMMISSION AGENDAS)	DOCUMENTS SUBMITTED AT MEETINGS OF STATE BOARDS, COMMISSIONS, COMMITTEES, AND COUNCILS INCLUDING EXHIBIT ITEMS, DOCUMENTATION FOR AGENDA ITEMS, ETC. INCLUDES DOCUMENTS SENT IN ADVANCE OF MEETINGS FOR BRIEFING PURPOSES, SOME OF WHICH MAY NOT BE SUBMITTED AT AN ACTUAL MEETING.	FE	2				A	See Caution comment at Item Number 395.	
158	2.1.002	AGENDA ITEM REQUEST DATABASE	TRACKING SYSTEM OF CAPTIONS FOR ITEMS BEING SET FOR COMMISSION AGENDA.	AC				AC = COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION UPDATES, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.			
160		AIR COMPLIANCE CONFIDENTIAL FILES	CONFIDENTIAL COMPLAINTS, CORRESPONDENCE, REPORTS, INVESTIGATIONS, NOTICE OF VIOLATIONS (NOVS), AGREED ORDERS, PENALTIES, COUNTY GENERAL FILES, AND PORTABLES. RECORDS INCLUDE OVERSIZED, MAPS AND PHOTOS.		15				E	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFICHE FORMAT.	30 TAC 116.



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162		AIR COMPLIANCE FILES	AIR AGREED ORDERS ARE MAINTAINED AS A PART OF THE ENFORCEMENT CASE FILE. RECORDS INCLUDE OVERSIZED, MAPS AND PHOTOS.		15				E	THE ORIGINAL IS FILED IN THE CENTRAL FILE ROOM USING THE CORRESPONDING PERMIT NUMBER. AN ELECTRONIC COPY IS MAINTAINED BY STAFF AS A PART OF THEIR WORKING FILE. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	30 TAC 116.
164	1.1.067	AIR CONTROL LABORATORY (ACL) REPORTS	AIR LABORATORY COMPLIANCE OR SPECIAL INVESTIGATION SAMPLE. FINAL REPORT DATA.	CE	10				E		
165		AIR DATA ANALYSIS	ANALYSIS OF AIR QUALITY DATA FOR NON ATTAINMENT AREAS, INCLUDING DESIGN VALUES FOR OZONE AND PARTICULATE MATTER. THE ANALYSIS CONTAINS CONCEPTUAL MODELS FOR NON ATTAINMENT AREAS AND ANALYSIS FOR NOx, PM2.5, O3, VISIBILITY, TRANSPORT, AND METEOROLOGY. THESE ANALYSIS RECORDS INCLUDE PRESENTATIONS, GRAPHS, MAPS, AND REPORTS.	US	10						
166		AIR EMISSIONS & INSPECTION FEES		FE	10				E	RECORDS ARE KEPT IN THE PROGRAM AREA FOR 3 FISCAL YEARS THEN STORED OFFSITE AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER FOR AN ADDITIONAL 7 YEARS STARTING WITH YEAR 2007. RECORDS WERE MICROFILMED IN 2006 AND PREVIOUS YEARS.	TEXAS HEALTH AND SAFETY CODE SECTION 382.0621; TITLE 30, TEXAS ADMINISTRATIVE CODE (TAC), SECTION 101.27; TEXAS HEALTH AND SAFETY CODE SECTION 382.062; TITLE 30, TAC, SECTION 101.24.



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168		AIR EMISSIONS INVENTORY (ANNUAL NON-BASELINE YEARS)		CE	10					RECORDS ARE KEPT IN PROGRAM AREA FOR 2 CALENDAR YEARS THEN STORED OFFSITE AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER FOR AN ADDITIONAL 8 YEARS. NON-CONFIDENTIAL AND CONFIDENTIAL RECORDS NOT SEPARATED UNTIL 2005, CONFIDENTIAL FILES ARE STORED IN THE PROGRAM AREA.	Federal Clean Air Act (FCAA); Title 40, Code of Federal Regulations (CFR), Part 51; the FCAA; Title 30 of the Texas Administrative Code (TAC), Section 101.10; and Texas Clean Air Act, Texas Health and Safety Code 382.014.
169		AIR EMISSIONS INVENTORY (BASELINE YEARS 1990 & 2002) RECORDS		PM					A	CONFIDENTIAL RECORDS STORED UNDER RMD 106# 95-582-70. RECORDS ARE KEPT IN PROGRAM AREA FOR 2 CALENDAR YEARS THEN MICROFILMED. ORIGINAL STORED OFFSITE AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER. DUPLICATE STORED IN PROGRAM AREA, BUILDING E, ROOM 251 .	Federal Clean Air Act (FCAA); Title 40, Code of Federal Regulations (CFR), Part 51; the FCAA; Title 30 of the Texas Administrative Code (TAC), Section 101.10; and Texas Clean Air Act, Texas Health and Safety Code 382.014.
170		AIR EMISSIONS INVENTORY (BASELINE YEARS 1990 & 2002) CONFIDENTIAL RECORDS		PM					A	NON-CONFIDENTIAL RECORDS STORED UNDER RMD 106# 95-582-131 AND RMD 106# 95-582-169. RECORDS ARE KEPT IN PROGRAM AREA FOR 2 CALENDAR YEARS THEN MICROFICED. ORIGINAL STORED OFFSITE AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER. DUPLICATE STORED IN PROGRAM AREA, BUILDING E, ROOM 251 .	Federal Clean Air Act (FCAA); Title 40, Code of Federal Regulations (CFR), Part 51; the FCAA; Title 30 of the Texas Administrative Code (TAC), Section 101.10; and Texas Clean Air Act, Texas Health and Safety Code 382.014.



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171		AIR MODELING	PHOTOCHEMICAL MODELING INPUT FILES INCLUDING EMISSIONS AND METEOROLOGICAL. FILES ARE ORGANIZED BY PROJECT. ACTUAL DATE SPANS DIFFER BY AREA, DEPENDING ON THE STATE IMPLEMENTATION PLAN (SIP) ADOPTION SCHEDULE FOR THAT AREA. FILES FOR THE CURRENT ADOPTED SIP AS WELL AS THE DEVELOPING SIP ARE POSTED.	US							
172		AIR MODELING & DATA ANALYSIS EQUIPMENT MANUALS	THIS SERIES INCLUDES ONLY EQUIPMENT MANUALS ASSOCIATED WITH SPECIALIZED EQUIPMENT USED FOR PHOTOCHEMICAL MODELING, (SIP MODELING CLUSTER) AND SPECIALIZED PRINTING EQUIPMENT USED TO SUPPORT MAPPING REQUESTS (PLOTTER). IT DOES NOT INCLUDE MANUALS ISSUED TO STAFF WITH PERSONAL COMPUTERS OR LAP TOPS.	LA							
173		AIR MODELING DATA AND ANALYSIS FILES	INCLUDES DATA ANALYSIS, INTERNAL/EXTERNAL REPORTS, AIR AND MODELING REPORTS TO INCLUDE CONTRACT FINAL REPORTS NOT RELATED TO AIR STUDIES, SURVEYS, EPA CORRESPONDENCE AND GUIDANCE SUPPORT.		10						



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					Years	Months	Days				
174		FEDERAL OPERATING PERMIT	FEDERAL CLEAN AIR ACT AMENDMENTS 1990, TITLE V REGULATIONS. INCLUDES GOP (GENERAL OPERATING PERMIT) AND SOP (SITE SPECIFIC OPERATING PERMIT). FILES CONTAIN FEDERAL OPERATING PERMIT, CORRESPONDENCE, AND RELATED DOCUMENTS INCLUDING RECORDS OF ALL SUBMITTED APPLICATION DATA, ISSUED PERMIT ACTIONS, STATEMENTS OF BASIS AND TECHNICAL SUMMARIES OF PERMIT ACTIONS AS WELL AS COMMUNICATION RECORDS. INCLUDES GROUPWISE DOCUMENT MANAGEMENT SYSTEM WHICH STORES PERMIT DOCUMENTS, MODELING INFORMATION, PERMIT APPLICATIONS, AND PERMIT DOCUMENTS RECEIVED THROUGH THE E-PERMITS APPLICATION. THIS SERVER ALLOWS THESE DOCUMENTS TO BE AVAILABLE TO TCEQ STAFF AS WELL AS THE OUTSIDE PUBLIC. FILES CONTAIN AIR PERMIT RESEARCH FILES, AND NSR PERMIT FILES AND SUPPLEMENTARY INFORMATION FOR THE COATINGS / COMBUSTION AND FOR THE MECHANICAL AND AGRICULTURAL SECTIONS.	AC	20			AC = AFTER SITE CLOSURE.	A	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY ONLY BE AVAILABLE IN MICROFILM FORMAT.	TITLE 40 CODE OF FEDERAL REGULATIONS (CFR) CHAPTERS 51, 52, AND 70; 40 CFR §51.116.



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175		FEDERAL OPERATING PERMIT (CONFIDENTIAL)	FEDERAL CLEAN AIR ACT AMENDMENTS 1990, TITLE V REGULATIONS. THIS RECORD SERIES CONTAINS ALL DOCUMENTS CLASSIFIED AS CONFIDENTIAL INCLUDING GOP (GENERAL OPERATING PERMIT) AND SOP (SITE OPERATING PERMIT). FILES CONTAIN FEDERAL OPERATING PERMITS, CORRESPONDENCE, AND RELATED DOCUMENTS INCLUDING RECORDS OF ALL SUBMITTED APPLICATION DATA, ISSUED PERMITS ACTIONS, STATEMENTS OF BASIS, AND TECHNICAL SUMMARIES OF PERMIT ACTIONS AS WELL AS COMMUNICATION RECORDS. IT MAY ALSO INCLUDE MINIMAL NON-CONFIDENTIAL RECORDS. FILES CONTAIN AIR PERMIT RESEARCH FILES, AND NSR PERMIT FILES AND SUPPLEMENTARY INFORMATION FOR THE COATINGS / COMBUSTION AND FOR THE MECHANICAL AND AGRICULTURAL SECTIONS.	AC	20			AC = AFTER SITE CLOSURE.	A	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY ONLY BE AVAILABLE IN MICROFILM FORMAT.	TITLE 40 CODE OF FEDERAL REGULATIONS (CFR) CHAPTERS 51, 52, AND 70; 40 CFR §51.116.



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178		NEW SOURCE REVIEW PERMIT	THIS RECORD SERIES CONTAINS ALL DOCUMENTS CLASSIFIED AS NON-CONFIDENTIAL INCLUDING ACTIVE, INACTIVE/CLOSED AIR PERMITS INCLUDING PORTABLE, NSR (NEW SOURCE REVIEW), STANDARD PERMIT, PERMIT BY RULE, SPECIAL AND STANDARD EXEMPTIONS, GREENHOUSE GAS, AND COUNTY GENERAL FILES. FILES CONTAIN PERMITS, AGREED ORDERS, APPLICATIONS, CORRESPONDENCE, REPORTS, AND SOAH DOCUMENTS. EXCEPTIONS ARE RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) AIR PERMIT FILES AND TITLE V AIR OPERATING PERMITS. INCLUDES GROUPWISE DOCUMENT MANAGEMENT SYSTEM WHICH STORES PERMIT DOCUMENTS, MODELING INFORMATION, PERMIT APPLICATIONS, AND PERMIT DOCUMENTS RECEIVED THROUGH THE E-PERMITS APPLICATION. THIS SERVER ALLOWS THESE DOCUMENTS TO BE AVAILABLE TO TCEQ STAFF AS WELL AS THE OUTSIDE PUBLIC. FILES CONTAIN AIR PERMIT RESEARCH FILES, MODELING SUPPORT DOCUMENTS, AND NSR PERMIT FILES AND SUPPLEMENTARY INFORMATION FOR THE COATINGS / COMBUSTION AND FOR THE MECHANICAL AND AGRICULTURAL SECTIONS.	AC	20			AC = AFTER SITE CLOSURE.	A	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY ONLY BE AVAILABLE IN MICROFILM FORMAT. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	TITLE 40 CODE OF FEDERAL REGULATIONS (CFR) CHAPTERS 51, 52, AND 70; 40 CFR §51.116.



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180		NEW SOURCE REVIEW PERMIT (CONFIDENTIAL)	THIS RECORD SERIES CONTAINS ALL DOCUMENTS CLASSIFIED AS CONFIDENTIAL INCLUDING ACTIVE, INACTIVE/CLOSED AIR PERMITS INCLUDING PORTABLE, NSR (NEW SOURCE REVIEW), STANDARD PERMIT, PERMIT BY RULE, SPECIAL & STANDARD EXEMPTIONS, & COUNTY GENERAL FILES. FILES CONTAIN PERMITS, AGREED ORDERS, APPLICATIONS, CORRESPONDENCE, REPORTS, & SOAH DOCUMENTS. EXCEPTIONS ARE - RCRA AIR PERMIT FILES & TITLE VAIR OPERATING PERMITS. FILES CONTAIN AIR PERMIT RESEARCH FILES, AND NSR PERMIT FILES AND SUPPLEMENTARY INFORMATION FOR THE COATINGS I COMBUSTION AND FOR THE MECHANICAL AND AGRICULTURAL SECTIONS.	AC	20			AC = AFTER SITE CLOSURE.	A	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY ONLY BE AVAILABLE IN MICROFILM FORMAT.	TITLE 40 CODE OF FEDERAL REGULATIONS (CFR) CHAPTERS 51, 52, AND 70; 40 CFR §51.116.
183	1.1.067	AIR REPORTS - EXTERNAL	REPORTS, ETC. FROM EXTERNAL SOURCES.		10				A		
184	1.1.065	AIR STUDIES	THE TEXAS AIR QUALITY FIELD STUDY II, A COMPREHENSIVE RESEARCH INITIATIVE TO BETTER UNDERSTAND THE CAUSES OF AIR POLLUTION. THE RECORDS AVAILABLE INCLUDE THE DATA COLLECTION, DATA ANALYSIS, PRESENTATIONS, REPORTS, AND PUBLICATION DEVELOPED FROM THE TEXAQS II FIELD STUDY, ADDITIONAL STUDIES ARE AS FOLLOWS: DFW STUDY, DISCOVER AQ STUDY, AND INDIVIDUALS RESEARCH PROJECTS TO BETTER UNDERSTAND AIR QUALITY.	AC	10			AC = WHEN ALL GRANTS HAVE ENDED FROM THE ANALYSIS OF THE DATA.	A		
185		ALL ASSOCIATION ATTENDANCE REPORTS FOR ALL OCCUPATIONAL LICENSING		US				AC = ELECTRONIC TRAINING ROSTERS USED TO VERIFY CERTIFICATION TRAINING REQUIREMENTS.		MAY CONTAIN CONFIDENTIAL INFORMATION.	



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186		ANIMAL FEEDING OPERATION (AFO) UNPERMITTED GENERAL CORRESPONDENCE BY COUNTY AND DATE	INCLUDES ANIMAL FEEDING OPERATION UNPERMITTED FILES WHICH DO NOT HAVE A PERMIT NUMBER, AND HAVE A COUNTY REFERENCE DISTINGUISHED IN THE CORRESPONDENCE. FILED BY COUNTY AND DATE. THESE FACILITIES ARE AUTHORIZED BY RULE UNDER 30TAC CHAPTER 321, SUBCHAPTER B. THE SIZE OF THE OPERATION IS TOO SMALL TO REQUIRE A PERMIT. THIS FILE MAY ALSO INCLUDE DOCUMENTS RELATED TO CAFOs THAT ARE UNPERMITTED BUT SHOULD HAVE A PERMIT.	FE	10				A		
187	4.5.001	ANNUAL FINANCIAL REPORT WORKING	WORKSHEETS FOR PREPARING FISCAL REPORTS.	FE	3						
188	4.5.006	ANNUAL OPERATING BUDGET AND AMENDMENTS	REQUIRED BY THE GENERAL APPROPRIATIONS ACT.	FE	3					AGENCY RECORD COPY IS KEPT IN THE AGENCY LIBRARY.	
189	1.1.066	ANNUAL REPORT TO CONGRESS	MANDATED ANNUAL REPORTS TO CONGRESS AND SUPPORTING DOCUMENTS USED TO CREATE REPORT.	AC	6			AC = APRIL 1 OF EVERY YEAR - DATE THE REPORT IS DUE TO EPA.	A	COPIES SENT TO THE PUBLICATIONS DEPOSITORY FULFILL THE ARCHIVAL REQUIREMENT.	



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190		WASTEWATER GENERAL PERMITS	CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT. INCLUDES ANY OTHER NEW GENERAL PERMITS MANDATED BY LEGISLATION. GENERAL PERMITS INCLUDE: AQUACULTURE PRODUCTION: TXG130000 STORMWATER ASSOCIATED WITH CONSTRUCTION: TXR150000 BULK PETROLEUM STATIONS & TERMINAL: TXG340000 COMPOST MANURE: WQG200000 CONCRETE PRODUCTION: TXG110000 HARRIS COUNTY ONSITE DISCHARGE: TXG530000 HYDROSTATIC TEST WATER DISCHARGE: TXG670000 STORMWATER ASSOCIATED WITH INDUSTRIAL MULTI SECTOR: TXR050000 PESTICIDE: TXG870000 PETROLEUM CONTAMINATED WATERS: TXG830000 PHASE II MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s): TXR040000 EVAPORATION POND: WQG100000.	PM							Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 1251 et seq.; Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005; Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq.; Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq.; 40 CFR 52, 52.21, 122-124, 144, 220, 233, 270, 401, and 761; Texas Administrative Code, Title 30, Chapters 205 and 305; Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027, 26.034, and 26.121; Environmental Protection Agency Schedule 205.
191		AREA AND MOBILE SOURCE EMISSIONS INVENTORY ELECTRONIC RECORDS	THESE DOCUMENTS ARE INFORMATION FOR RULES AND SIP'S.	AC				AC = UNTIL SUPERSEDED OR UNTIL RULES/SIP'S ARE RESCINDED.		THE INFORMATION SHOULD BE MAINTAINED UNTIL THE RULES/SIP'S ARE RESCINDED.	
192	1.1.008	ATTORNEY READING FILE	THIS RECORD SERIES CONCERNS THE CORRESPONDENCE OF THE RELEVANT ATTORNEY.		2						



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193		ATTORNEY WORK PRODUCT	DOCUMENTS USED TO PREPARE CASES FOR THE EXECUTIVE DIRECTORS OFFICE OR THE COMMISSIONERS OFFICE OR THE PROGRAM AREA. MAY ALSO GO TO ATTORNEY GENERAL		20						
194		AUDITS - APPROVED TRAINING AUDITS	RECORDS ASSOCIATED WITH AUDITS OF APPROVED PROVIDERS' PERFORMED BY ASSIGNED TCEQ STAFF OR OTHER SUBJECT MATTER EXPERTS TO DETERMINE COMPLIANCE WITH CURRENT TCEQ RULES.	AC	5			AC = PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.		RETENTION MAY VARY WITH SPECIFIC STATUTORY REQUIREMENTS	
195		WASTEWATER GENERAL PERMIT NOTICES	CLOSE INACTIVE RECORDS AT PERMIT RENEWAL OR ACCORDING TO THE FINAL ACTION VALUE AS IDENTIFIED ABOVE. CONTAINS AUTHORIZATIONS OF NOTICE OF INTENT (NOI) , NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS FOR WASTEWATER GENERAL PERMITS. INCLUDES ANY OTHER NEW GENERAL PERMITS MANDATED BY LEGISLATION. NOTICES INCLUDE THE FOLLOWING WASTEWATER GENERAL PERMITS: AQUACULTURE PRODUCTION: TXG130000 STORMWATER ASSOCIATED WITH CONSTRUCTION: TXR150000 BULK PETROLEUM STATIONS & TERMINAL: TXG340000 COMPOST MANURE: WQG200000 CONCRETE PRODUCTION: TXG110000 HARRIS COUNTY ONSITE DISCHARGE: TXG530000 HYDROSTATIC TEST WATER DISCHARGE: TXG670000 STORMWATER ASSOCIATED WITH INDUSTRIAL MULTI SECTOR: TXR050000 PESTICIDE: TXG870000 PETROLEUM CONTAMINATED WATERS: TXG830000 PHASE II MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s): TXR040000 EVAPORATION POND: WQG100000.	AC	10			AC = PERMIT END DATE IS BASED ON CALENDAR DATE OF THESE FINAL ACTION VALUES; EXPIRED, TERMINATED, WITHDRAWN, CANCELLED, RETURNED, OR DENIED.			



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196		AUTOGC ORACLE DATABASE AND DATA FILES	HOURLY DATA MEASUREMENTS COLLECTED BY AUTOMATED GAS CHROMATOGRAPHS AND THE METADATA THAT SUPPORTS THOSE MEASUREMENTS.	US	10						
198		BANKRUPTCY COORDINATION	COMPLETE RECORDS FOR AGENCY BANKRUPTCY PROGRAM.	AC	10			AC = UNTIL PROCESS COMPLETED.			
199		BIOGRAPHIES OF COMMISSIONERS AND EXECUTIVE DIRECTOR		AC				AC = AFTER THE COMMISSIONERS/EXECUTIVE DIRECTORS COMPLETE THEIR TERMS.	A	FILES ARE REMOVED FROM THE TCEQ WEBSITE AND SAVED FOR THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
200	4.7.004	BOAT REGISTRATIONS - CLEAN WATER CERTIFICATION PROGRAM	THE CLEAN WATER CERTIFICATION PROGRAM (CWCP) HAS AN INFORMATIONAL WEB PAGE. CURRENTLY, WE HAVE AN ONLINE (ONLINE REGISTRATION FOR BOATS AND PUMP-OUT STATIONS (ORBPS)) APPLICATION SUBMITTAL PROCESS FOR MARINE SANITATION DEVICES (MSD'S) FOR BOAT OWNERS AND THE PUMP-OUTSTATION FACILITIES. THIS PROGRAM ALSO RECEIVES HARD COPIES OF WAIVER APPLICATIONS THAT ARE ORGANIZED IN A FILING CABINET. ALL APPLICATIONS AND DECAL INFORMATION ARE STORED IN TCEQS CENTRAL REGISTRY.	LA	3						
201		BORDER AFFAIRS	RECORDS RELATING TO WORK WITH MEXICO AND U.S. BORDER STATES: 10 STATE AGREEMENTS, U.S.-MEXICO ENVIRONMENTAL PROGRAM - BORDER 2012 (4-STATE AND 3-STATE), LA PAZ AGREEMENT, NORTH AMERICAN DEVELOPMENT BANK & BORDER ENVIRONMENT COOPERATION COMMISSION, AND THE TCEQ BORDER INITIATIVE, PLUS OTHER AREAS OF BORDER ENVIRNONMETAL CONCERN.	US					R		



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202	2.1.002	BROWNFIELDS SITE ASSESSMENT PROGRAM DATABASE	TRACKS BROWN FIELDS SITES IN VCP. TRACKS GRANT MONEY. TRACKS ACTIVITIES ASSOCIATED WITH THE VCP, INCLUDING FEES, CONTRACTORS, CONTAMINANTS, CLEANUP STANDARDS, ETC.	AC				AC= UNTIL REPLACED AND ENTRY/INFORMATION IS VERIFIED.			
203		BROWNFIELDS SITE ASSESSMENT PROJECT FILES	RECORDS INCLUDE OVERSIZED DOCUMENTS, MAPS AND PHOTOS.	PM					A	RECORDS MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	42 U.S.C. SEC. 9628; 30 TEXAS ADMINISTRATIVE CODE SECTION 350.33(J).
207		BYPRODUCT DISPOSAL LICENSE- CONFIDENTIAL		PM						ALSO REFERRED TO AS LICENSE NUMBER R05807.	THSC Chapter 361.018(c); Resource Conservation and Recovery Act of 1976 (RCRA), §3006; 40 C.F.R. §272.2201.
208		BYPRODUCT DISPOSAL LICENSE		PM						THIS IS ALSO REFERRED TO AS LICENSE NUMBER R05807.	THSC Chapter 361.018(c); Resource Conservation and Recovery Act of 1976 (RCRA), §3006; 40 C.F.R. §272.2201.
209	5.2.005	CALIBRATION RECORDS	INDIVIDUAL FILES PER INSTRUMENT CALIBRATIONS PERFORMED BY CALIBRATION LABORATORY, GAS STANDARD VERIFICATIONS AND FAS STANDARD CERTIFICATIONS PERFORMED BY THE CALIBRATION LABORATORY. FOR THE ORGANIC ANALYSIS LABORATORY CERTIFICATES OF ANALYSIS.	CE	10						



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210	1.1.048	CASES REFERRED TO ATTORNEY GENERAL		AC	3			AC = AS APPLICABLE: DECISION NOT TO FILE A LAWSUIT, DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION, OR ON MOTION OF THE PLAINTIFF OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT.	E		
211		CENTRAL FILE ROOM DAILY METRICS	A DAILY COMPILATION OF VARIOUS REPORTS. INFORMATION INCLUDES METRICS FOR CIRCULATION, INVENTORY CONTROL, DATA ENTRY, AND ELECTRONIC RECORDS. RECORDS INCLUDE RETRIEVAL STATISTICS.		2						
212		CENTRAL FILE ROOM MONTHLY METRICS REPORT	MONTHLY COMPILATION OF VARIOUS REPORTS AND INFORMATION. INCLUDES CIRCULATION, INVENTORY CONTROL, DATA ENTRY AND ELECTRONIC RECORDS. INFORMATION ALSO INCLUDES RETRIEVAL STATISTICS.	AC	2			AC = TERMINATION OF CONTRACT.			
213	1.1.007	CERTIFICATES OF ADJUDICATION SEGMENT SUPPLEMENTARY DOCUMENTS	INCLUDES EXHIBITS, OVERSIZED DOCUMENTS AND PHOTOS. Certificates of adjudication segment supplementary documents, including exhibits, oversized documents, and photos.	AC	50			AC = AFTER FILMING.	A	SENT TO STATE ARCHIVIST BEFORE PAPER DESTROYED.	TWC Chapters 11.306, 11.312, 11.314, and 11.315.
218		CERTIFIED FILINGS	CERTIFIED FILINGS FILMED AFTER ADJUDICATION COMPLETED. Microfilm records consist of certified filings filmed after adjudication is completed. Paper records include certified filings awaiting adjudication, annual water use reports, ownership changes, and post-microfilm correspondence.	PM							TWC Chapters 11.306, 11.312, 11.314, and 11.315; TWC Chapter 11.0842.
219	5.1.015	CERTIFIED MAIL LOG	TEXAS BUILDING AND PROCUREMENT COMMISSION PROVIDES DAILY LOG OF ALL CERTIFIED MAIL RECEIVED BY TCEQ.	CE	1						



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220		CENTRAL FILE ROOM PULL REQUEST - DELIVERY	PICK UP/RETURN FORM (BLUE PAPER FORM) USED FOR PULL REQUEST (ON CAMPUS DELIVERY). OFTEN USED IN CONJUNCTION WITH ON CAMPUS EMAIL REQUEST (TCEQ INTERNAL).	FE	2						
221		CHAIN OF CUSTODY (COC) FILES	CONTAINS COPIES AND ORIGINAL COC / REQUEST FOR ANALYSIS FORMS WITH FINAL REPORT OF ANALYSIS ATTACHED.	CE	5						
222	1.1.002	CHIEF AUDITOR'S OFFICE AUDIT REPORTS	AUDITS AND REVIEWS PERFORMED BY TCEQ.	AC	7			AC = PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.	A	AUDIT PROJECTS ARE MAINTAINED VIA HARD COPY AND/OR IN ELECTRONIC FORMAT VIA TEAMMATE (SINCE 2006). ELECTRONIC COPIES OF FINAL AUDIT REPORTS ARE SENT TO TCEQ COMMISSIONERS, EXECUTIVE MANAGEMENT, AUDITEES, THE STATE AUDITORS OFFICE, LEGISLATIVE BUDGET BOARD, GOVERNORS OFFICE, THE SUNSET ADVISORY COMMISSION, AND OTHER INTERESTED PARTIES. SENDING COPIES OF THE AUDIT REPORTS TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILLS THE ARCHIVAL REQUIREMENT. RECORD SERIES COULD CONTAIN CONFIDENTIAL INFORMATION.	
223		CLEAN AIR INTERSTATE RULE APPLICATIONS FOR CAIR NOX ANNUAL ALLOWANCES	AN ELEMENT OF THE STATE IMPLEMENTATION PLAN (SIP), THE CLEAN AIR INTERSTATE RULE (CAIR) PROGRAM IS A MANDATORY CAP-AND-TRADE PROGRAM APPLICABLE TO ELECTRIC GENERATING UNITS IN TEXAS AND OTHER STATES.	PM							
224	5.1.001	CLEAN RIVERS PROGRAM PROJECT FILES	CLEAN RIVERS PROGRAM PROJECT FILES AND DOCUMENTS.	AC	7			AC = TERMINATION OR EXPIRATION.	E	TERMINATION FOLLOWS THE END OF THE CONTRACT CONSISTENT WITH THE STATE BIENNUIUM.	Government Code 441.185.



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					Years	Months	Days				
226	1.1.058	COMMISSION MEETINGS, AGENDA, AND WORK SESSION AUDIO TAPES AND COMPACT DISCS	ORIGINAL AUDIO TAPE AND COMPACT DISC RETAINED IN CCO FOR ONE YEAR, THEN SENT TO THE CENTRAL FILE ROOM FOR STORAGE. CONTAINS COMMISSIONERS' AGENDA & WORK SESSION.	PM					A	If the agency changes the retention to anything less than PM, transfer records to the State Archives as their retention period is met.	30 TAC 10.7.
227	1.1.007	COMMISSIONERS CORRESPONDENCE FILED	COMMISSIONERS INCOMING AND OUTGOING CORRESPONDENCE. REGARDING AGENCY MATTERS. COPIES SENT TO PROGRAM AREAS.	CE	4				A		
228	2.1.002	COMMISSIONERS' INTEGRATED DATABASE	TRACKS STATUS OF ALL MATTERS PENDING BEFORE THE COMMISSION AND EXECUTIVE DIRECTOR FOR APPROVAL AFTER NOTICE ISSUED, IF APPLICABLE. ALSO INCLUDES OCC MAIL LOG, INTERESTED PERSONS, COMMISSIONERS CORRESPONDENCE FILED AND AGENDA BACKUP/CAPTIONS.	AC				AC = ALL AUDIT REQUIREMENTS HAVE BEEN MET.			
230	1.1.006	COMPLAINTS COUNTY GENERAL EMERGENCY RESPONSE	THESE ARE COMPLAINTS FROM THE PUBLIC AND ARE NOT RELATED TO A PERMIT, REGISTRATION, OR ACCOUNT NUMBER.	FE	10					RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED.	
231		COMPLIANCE ADVISORY PANEL (CAP)	RECORDS INCLUDE ATTENDANCE AND ANY CORRESPONDENCE RECEIVED FROM THE COMPLIANCE ADVISORY PANEL (CAP).	FE	5				A	FILES KEPT IN DIVISION FOR HISTORICAL INFORMATION.	
232		COMPLIANCE COMMITMENT (C2) ON SITE ASSISTANCE CASE FILES	THESE RECORDS INCLUDE CASE FILES CONTAINING SITE VISIT REPORTS, SUMMARY REPORT LETTER, WORK ORDERS, C2 CERTIFICATES, E-MAIL, AND LETTERS.	AC	7			AC = SUMMARY REPORT DATE.		FILES ARE MAINTAINED FOR 7 YEARS ON THE TCEQ SERVER.	
234	4.7.006	COMPTROLLER STATEMENTS MONTHLY REPORTS	DETAILED ACCOUNTING FINANCIAL REPORTS (DAFR).	FE	6						
235	2.2.004	COMPUTER ACCESS REQUEST FORMS (CARFS)	COMPUTER ACCESS REQUEST FORMS (CARF).	AC	2			AC = DATE CARF SUBMITTED.			



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236		CONCENTRATED ANIMAL FEEDING OPERATIONS (CAFO) GENERAL PERMIT TXG920000 AND AUTHORIZATIONS UNDER THIS GENERAL PERMIT	GENERAL PERMIT THAT PROVIDES AUTHORIZATION FOR FACILITIES DEFINED OR DESIGNATED AS CAFOS. CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS. RECORDS NEED TO BE RETAINED AS PER THE FACILITY. THE PERMIT IS NOT TRANSFERABLE, WHEN THE FACILITY SELLS THE NEW PERMIT NEEDS TO BE CROSS REFERENCED WITH THE PREVIOUS EXPIRED PERMIT FOR FACILITY TECHNICAL DATA TO BE REVIEWED WITH THE NEW ENGINEERING REPORT SUBMITTAL.	PM					A		Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 1251 et seq.; Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 300S Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-124, 144, 220, 233, 270, 401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 205.



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239	5.1.001	CONTRACTS AND LEASES	RENT, INTERAGENCY, INTERLOCAL, INTERGOVERNMENTAL, PROFESSIONAL SERVICES, CONSULTING SERVICES, MEMO OF UNDERSTANDING, RECEIVABLE CONTRACTS. EXCLUDES SUPERFUND. CONTRACTS, LEASES, AND AGREEMENTS INCLUDE GENERAL OBLIGATION, LAND LEASE, UTILITIES, AND CONSTRUCTION EXCEPT FOR BUILDINGS. DOCUMENTS INCLUDE SPECIFICATIONS, AFFIDAVITS OF PUBLICATION OF CALLS FOR BIDS, PERFORMANCE BONDS, CONTRACTS, PURCHASE ORDERS, INSPECTION REPORTS, AND CORRESPONDENCE. MAY ALSO INCLUDE OTHER APPLICABLE DOCUMENTATION IN THE MASTER CONTRACT FILE PER TEXAS COMPTROLLER OF PUBLIC ACCOUNTS CONTRACT MANAGEMENT GUIDE.	AC	7			AC = EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.			Government Code 441.1855.
240	4.7.008	STATE GRANTS	INCLUDES ALL STATE GRANTS EXCEPT COST.	AC	7			AC = COMPLETED.			40 CODE OF FEDERAL REGULATIONS (CFR) 31.42 (1995).



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241	1.1.024	COOPERATIVE AGREEMENT (EPA)	OFFICIAL PERMANENT RECORD OF THE COOPERATIVE AGREEMENTS BETWEEN THE WATER QUALITY DIVISION AT TCEQ AND EPA. THE DECISION TO IMPLEMENT OR NOT IS A RESULT OF THE TCEQ PLANNING AND PERMITTING PROCESS. THE MOA OR MOU CAN ALSO BE A LEGAL DOCUMENT THAT IS BINDING AND HOLD THE PARTIES RESPONSIBLE TO THEIR COMMITMENT OR IT CAN BE CONSIDERED A PARTNERSHIP AGREEMENT.	PM					A		Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-124, 144, 220, 233, 270, 401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§5.013, 5.1 03, 5.1 05, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 205.



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244		COST RECOVERY DOCUMENTS - FEDERAL AND STATE SUPERFUND	TIMESHEETS, PURCHASE VOUCHERS, TRAVEL VOUCHERS, CONTRACTS AND INTERAGENCY COSTS INCURRED AT SUPERFUND SITES. THESE RECORD SERIES ARE USED AS SOURCE DOCUMENTS TO RECOUP FEDERAL AND STATE SUPERFUND INTERAGENCY COSTS INCURRED AT SUPERFUND SITES.	FE	30					PAPER DOCUMENTS PRIOR TO 8/31/1993 ARE STORED AT THE TEXAS STATE LIBRARY UNDER RMD106 # 92-582-049. ALL DOCUMENTS 09/01/1993 AND FORWARD ARE IMAGED. ITEMS PREVIOUSLY MICROFILMED ARE STORED AT THE TSL UNDER RMD106 # 06-583-315. DOCUMENTS ARE NO LONGER BEING MICROFILMED AS OF 08/31/2008. ALL DOCUMENTS ARE CURRENTLY SCANNED AND STORED IN ORACLE'S WCC: (WEBCENTER CONTENT) WHICH IS ACCESSED THROUGH INSIGHT/INEW.	Generally (CFR) 35.6700-6710(1995); 40 (CFR) 35.670540.
245		COST SUMMARY REPORTS - WITH/WITHOUT SUPPORT DOCUMENTS	THESE REPORTS ARE PROVIDED TO THE EPA AND AGENCY REQUESTERS. THE REPORTS INCLUDE THE COST RECOVERY REPORTS WITH AND WITHOUT SUPPORTING DOCUMENTATION. THE DOCUMENTS ARE BEING SAVED ON COMPACT DISC/DVD+RW.		3						
246	1.1.007	REGIONAL SOLID WASTE GRANTS PROGRAM - CORRESPONDENCE AND CONTRACTS	THIS SERIES INCLUDES CONTRACTS, PASS-THRU PROJECTS, IMPLEMENTED CONTRACTS, AND VARIOUS OTHER FINANCIAL FORMS RELATED TO THE REGIONAL SOLID WASTE GRANTS PROGRAM.	AC	10			AC = AFTER CLOSE OF THE BIENNIUM COVERED UNDER THE RESPECTIVE INTERLOCAL GOVERNMENTAL AGREEMENT.	E		
247	3.3.030	COURSE EVALUATIONS		AC	2			AC = DATE THE COURSE WAS HELD.			
249		CRIMINAL INVESTIGATION WORKING FILES	PLEADING DOCS. CONTAINS CONFIDENTIAL MATERIALS.	AC	3			AC = GOES TO DISTRICT ATTORNEYS OFFICE.			



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250	2.1.002	CUSTOMER SERVICE DATABASE (CSD) INFORMATION REQUEST DATABASE	THIS DATABASE TRACKS REQUEST FOR CENTRAL FILE ROOM REQUESTS (PULLS) VIA WALK-INS (CUSTOMER VIEWING AREA), EMAIL, AND PHONE.	AC				AC = COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION UPDATES, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.			
251		CURRENT EMPLOYEE FILES	INCLUDES INFORMATION FOR CURRENT EMPLOYEES: PERFORMANCE APPRAISALS/DISCIPLINARY ACTIONS, PERSONNEL ACTIONS, PERSONAL INFORMATION, TRAINING ACKNOWLEDGEMENTS, STATE APPLICATION, TRANSCRIPTS & VETERANS FORM.	AC				AC = AFTER TERMINATION, RETIRE, TRANSFERRED TO EMPLOYEE FILES (FORMER).			
252		CURRICULUM TRAINING COURSES FOR OCCUPATIONAL LICENSING PROGRAMS FOR ALL LICENSES / REGISTRATIONS	THIS RECORD SERIES WILL COVER THE FOLLOWING TCEQ, OCCUPATIONAL LICENSING PROGRAMS: 1. BACKFLOW PREVENTION ASSEMBLY TESTER. 2. CUSTOMER SERVICE INSPECTOR. 3. GAS STATION STAGE II VAPOR RECOVERY REPRESENTATIVE. 4. LANDSCAPE IRRIGATION (IRRIGATOR /TECHNICIAN). 5. LEAKING PETROLEUM STORAGE TANK (LPST) CORRECTIVE ACTION SPECIALIST. 6. LPST PROJECT MANAGER. 7. MUNICIPAL SOLID WASTE (MSW) FACILITY SUPERVISOR. 8. ON-SITE SEWAGE SYSTEM (OSSFs), INCLUDING SEPTIC TANKS. 9. SMOKE SCHOOL: VISIBLE EMISSIONS EVALUATORS. 10. TRAINING FOR STAGE II Vapor RECOVERY AT GASOLINE STATIONS. 11. UNDERGROUND STORAGE TANK CONTRACTORS AND ON-SITE SUPERVISORS. 12. WASTEWATER OPERATORS. 13. WATER OPERATORS. 14. WATER TREATMENT SPECIALIST.	US	1						



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254	1.1.038	TCEQ COMPACT WITH TEXANS		AC	3			AC = FINAL DISPOSITION OF THE CUSTOMER SERVICE COMPLAINTS OR INQUIRIES FILED UNDER TCEQ COMPACT WITH TEXANS CUSTOMER SERVICE PLEDGE.		INCLUDES ELECTRONIC SUBMITTALS OF TCEQ CUSTOMER SATISFACTION SURVEY. SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.	GOVERNMENT CODE 2114.006.
255	1.1.038	CUSTOMER SERVICE SURVEY	SURVEYS RETURNED BY THE CUSTOMERS OR CLIENTS OF AN AGENCY, AND THE STATISTICAL DATA MAINTAINED RATING AN AGENCY'S PERFORMANCE.	AC				AC = FINAL DISPOSITION OF SUMMARY REPORT.		INCLUDES ONLINE AND PAPER FORMAT OF CUSTOMER SERVICE SURVEYS. THE SURVEY RESULTS ARE MAINTAINED BY THE INFORMATION RESOURCES DIVISION. FORM TCEQ-20268. SEE item number 1.1.067 for summary reports compiled from customer surveys.	
256		DATA MANAGEMENT SITE DOCUMENTATION FILES	HISTORICAL AMBIENT AIR STATIONARY SITE AND MONITORING DESCRIPTIVE INFORMATION. THIS INCLUDES, BUT IS NOT LIMITED TO THE INITIAL SETUP AND DEPLOYMENT, CHANGES OVER TIME, SITE PHOTOGRAPHS, JUSTIFICATIONS AND COMMUNICATION, THIS INFORMATION HAS NOT YET BEEN ENTERED INTO DATABASE (TAMIS) IN ELECTRONIC FORMAT AND MUST BE REFERRED TO UPON INQUIRY ABOUT OLD AND/OR RETIRED AMBIENT AIR MONITORING SITES.	US						THIS HISTORIC PORTION REMAINS THE OFFICIAL (PAPER) RECORD UNTIL RECORD IS ENTERED INTO THE TAM IS DATABASE. SEE AIN 618.	
258		DECLARATIONS OF INTENT AND PUMP OPERATION REPORTS	DECLARATIONS OF INTENT TO DIVERT WATER AND PUMP OPERATION REPORTS STATING HOW MUCH WATER WAS DIVERTED.	CE	1						
259	3.2.008	DIRECT DEPOSIT APPLICATION / AUTHORIZATION		US						UNTIL SUPERSEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE.	
261		DISASTER RESPONSE HISTORICAL RECORDS	RECORDS DOCUMENTING THE TCEQ RESPONSE TO VARIOUS DISASTERS AND HAZARDOUS MATERIALS INCIDENTS (E.G. SPACE SHUTTLE COLUMBIA, HURRICANE KATRINA, ETC.)	AC	15			AC = AFTER END OF TCEQ ACTIVITY ON THE EVENT.			



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262	1.1.048	DISCOVERY FOR HEARINGS AND OTHER DOCUMENTS IN OPEN ENFORCEMENT CASE FILES		AC	10			AC = DECISION TO FILE OR NOT TO FILE A LAWSUIT, DISMISSED OR FINAL DECISION, OPEN CASE FILE DOCUMENTS.	E		
263		DISCRETE EMISSIONS REDUCTION CREDIT PROGRAM	AN ELEMENT OF THE STATE IMPLEMENTATION PLAN (SIP). THE DISCRETE EMISSION REDUCTION CREDIT (DERC) PROGRAM PROVIDES A MARKET-BASED FRAMEWORK FOR TRADING EMISSION REDUCTIONS OF VOLATILE ORGANIC COMPOUNDS (VOCs), NITROGEN OXIDES (NOx), CARBON MONOXIDE (CO), SULFUR DIOXIDE (SO2) AND PARTICULATE MATTER WITH AN AERODYNAMIC DIAMETER OF LESS THAN OR EQUAL TO NOMINAL TEN MICRONS (PM10) FROM STATIONARY, AREA, AND MOBILE SOURCES.	PM							40 CFR Section 51.116(a).
264		DISTRICTS MEMO FILE	MEMOS AND CORRESPONDENCE BY DISTRICT WITH HISTORY OF ALL BOND ISSUANCE APPROVALS.	US						RETAIN IN SECTION.	30 TAC 293.41 TWC CHAPTER 49 AND RULE CHAPTER 293.
265		DIVERSION SITE INSPECTION (DAILY DEPUTY LOGS)	THIS RECORD SERIES ARE THE DAILY DEPUTY LOGS AND DIVERSION SITE INSPECTION REPORT. THESE NEED TO BE KEPT FOR A PERIOD OF TIME IN ORDER TO ENSURE ALL ENFORCEMENT ISSUES HAVE BEEN RESOLVED. BELONGS TO WATER MSTR-REGION 1 5, HARLINGEN.		5						
266	3.1.029	DOCUMENTATION OR VERIFICATION OF CITIZENSHIP (I-9)		AC	3			AC = TERMINATION OF EMPLOYMENT.		CAUTION: FEDERAL REGULATION REQUIRES THAT I-9'S BE RETAINED 3 YRS FROM DATE OF HIRE, OR 1 YR. AFTER SEPARATION OF EMPLOYEE, WHICHEVER IS LATER. IF AN EMPLOYEE TERMINATES LESS THAN 3 YRS FROM DATE OF HIRE FORMS ARE KEPT FOR 3 YR. RETENTION PERIOD.	8 CFR 274a.2(b)(2)(i)(A) & (c)(2).
267		DOCUMENTATION TRANSMITTAL FORM	PINK PAPER FORM USED BY AGENCY EMPLOYEES TO SUBMIT INFORMATION TO THE CENTRAL FILE ROOM.	FE	1						



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268		DOMESTIC FALCON PERMITS	AN INTERNATIONAL MATTER DEALING WITH THE FALCON RESERVOIR. NO ADDITIONS. BELONGS TO WATER MSTR-REGION 15, HARLINGEN.		20						
269		DREDGING - ARMY CORPS OF ENGINEERS, 404/401 PERMIT	THE PURPOSE OF 401 WATER QUALITY CERTIFICATIONS IS TO DETERMINE WHETHER A PROPOSED U.S. ARMY CORPS OF ENGINEERS SECTION 404 PROJECT WILL BE CONDUCTED IN A WAY THAT WILL NOT VIOLATE TEXAS SURFACE WATER QUALITY STANDARDS. IN ACCORDANCE WITH CLEAN WATER ACT SECTION 404, CERTIFICATION FOR DISCHARGE OF DREDGED OR FILL MATERIAL INTO UNITED STATES WATERS.	AC	20			AC = CERTIFICATION DATE.	E	RECORDS ARE KEPT IN CFR FOR 5 YEARS FROM CERTIFICATION DATE (MOST CASES).	Clean Water Act Section 401 & 404.
270	1.1.008	DREDGING GENERAL CORRESPONDENCE - ARMY CORPS OF ENGINEERS, 401 REVIEW	SMALL PROJECTS REQUIRING 401 APPROVAL.	FE	5						
272		DRINKING WATER MONITORING PLAN (MONPLAN)	PUBLIC WATER SYSTEMS (PWS) ARE REGULATED ENTITIES. PWS MUST COMPLY WITH THE REQUIREMENT TO MAINTAIN A MONITORING PLAN DESCRIBING ALL REGULATORY DRINKING WATER SAMPLING THAT OCCURS IN THEIR SYSTEM, AS REQUIRED UNDER TITLE 30 TEXAS ADMINISTRATIVE CODE, SECTION 290.121. PWS THAT OWN SURFACE WATER TREATMENT PLANTS AND WELLS THAT ARE UNDER THE INFLUENCE OF SURFACE WATER ARE REQUIRED TO SUBMIT AN UPDATED COPY OF THEIR MONITORING PLAN TO THE TCEQ WHEN ANY CHANGES TO SAMPLING ARE MADE [30 TAC 290.121 (C)(1)]; ALL OTHER PWS ARE REQUIRED TO SUBMIT AN UPDATED COPY OF THEIR MONITORING PLAN TO THE TCEQ UPON REQUEST [30 TAC 290.121 (C)(2), (3)].	US	15						30 TAC 46(f)(3)(E)(ix).



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273		DRINKING WATER PILOT STUDIES (PILOT)	PILOT STUDIES ARE REQUIRED UNDER TITLE 30 OF THE TEXAS ADMINISTRATIVE CODE (TAC) CHAPTER 290.39 (L) EXCEPTIONS AND 290.42 (G) OTHER TREATMENT PROCESSES (PILOTS). THESE PILOT STUDIES ARE NEEDED TO DEMONSTRATE THE EFFICIENCY OF ALTERNATIVE OR INNOVATIVE TECHNOLOGY IN THE TREATMENT OF DRINKING WATER.	AC	10			AC = CLOSE OF THE FACILITY.			30 TAC 290.46(f).
274		DRY CLEANER REGISTRATION	SERIES CONTAINS REGISTRATION INFORMATION FOR DRY CLEANERS. SERIES CONTAINS REGISTRATION INFORMATION FOR DRY CLEANING FACILITIES, DROP STATIONS AND PROPERTY OWNERS ALONG WITH ENFORCEMENT INFORMATION IF APPLICABLE.	AC	20			AC = AFTER SITE CLOSURE.		SEE ALSO 275 DRY CLEANER REMEDIATION PROGRAM 30 TAC 337.	30 Tex. Admin. Code, Chapter 337; Tex. Health and Safety Code, Chapter 374.
275		DRY CLEANER REMEDIATION PROGRAM	THIS PROGRAM ADMINISTERS THE DRY CLEANING FACILITY RELEASE FUND (PRIORITIZED LIST) FOR STATE LEAD CLEANUP OF DRY CLEANER-RELATED CONTAMINATED SITES.	AC	30			AC = CASE CLOSED.	E	DRY CLEANER REMEDIATION PROGRAM (DCRP) ESTABLISHED BY THE TEXAS LEGISLATURE 2003.	THSC 374 and 30 TAC 337.
276		EDWARDS AQUIFER PROTECTION PROGRAM	RECORDS INCLUDE GENERAL CORRESPONDENCE, COMPLIANCE AND ENFORCEMENT RECORDS.	PM					A	MATERIAL RELATES TO AUSTIN AND SAN ANTONIO REGIONAL OFFICES ONLY. RECORDS STORED IN THE CENTRAL FILE ROOM FOR ONE YEAR, THEN SENT OFFSITE TO THE TSL.	CH. 26 OF THE TEXAS WATER CODE AND SECTION 213.1, TITLE 30 OF THE TEXAS ADMIN. CODE.
277		EDWARDS AQUIFER PROTECTION PROGRAM - PLANS		PM					A	MATERIAL RELATES TO AUSTIN AND SAN ANTONIO REGIONAL OFFICES ONLY.	CH. 26 OF THE TEXAS WATER CODE AND SECTION 213.1, TITLE 30 OF THE TEXAS ADMIN. CODE.



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278	1.1	EFFECTS SCREENING LEVEL (ESL) LIST	THE ESL LIST INCLUDES SUPERSEDED LISTS PROVIDED IN-HOUSE AS WELL AS INTERESTED PARTIES TO ASSESS WHEN PREPARE AIR PERMIT APPLICATIONS. ESL LISTS ARE USED FOR EVALUATING PREDICTED IMPACTS FOR AIR CONTAMINANTS TO BE EMITTED FROM PROPOSED FACILITIES. ESL LIST IS UPDATED AND PUBLISHED SEMIANNUALLY.	AV							
280		EMISSIONS BANKING AND TRADING OF ALLOWANCES (SB 7 PERMITTING)	AN ELEMENT OF THE STATE IMPLEMENTATION PLAN (SIP). "THE EMISSION BANKING AND TRADING OF ALLOWANCES PROGRAM, OUTLINED UNDER 30 TAC CHAPTER 101, SUBCHAPTER H, DIVISION 2 AND CHAPTER 116, SUBCHAPTER I, OPERATES AS A MASS CAP AND TRADE PROGRAM GIVING PARTICIPATING EGFS THE OPPORTUNITY TO BUY AND SELL ALLOWANCES IN ORDER TO RESPOND TO BUSINESS NEEDS."	PM							
281		EMISSIONS REDUCTION CREDIT PROGRAM	AN ELEMENT OF THE STATE IMPLEMENTATION PLAN (SIP). "THE EMISSION REDUCTION CREDIT (ERC) PROGRAM PROVIDES A MARKET-BASED FRAMEWORK FOR TRADING EMISSION REDUCTIONS OF CRITERIA POLLUTANTS OR PRECURSORS OF CRITERIA POLLUTANTS FOR WHICH AN AREA IS DESIGNATED AS NONATTAINMENT FROM STATIONARY, AREA, AND MOBILE SOURCES."	PM							40 CFR Section 51.116(a).
282	3.3.004	EMPLOYEE BENEFIT FILES	AGENCY COPIES OF INFORMATION RELATING TO THE SELECTION BY EMPLOYEES OF LIFE DISABILITY, HEALTH AND OTHER TYPES OF INSURANCE OFFERED BY EMPLOYEE RETIRMENT SYSTEM OF TEXAS (ERS).	US	2						26 CFR 1624.3(b)(2).



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284	3.2.001	EMPLOYEE DEDUCTION	AUTHORIZATION USED TO START, CHANGE, STOP, TRANSFER OR RECORD A DIRECT PAYMENT OF THE STATE LIFE INSURANCE, HEALTH INSURANCE, RETIREMENT, OTHER DEDUCTIONS.	AC	4			AC = AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER.			
286	3.1.037	EMPLOYEE RECOGNITION PROGRAMS	INCLUDES AWARDS, INCENTIVES AND TENURE, ETC.	AC	5			AC = TERMINATION OF EMPLOYMENT.			
287	3.2.002	EMPLOYEE SALARY RECORDS			4						40 TAC 815.106 (i).
288	1.1.008	EMPLOYMENT VERIFICATIONS	CORRESPONDENCE RELATED TO THE VERIFICATION OF EMPLOYMENT. GENERALLY REGARDING OUTSIDE AGENCY REQUESTS FOR PROOF OF EMPLOYEE SALARY AND TENURE.	FE	1						
289		ENFORCEMENT CASES - CLOSED	INCLUDES CONTESTED CASES, NON-DEFAULT ORDERS, AND CONTESTED CASES WITH DEFAULT ORDERS.	AC				AC = CLOSING OF THE ENFORCEMENT CASE BY THE LITIGATION DIVISION.		AC, CASE RECORDS ARE INCORPORATED INTO THE APPROPRIATE CENTRAL FILE ROOM- MAINTAINED PERMIT FILE AND ASSUMES THE RETENTION POLICY OF THAT RECORD SERIES. MAY CONTAIN CONFIDENTIAL INFORMATION.	
290		ENFORCEMENT FINANCIAL CAPACITY DOCUMENTATION	INCLUDES INFORMATION AND DOCUMENTS PROVIDED BY RESPONDENTS FOR FINANCIAL CAPACITY REVIEWS.	AC				AC = LATER OF 6 MONTHS AFTER COMMISSION AGENDA APPROVAL OR COMPLETION OF APPEALS PROCESS.			
291		ENFORCEMENT FINANCIAL CAPACITY REVIEWS	INCLUDES CONFIDENTIAL FINANCIAL DOCUMENTS, INTERNAL WORK PAPERS AND REPORTS.	AC	4			AC = LATER OF 6 MONTHS AFTER COMMISSION AGENDA APPROVAL OR COMPLETION OF APPEALS PROCESS.			
292		ENVIROMENTOR VOLUNTEER INFORMATION	THESE RECORDS ARE FOR THE MONITORING OF VOLUNTEERS/MENTORS WHO ASSIST IN THE ENVIROMENTOR PROGRAM. RECORDS INCLUDE APPLICATION, RESUME AND WAIVERS.	AC	3			AC = NO LONGER ACTIVE IN THE PROGRAM.			
293	1.1.002	ENVIRONMENTAL AUDIT ACT FILES	MAY CONTAIN CONFIDENTIAL MATERIALS. PERFORMED BY ENTITY ON ITSELF.	AC	10			AC = PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.			



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294	5.4.003	ENVIRONMENTAL LABORATORY INSPECTION REPORTS	INCLUDES ALL FILES REQUIRED TO CONDUCT ASSESSMENTS OF ENVIRONMENTAL ANALYTICAL LABORATORIES TO EVALUATE THEIR COMPLIANCE WITH THE REQUIREMENTS OF THE NELAC STANDARD AS WELL AS ALL DOCUMENTATION REQUIRED TO SHOW TCEQ COMPLIANCE WITH THESE STANDARDS AS A NELAC/TNI ACCREDITATION BODY. SUBJECT TO PERIODIC EXTERNAL AUDITS. MAY INCLUDE CONFIDENTIAL BUSINESS INFORMATION.	AC	10			AC = AFTER ASSESSMENT (AUDIT) CLOSED OUT BY ASSESSOR.			NELAC/TNI STANDARDS.
295	1.1.043	ENVIRONMENTAL LAW ENFORCEMENT TRAINING FILES	TRAINING MATERIALS SUCH AS POWERPOINT SLIDES USED TO SUPPORT ENVIRONMENTAL CRIMES TRAINING.	US	1						
296	1.1.024	SEMINAR ACCOUNT EVENT FILES	RECORDS INCLUDE REGISTRATION LISTS, CONTRACTS, AGENDA, PRESENTATIONS, SPEAKER BIOGRAPHIES AND CONFERENCE SEMINAR EVALUATIONS.	FE	5				A	ONLY THE PRESENTATIONS HAVE ARCHIVAL VALUE.	
297		SEMINAR ACCOUNT FINANCIAL FILES	BUDGET INFORMATION AND RECONCILIATIONS.	FE	5						
298	2.1 .002	EXECUTIVE DIRECTOR ELECTRONIC TRACKING SYSTEM	ELECTRONIC DATABASE TRACKING SYSTEM CONTAINING RECORDS OF INCOMING CORRESPONDENCE TO THE EXECUTIVE DIRECTOR AND THE DISPOSITION & ASSIGNMENT OF THE CORRESPONDENCE.	AC				AC = AFTER COMPLETION OF RESPONSE OR ACTION TAKEN.		THE SYSTEM IS NOW AN ORACLE DATABASE AND CONTAINS RECORDS FROM 01/20/1999 TO PRESENT.	
299	5.1.015	EXPRESS SHIPING SERVICE LOG (OVERNIGHT)	PITNEY BOWES SEND SUITE SYSTEM.	CE	1						
300	1.1.069	FAIR LABOR STANDARD ACT & CLASSIFICATION AUDITS	INCLUDES SPECIAL AUDIT REPORTS SUCH AS FLSA AND CLASSIFICATION AUDITS.	AC	20			AC = COMPLETED REPORT.			



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301	4.7.008	FEDERAL GRANT	CONTAINS SECTION 105 GRANT FILES.	AC	3			AC = GRANT CLOSED.		SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE). RECORD SERIES WILL REMAIN ON SCHEDULE UNTIL FINAL DISPOSTION OF RECORDS STORED OFFSITE.	
302	4.7.008	FEDERAL GRANTS (COOPERATIVE AGREEMENTS)	ALL ACTIVE FEDERAL GRANTS AND THOSE CLOSED WITHIN THREE YEARS.	AC	10			AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).		*THIS RECORD INVENTORY ITEM INCLUDES RECORDS WITH A 3 YEAR RETENTION PERIOD AND 10 YEAR RETENTION PERIOD.	40 CFR 35.6705.
303	3.2.003	FEDERAL STATE FORMS (1099)		AC	4			AC = TAX DUE DATE, DATE CLAIM IS FILED, OR DATE TAX IS PAID WHICHEVER IS LATER.			26 CFR 31.6001-1 (e)(2).
304	3.2.003	FEDERAL TAX RECORDS (INCLUDES FORM W-2)		AC	4			AC = TAX DUE DATE, DATE THE CLAIM IS FILED, OR DATE TAX IS PAID WHICHEVER IS LATER.			29 CFR 31.6001-1 (e)(2).
305		FEDERAL / STATE SUPERFUND POTENTIAL RESPONSIBLE PARTY EVIDENCE	POTENTIAL RESPONSIBLE PARTY (PRP) EVIDENCE RECORDS ARE MAINTAINED IN ORIGINAL FORMAT (E.G., PAPER DOCUMENTS, WHERE APPLICABLE) UNTIL COST RECOVERY IS DETERMINED TO BE COMPLETE. IN ACCORDANCE WITH THE APPROPRIATE REMEDIATION DIVISION FILE STRUCTURE CODE, THE PAPER FILE WILL BE CODED AS "IV.A;" "IV.B;" OR "IV. C."	AC				AC = AFTER COST RECOVERY IS DETERMINED TO BE COMPLETE IN CONSULTATION WITH SITE ATTORNEY, THE PRP EVIDENCE WILL BE FILMED AND RETAINED IN ACCORDANCE WITH THE RETENTION SCHEDULE OUTLINED HEREIN FOR TCEQ NO. 603 "SUPERFUND SITE FILES".			TEX. HEALTH & SAFETY CODE SECTIONS 361.197, 361.186 AND 361.190.
306		FEDERAL / STATE SUPERFUND SITE - ELECTRONIC	SUPERFUND FILINGS OF DEEDS AND SUPERFUND CENTRAL RECORDS.	US							



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308		FINANCIAL ASSURANCE DOCUMENTATION	CORRESPONDENCE WITH ATTACHMENTS. REPORTS SENT TO TCEQ BY COMPANIES DEMONSTRATING FINANCIAL ABILITY TO CLOSE A FACILITY BASED ON LEGALLY MANDATED FUNDS OR PERMIT CONDITIONS. PERTAINS TO SEVERAL PROGRAM AREAS ADMINISTERED BY TCEQ.	AC	10			AC = ALL REQUIREMENTS MET.			
309		FINANCIAL ASSURANCE ELECTRONIC RECORDS	TRACKS PURPOSES OF REGULATED ENTITIES. THIS INCLUDES SEVERAL PROGRAMS ADMINISTERED BY THE AGENCY.	US							
310	1.1.027	FISCAL NOTES ON PROPOSED LEGISLATION	ESTIMATES OF THE COSTS, SAVINGS, REVENUE GAIN, OR REVENUE LOSS RESULTING FROM THE IMPLEMENTATION OF PROPOSED LEGISLATION.	FE	3						
311	3.1.002	FORMER EMPLOYEE SUPPORTING DOCUMENTATION	THIS RECORDS SERIES CONTAINS ALL DOCUMENTATION REQUIRED BY TEXAS STATE LIBRARY TO BE MAINTAINED AFTER EMPLOYEE LEAVES AGENCY INCLUDING: PERFORMANCE APPRAISALS (3.1.019), DISCIPLINARY ACTIONS, PERSONNEL ACTIONS, PERSONAL INFORMATION, TRAINING ACKNOWLEDGMENTS, STATE APPLICATION (3.1.002), TRANSCRIPTS & VETERAN FORM.	AC	5			AC = SEPARATION OR TERMINATION OF EMPLOYMENT.			
312	1.1.062	GALVESTON BAY ESTUARY PROGRAM FILES	THE GALVESTON BAY PLAN IS EFFECTIVE FOR 20 YEARS. RECORDS ALSO INCLUDE PROGRAM CORRESPONDENCE, REPORTS, PLANNING RECORDS, AND PROJECT FILES AND VEHICLE RECORDS.	AC	20			AC = DATE OF THE REPORT OR PUBLICATION OF PLAN APPROVAL.	A	REPORTS AND PLANS SENT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILL THE ARCHIVAL REQUIREMENTS. ALL CORRESPONDENCE NOT FINANCIAL OR CONTRACT RELATED WHICH ARE SIGNIFICANT SHOULD BE TRANSFERRED TO THE STATE ARCHIVES WHEN RETENTION IS MET.	



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314		GRANT - FEDERAL SUPERFUND-REMEDATION	WORKSHEETS, PROGRAM ELEMENT REPORTS, & SUPPORTING DOCUMENTATION.	AC	10			AC = GRANT CLOSED.		SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE). COST RECOVERABLE DOCUMENTS ARE LISTED UNDER AIN 244.	40 CODE OF FEDERAL REGULATIONS (CFR) 35.6700-6710 (1995).
315		GRANT ACCOUNTING DOCUMENTS	DOCUMENTS RECORDING ACCOUNTS RECEIVABLES, DEPOSITS, CORRECTIONS, ALLOCATIONS (U-DOCS, D-DOCS, J-DOCS).	AC	10			AC = GRANT CLOSED.		SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
316		GRANT ACCOUNTING SYSTEM REPORTS - OPERATING AND REMEDIATION GRANTS	USAS REPORTS OF EXPENDITURES, REVENUES, AND ENCUMBRANCES.	AC	10			AC = GRANT CLOSED.		SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
317		GRANT AUTOMATED CLEARINGHOUSE DOCUMENTS	WORKSHEETS AND SUPPORTING DOCUMENTS; DRAW-DOWN DOCUMENTS.	AC	3			AC = GRANT CLOSED.		SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
318		GRANT DOCUMENTATION - FRINGE, RELEASE, AND INDIRECT RATE DEVELOPMENT DOCUMENTS	MULTI-YEAR GRANT RECORDS.	AC	3			AC = SUBMITTAL OF INDIRECT COST RATE PROPOSAL.			



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319		GRANT RECONCILIATIONS - OPERATING GRANTS	MULTI-YEAR GRANT RECORDS.	AC	6			AC = GRANT CLOSED.		SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
320		GRANT RECONCILIATIONS - REMEDIATION GRANTS	MULTI-YEAR GRANT RECORDS ARE DIVIDED.	AC	1			AC = GRANT CLOSED.		SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
321		GRANTS - PLANNING AND MANAGEMENT	MULTI-YEAR GRANT RECORDS.	AC	6			AC = GRANT CLOSED.		SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
322		GRAPHIC REQUESTS	WORK ORDERS OF ALL REQUESTS FOR PUBLICATIONS, FORMS, PRINTED MATERIALS, AND OTHER TYPES OF JOBS THAT ARE PRODUCED BY AGENCY COMMUNICATIONS.	FE	5					USED ONLY BY PUBLISHING SECTION EMPLOYEES FOR COMPLETING AND TRACKING JOBS PRODUCED.	
325		GROUNDWATER CONTAMINATION INVESTIGATIONS	CONTAMINATION CASES THAT DO NOT FALL UNDER THE JURISDICTION OF ANY OTHER AGENCY OR PROGRAM. INSTANCES OF GROUNDWATER CONTAMINATION.	AC	20			AC = ACTION TAKEN ON INVESTIGATION.	E		TEXAS WATER CODE (TWC) 26.406 AND 26.408.



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326	1.1.008	GROUNDWATER DISTRICT MANAGEMENT PLAN COORDINATION GENERAL CORRESPONDENCE	TCEQ AND TWDB COORDINATION AND COMMUNICATION RELATED TO GROUNDWATER CONSERVATION DISTRICT MANAGEMENT PLAN APPROVAL AND ENFORCEMENT.	CE	10				E		INCLUDES PETITIONS BY MESA WATER LP. AND CURTIS CHUBB FOR INQUIRY AND SELECTION OF REVIEW PANEL PURSUANT TO TWC SECTION 36.108(f) AND 30TAC SECTION 293.23 (2010 & 2011; TCEQ DOCKET NO. 2010-1611-MIS).
328	1.1.008	GROUNDWATER PLANNING AND ASSESSMENT CORRESPONDENCE	DESK REVIEW, INVESTIGATIONS, AND EVALUATIONS BY GROUNDWATER PLANNING AND ASSESSMENT TEAM FOR NON-PROGRAM-SPECIFIC REQUESTS.	CE	10						
330	1.1.067	MUNICIPAL SOLID WASTE DISPOSAL FEE AND HAZARDOUS WASTE MANAGEMENT AND FACILITY FEES AND RELATED REPORTS	THIS RECORD SERIES INCLUDES SUBMITTALS, RECEIPTS, FORMS, AND QUARTERLY REPORTS RELATED TO THE FOLLOWING FEE PROGRAMS: MUNICIPAL SOLID WASTE DISPOSAL FEE, INDUSTRIAL AND HAZARDOUS WASTE FACILITY FEE, AND INDUSTRIAL SOLID WASTE AND HAZARDOUS WASTE MANAGEMENT FEE.	CE	7				E		
331		HIGH VOLUME PARTICULATE AIR FILTERS		CE	10					TCEQ REQUIRED TO STORE PARTICULATE AIR FILTERS ON SITE IN PROGRAM AREA FOR 10 YRS.	
332		HOUSEHOLD HAZARDOUS WASTE PROGRAM FILES	HOUSEHOLD HAZARDOUS WASTE NOTIFICATIONS, EXTENSIONS AND ANNUAL COLLECTION REPORTS.	AC	3			AC = END OF NOTIFICATION PERIOD.			



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333		HIGHLY REACTIVE VOLATILE ORGANIC COMPOUND (HRVOC) EMISSIONS CAP AND TRADE PROGRAM	AN ELEMENT OF THE STATE IMPLEMENTATION PLAN (SIP). "MANDATORY PROGRAM FOR FACILITIES THAT (A) ARE IN THE HOUSTON-GALVESTON-BRAZORIA NONATTAINMENT AREA, (B) HAVE THE POTENTIAL TO EMIT MORE THAN 10 TONS OF HRVOCs PER YEAR, AND (C) ARE SUBJECT TO THE HIGHLY REACTIVE VOLATILE ORGANIC COMPOUNDS (HRVOC) CONTROL REQUIREMENTS OF 30 TAC CHAPTER 11 S, SUBCHAPTER H, DIVISION 1, VENT GAS CONTROL, OR DIVISION 2, COOLING TOWER HEAT EXCHANGE SYSTEMS."	PM							40 CFR Section 51.116(a).
334		HISTORICALLY UNDERUTILIZED BUSINESS (HUB) MBE/WBE	EPA REPORTS, CPA MONTHLY REPORTS. EPA MINORITY AND WOMEN BUSINESS ENTERPRISES (MBE/WBE) REPORTS (QUARTERLY, SEMI-ANNUAL & ANNUAL) AND INTERNAL HUB MONTHLY REPORTS.	AC	10			AC = PUBLICATION OF THE REPORT.			
335	3.3.026	HUMAN RESOURCES DATA REPORTS	PERSONNEL REPORTS TO INCLUDE NEW HIRES, SEPARATIONS, STAFFING, VACANCY, SALARY, UNIT TRANSFERS, WORKFORCE UTILIZATION, ETC.	US	3						
337	1.1.067	INDUSTRIAL & HAZARDOUS WASTE (IHW) - EPA BIENNIAL REPORT- TEXAS	THE BIENNIAL REPORT IS REQUIRED BY EPA. IT CONTAINS FILES WHICH DESCRIBE THE TYPE AND QUANTITY OF HAZARDOUS WASTE GENERATED AND MANAGED IN TEXAS. THE REPORT, KNOWN AS NATIONAL BIENNIAL RCRA HAZARDOUS WASTE REPORT, IS BASED ON ANNUAL WASTE SUMMARY INFORMATION FROM LARGE QUANTITY GENERATORS, MONTHLY WASTE RECEIPT SUMMARY INFORMATION FROM TREATMENT STORAGE AND DISPOSAL FACILITIES, AND NOTICES OF REGISTRATIONS. MAY ALSO INCLUDE SUPPLEMENTAL PAPER DATA. AGENCY PROGRAM CREATES THE EPA REQUIRED ASCII FLAT FILES TO BE TRANSFERRED TO EPA'S RCRAINFO DATABASE.	CE	20				A	SENDING A COPY OF THE TCEQ PRODUCED REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILLS THE ARCHIVAL REQUIREMENT.	Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.



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338	1.1.065	IHW - MAQUILADORA Q FORMS - CLOSED		AC	20				E	THIS SERIES IS CLOSED. NO NEW RECORDS ADDED, THIS SERIES IS NO LONGER COLLECTED. REMAINS ON RETENTION SCHEDULE UNTIL FINAL DISPOSITION OF DOCUMENTS STORED OFF SITE AT THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION STATE RECORDS CENTER.	Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
339	1.1.065	IHW BIENNIAL WASTE MINIMIZATION FORMS		CE	20					THIS SERIES IS CLOSED. REMAINS ON RETENTION SCHEDULE UNTIL FINAL DISPOSITION OF DOCUMENTS STORED AT TEXAS STATE LIBRARY AND ARCHIVES COMMISSION STATE RECORDS CENTER. 1995 FINAL REPORTING YEAR. SERIES NO LONGER COLLECTED. LAST REPORTS DATED 1995.	Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
340	1.1.065	IHW FOREIGN WASTE SHIPMENT SUMMARY REPORTS	MONTHLY REPORTS OF SHIPMENTS FROM LOCATIONS OUTSIDE THE U.S. COUNTRIES SHIPPING TO OR THROUGH TEXAS.	CE	20					REPORTS KEPT IN PROGRAM AREA FOR CURRENT YEAR THEN SENT TO TEXAS STATE LIBRARY AND ARCHIVES COMMISSION STATE RECORDS CENTER FOR 20 YRS THEN PURGED.	Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
341	1.1.065	IHW MONTHLY WASTE RECEIPT SUMMARY FORMS	REPORTING BY REGISTERED/PERMITTED TREATMENT, STORAGE, DISPOSAL FACILITIES (TSDF'S). A MONTHLY WASTE RECEIPT SUMMARY OF ALL MANIFESTED AND UNMANIFESTED HAZARDOUS OR CLASS 1 WASTE SHIPMENTS RECEIVED.	CE	20					REPORTS FOR CURRENT CALENDAR YEAR AND PREVIOUS YEAR ARE KEPT IN PROGRAM AREA THEN SENT TO TEXAS STATE LIBRARY.	Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.



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					Years	Months	Days				
342	1.1.065	IHW WASTE SHIPMENT SUMMARY REPORTS	WASTE SHIPMENT SUMMARY REPORTS FROM REGISTERED (INACTIVE) CESQG AND NON REGISTERED FACILITIES. REPORTS ON QUANTITIES OF WASTE SHIPPED FOR DISPOSAL EACH CALENDAR MONTH. RELATED TO INDUSTRIAL AND HAZARDOUS WASTE PROGRAM AND ONE TIME SHIPMENT PROGRAM.	CE	20						Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
343	1.1.048	INDEX OF CASES REFERRED TO ATTORNEY GENERAL	INDEX TO STATE OFFICE OF ADMINISTRATIVE HEARING (SOAH) CASE FOR DISTRICT COURT GOES TO ATTORNEY GENERALS.	AC	1			AC = AS APPLICABLE: DECISION NOT TO FILE A LAWSUIT, DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION, OR ON MOTION OF THE PLAINTIFF OR FINAL DECISION OF A COURT (OR OF A COURT ON APPEAL, IF APPLICABLE) IN A LAWSUIT.	E		
344	1.1.065	IHW ANNUAL WASTE SUMMARY REPORTS	ANNUAL WASTE SUMMARY REPORTS. FACILITY ANNUAL (CALENDAR YEAR) REPORTS OF WASTE GENERATED, HANDLED STORED, AND DISPOSED OF.	CE	20					WHEN RECORDS ARE DUE FOR DESTRUCTION, RECORDS WILL BE REVIEWED PRIOR TO DESTRUCTION BY OCE SUPERFUND FOR FINAL DISPOSITION.	Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
345		INDUSTRIAL AND HAZARDOUS WASTE REGISTRATION - GENERAL FILES	RELATED TO IHW PROGRAM. CONTAINS EPA 8700-12'S (RECEIVED PRIOR TO 3/31/2014 AND CURRENTLY FILED IN RECORD SERIES 732), ONE-TIME SHIPMENT REQUESTS (RECEIVED PRIOR TO MAY 2013 AND CURRENTLY FILED IN RECORD SERIES 741), NON REGISTERED FACILITY MISCELLANEOUS CORRESPONDENCE. MAY CONTAIN OVERSIZE DOCUMENTS, INCLUDING MAPS AND PHOTOS.	CE	20				E	SEND COPIES OF THE AGENCY-PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.	Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.



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346		INDUSTRIAL HAZARDOUS WASTE (HISTORICAL RECORDS)	REGISTRATION FORMS, 8700-12S, PERMITS, REPORTS, AND UPDATE REQUESTS, CORRESPONDENCE AND MISCELLANEOUS DOCUMENTS PRIOR TO 2006 ON MICROFILM WILL REMAIN AT THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION STATE RECORDS CENTER. THIS RECORD SERIES ALSO INCLUDES MAPS AND OVERSIZED DOCUMENTS PULLED FROM THE RECORDS WHICH WERE MICROFILMED. THESE RECORDS WILL REMAIN STORED AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER PERMANENTLY.	PM					E		30 TAC 305.47; Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
347		INDUSTRIAL HAZARDOUS WASTE- CONFIDENTIAL	INCLUDES OVERSIZED DOCUMENTS & MAPS AND PHOTOS.	AC	20			AC = TERMINATED, COMPLETED, EXPIRED, SITE INACTIVE, NOT RENEWED, CEASED OPERATIONS, OR PHYSICALLY CLOSED. CONFIDENTIAL DOCUMENTS FROM REGISTERED FACILITIES RELATED TO INDUSTRIAL & HAZARDOUS WASTE PROGRAM.	E	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT. SEND COPIES OF THE AGENCY PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.	30 TAC 305.47; Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.



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350		INDUSTRIAL HAZARDOUS WASTE REGISTRATION - GENERAL - CONFIDENTIAL	RELATING TO THE IHW REGISTRATION PROGRAM GENERAL FILES.	AC	20			AC = AFTER CLOSED (SITE INACTIVE, CEASED OPERATIONS, NO LONGER REGULATED, OR PHYSICALLY CLOSED).	E	NO FILES KEPT IN PROGRAM AREA. RECORDS KEPT IN CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. MAY CONTAIN OVERSIZE DOCUMENTS, MAPS, PHOTOS, ETC. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT. SEND COPIES OF THE AGENCY-PRODUCED WASTE REPORT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM.	Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
353		INDUSTRIAL HAZARDOUS WASTE SITES - FACILITY IDENTIFICATION NUMBER (FID) F & T FILES	INCLUDES T & F CORRECTIVE ACTION FILES. ALSO INCLUDES OVERSIZED DOCUMENTS, MAPS, AND PHOTOS.	AC	30			AC = AFTER CLOSURE OF SITE.	E	NOTE: Corrective Action permits are alpha numeric and begin with either an F or T alpha character followed by a four digit permit number. This alpha character is not an abbreviation and has no significant meaning, but is only used as an indicator to identify a record as corrective action related. RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	30 TEXAS ADMINISTRATIVE CODE 350.33UJ; §264.117(a)(1), 265.117(a)(1); §264.74 AND 265.75.



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355		INDUSTRIAL WASTEWATER DISCHARGE PERMIT	RECORDS PROVIDE AUTHORIZATION FOR THE DISCHARGE OF WASTEWATER INTO WATERS OF THE STATE, OR DISPOSAL OF WASTEWATER ADJACENT TO WATERS IN THE STATE BY IRRIGATION, EVAPORATION OR SUBSURFACE DISPOSAL. PER 30 TAC PART 1 CHAPTER 309 & 319. THIS SERIES INCLUDES INDIVIDUAL PERMIT TYPES FOR INDUSTRIAL WASTEWATER, INDUSTRIAL STORM WATER, CAFO, WWTP SLUDGE BENEFICIAL LAND USE, TPDES (STATE ONLY PERMIT) SLUDGE PROCESSING AND SLUDGE DISPOSAL, AND MS4 PHASE I (STORM WATER). RECORDS INCLUDE OVERSIZED DOCUMENTS, MAPS AND PHOTOS.	PM					A	RECORDS KEPT IN CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-124, 144, 220, 233, 270, 401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 205.



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356		INDUSTRIAL WASTEWATER DISCHARGE PERMIT - CONFIDENTIAL	CONFIDENTIAL RECORDS THAT SUPPORT THE AUTHORIZATION FOR THE DISCHARGE OF WASTEWATER INTO WATERS OF THE STATE, OR DISPOSAL OF WASTEWATER ADJACENT TO WATERS IN THE STATE BY IRRIGATION, EVAPORATION OR SUBSURFACE DISPOSAL. PER 30 TAC PART 1 CHAPTER 309 & 319. RECORDS CONSIST OF DOCUMENTS THAT MAY CONTAIN TRADE SECRETS AND THAT ARE PART OF THE APPLICATION FOR INDUSTRIAL WASTEWATER DISCHARGES THROUGH THE TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM (TPDES) PROGRAM AND THE TEXAS LAND APPLICATION PROGRAM (TLAP). IN TRADE SECRETS LAW, PROPRIETARY PROPERTY IS INFORMATION OR KNOWLEDGE IN WHICH THE INDIVIDUAL OR COMPANY DEVELOPING IT HAS OWNERSHIP RIGHTS. THIS SERIES INCLUDES INDIVIDUAL PERMIT TYPES FOR INDUSTRIAL WASTEWATER, INDUSTRIAL STORM WATER, CAFO, WWTP SLUDGE BENEFICIAL LAND USE, TPDES (STATE ONLY PERMIT) SLUDGE PROCESSING AND SLUDGE DISPOSAL, AND MS4 PHASE I (STORM WATER). RECORDS INCLUDE OVERSIZED DOCUMENTS, MAPS, AND PHOTOS.	AC	10			AC = PERMIT END DATE IS BASED ON CALENDAR DATE OF THESE FINAL ACTION VALUES; EXPIRED, TERMINATED, WITHDRAWN, CANCELLED, RETURNED, OR DENIED.	A	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	



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359	1.1.067	INITIAL DEMONSTRATION OF ANALYTICAL CAPABILITY RECORDS	INDIVIDUAL DEMONSTRATION OF ANALYTICAL CAPABILITY (IDAC), ANNUAL DEMONSTRATION OF ANALYTICAL CAPABILITY (ADAC), PROFICIENCY DEMONSTRATION (PD), INITIAL DEMONSTRATION OF CAPABILITY (IDC), LOAD DURATION CURVES (LDC), ETHICS TRAINING, QUALITY MANUAL (QM) REVIEW FORMS, STANDARD OPERATING PROCEDURES (SOP) REVIEW FORMS, AND GENERAL TRAINING FILES. THIS RECORD SERIES CONSISTS OF COMBINED RECORDS OF SEVERAL SECTIONS: LABORATORY (LAB) & QUALITY ASSURANCE (QA), DATA MANAGEMENT (DM) & AMBIENT MONITORING (AM).	AC	10			AC = SEPARATION OF EMPLOYMENT.	E	NOTE: LAB & QA IS REQUIRED TO MAINTAIN THESE RECORDS FOR NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION CONFERENCE (NELAC). DM & AM IS NOT.	
360	2.1.002	INNOCENT OWNER / OPERATOR PROGRAM DATABASE	TRACKS ALL SITES AND INCLUDES THE PHASE AND TYPE OF FACILITY.	AC				AC = COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION UPDATES, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.			
361		INNOCENT OWNER / OPERATOR PROGRAM FILES		PM					E	RECORDS MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. SOME RECORDS ARE IMAGED, PAPER DESTROYED ONCE IMAGED.	TEX. HEALTH & SAFETY CODE SECTION 361.753; 30 TEX. ADMIN. CODE SECTION 333.40.
363		INSPECTION & MAINTENANCE PROGRAM FILES	VEHICLE EMISSIONS INSPECTION HISTORICAL RECORDS, RESEARCH FILES, PROGRAM FILES, CONTRACTS, BUDGETS, EPA CORRESPONDENCE.	AC	10			AC = THE TERMINATION OR SUSPENSION OF THE VEHICLE EMISSIONS INSPECTION AND MAINTENANCE PROGRAM.			



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364	5.6.003	INSPECTION, REPAIR AND MAINTENANCE RECORDS	VEHICLE INSPECTION, REPAIR AND MAINTENANCE RECORDS.	LA	1						
365		INSTREAM USES ENVIRONMENTAL REVIEW FILES	FILES ARE THE MATERIALS ASSOCIATED WITH THE ENVIRONMENTAL REVIEW OF WATER RIGHTS APPLICATIONS. INCLUDES CORRESPONDENCE, SUPPORTING MATERIAL, REPORTS, AND MAPS.	AC	10			AC = PROJECT COMPLETED.	E		
366		INTERGOVERNMENTAL RELATIONS ELECTRONIC RECORDS LEGISLATIVE CONTACT TRACKING SYSTEM (LCTS)	LEGISLATIVE CONTACT TRACKING SYSTEM (LCTS) TRACKS REQUESTS AND INQUIRIES FROM LEGISLATIVE OFFICES AND RECORDS THE TCEQ RESPONSES.	US							
367	5.2.014	INVENTORY - ANNUAL PHYSICAL	PROPERTY, EQUIPMENT AND SUPPLY VERIFICATION.	FE	3						
368	2.1.002	INVENTORY CONTROL DATABASE	THIS DATABASE TRACKS NEW MAIL, INTERFILING, AND PROCESSING.	AC				AC = COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION UPDATES, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.			13 TAC §6.10.
369	5.2.009	EQUIPMENT INVENTORY CONTROL FORM (TCEQ 0303)	THIS FORM RECORDS THE ADD, CHANGE, DELETE, AND TRANSFER ACTIVITY OF A PIECE OF EQUIPMENT.	FE	3						
370	5.2.023	INVENTORY LISTING - YEAR TO DATE ACTIVITY	SHOWS ADDS, CHANGES, DELETES, AND TRANSFERS OF INFORMATION WITHIN THE INVENTORY SYSTEM. DATA INCLUDES AGENCY, DIVISION, TAG NUMBER, BATCH, DOCUMENT, TRANSACTION DATE, LOCATION, ITEM CODE, DESCRIPTION, DATE, AND COST.	FE	3						



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371	5.2.016	INVENTORY SYSTEM UPDATE LISTING	SHOWS ALL ADDS, CHANGES, DELETES, AND TRANSFER TIMES FOR THE MONTHLY PROCESSING PERIOD.	AC				AC = TRANSFER OF INFORMATION INTO ANNUAL LISTING.			
373	5.4.013	INFORMATION TECHNOLOGY (IT) DISASTER RECOVERY PROCESSES	STEPS FOR RESUMPTION OF INFORMATION RESOURCES' OPERATIONS IN CASE OF EMERGENCY.	US							
375	3.1.014	JOB POSTING PACKETS	EMPLOYMENT SELECTIONS (JOB 29 CFR 1602.31 (a). INCLUDES APPS (3.1.001), RESUMES, TRANSCRIPTS, EMPLOYMENT ADVERTISEMENTS, ETC.	AC	2			AC = AFTER POSITION FILLED PLUS 1 YEAR HERE AT THE AGENCY.		CAUTION: Does not include criminal history checks. SEE item number 3.1.026.	29 CFR 1602.31.
376	3.3.010	LABOR STATISTICS REPORTS		AC	3			AC = REPORTS PROVIDING STATISTICAL INFORMATION ON LABOR FORCE.			
377	1.2.004	LABORATORY DATA PACKAGES AND SUPPORTING RECORDS	HISTORICAL AND CURRENT RECORDS OF ANALYSES PERFORMED AT LAB. ANALYTICAL, DATA RECORDS INCLUDE INSTRUMENT OUTPUTS. SPREADSHEETS THAT CALCULATE RESULTS, ANALYTICAL BENCH SHEETS. DATA PACKAGES, AND DATA VERIFICATION CHECKLISTS AS WELL AS SUPPORTING INFORMATION.	CE	5					SUPPORTING INFORMATION INCLUDES QA/QC RECORDS FROM BOTH ANALYTICAL AND SUPPORT EQUIPMENT AS WELL AS LOGBOOKS OR OTHER SUPPORTING DOCUMENTATION. RECORDS ARE MAINTAINED AT LEAST 5 YEARS AND AS REQUIRED BY LABORATORY QUALITY MANAGEMENT PLAN AND PER TCEQ DATA RETENTION POLICIES.	
378		LABORATORY ANALYSIS REPORTS	AIR ORGANIC LAB REPORTS, CANISTERS, CARBONYLS.	CE	20					THIS RECORD SERIES IS CLOSED. THESE RECORDS WILL REMAIN AT TEXAS STATE LIBRARY UNTIL FINAL DISPOSITION.	
380	1.1.043	LABORATORY METHODS MANUAL AND LAB QUALITY MANUAL	LABORATORY METHODS MANUAL AND LABORATORY QUALITY MANUALS.	US	10				A		
381	1.1.069	LABORATORY NOTEBOOKS AND LOGBOOKS (AIR LABORATORY & MOBILE MONITORING)	ORGANIC ANALYSIS LABORATORY NOTEBOOKS AND LOGBOOKS.	AC	10			AC = REMOVED OFF LOGBOOK FROM SERVICE.			



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382	1.1.006	LANDSCAPE IRRIGATION COMPLAINT FILES	COMPLAINTS REGARDING LICENSED LANDSCAPE IRRIGATORS.	AC	5			AC = DATE OF THE COMPLAINT.		RECORDS ARE CODED AND SENT TO THE FIELD OPERATIONS PROGRAM SUPPORT FILE ROOM.	
383	1.1.058	LANDSCAPE IRRIGATOR ADVISORY COMMITTEE (IAC) MEETING MINUTES		PM					A	PAPER COPIES OF THE MEETING MINUTES, INCLUDING AGENDAS, ARE SENT TO THE STATE ARCHIVES TO FULFILL THE ARCHIVAL REQUIREMENT.	TEXAS STATE LIBRARY AND ARCHIVES COMMISSION RECORDS RETENTION SCHEDULE, RECORD SERIES ITEM NUMBER 1.1.058.
384	1.1.048	LITIGATION FILES	RECORDS RELATED TO LITIGATION OR IN ANTICIPATION OF LITIGATION ON AGENCY CONTRACTS AND EMPLOYMENT ISSUES. INCLUDES LEGAL DISPUTES ON CONTRACTS AND GRANTS. ALSO INCLUDES EMPLOYMENT RELATED COMPLAINTS AND INVESTIGATIONS, EXTERNAL CHARGES OF DISCRIMINATION, AND EMPLOYMENT CLAIMS.	AC	1			AC = DISPUTE RESOLVED WITHOUT LITIGATION OR FINAL JUDGEMENT IS ENTERED.	R	CASES THAT SET LEGAL PRECEDENT OR EXHIBIT HISTORICAL VALUE WILL BE EVALUATED BY THE ARCHIVES AND INFORMATION SERVICES DIVISION OF THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION FOR ARCHIVAL PRESERVATION.	
385		LEADING ENVIRONMENTAL ANALYSIS AND DISPLAY SYSTEM (LEADS)	LEADS IS A DATA ACQUISITION, DISPLAY AND ANALYSIS SYSTEM FOR THE TCEQ AMBIENT AIR MONITORING AND CONTINUOUS WATER MONITORING NETWORKS.	US							EPA Records Schedule 237; 40 CFR Section 51 . 116(a).
386	1.1.014	LEGAL OPINIONS AND ADVICE	LETTERS & MEMOS OF LEGAL ADVICE PREPARED FOR COMMISSIONERS BY THE GENERAL COUNSEL'S OFFICE. RECORDS CLIENT-ATTORNEY PRIVILEGED COMMUNICATION.	CE	5					"CONFIDENTIAL." (6/99 STATE ARCHIVIST WAIVED REVIEW DUE TO CONFIDENTIALITY).	
387	1.1.014	LEGAL OPINIONS AND ADVICE	DESCRIBES ATTORNEY OPINIONS AND ATTORNEY / CLIENT ADVICE.		20				R		
389	1.1.014	LEGAL OPINIONS AND ADVICE - LITIGATION SUPPORT	DESCRIBES ATTORNEY OPINIONS AND ATTORNEY / CLIENT ADVICE.	AV					R		



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					Years	Months	Days				
390	1.1.014	LEGAL OPINIONS AND ADVICE	LEGAL OPINIONS AND ADVICE FROM AGENCY COUNSEL, INCLUDING ANY REQUESTS ELICITING THE OPINIONS; AND, EXCLUDING ANY RENDERED ON A MATTER IN LITIGATION OR PENDING LITIGATION. CONTAINS CENTRALIZED FILES OF LEGAL OPINIONS AND ADVICE.	AV					E		13 TAC §6.10.
391	1.1.004	LEGISLATIVE APPROPRIATIONS REQUESTS	REQUEST TO RECEIVE LEGISLATIVE APPROPRIATIONS.	AC	6			AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.	A	ARCHIVES NOTE: The archival requirement is met by sending the required copies of the requests to the Texas State Publications Depository Program, Texas State Library and Archives Commission. Only copies of supporting documentation submitted to the Legislative Budget Board are archival.	
392		LEGISLATIVE BRIEFING MATERIAL	LEGISLATIVE BRIEFING MATERIAL RELATED TO THE AGENCY'S FINANCES.	FE	10						
393	1.1.068	LEGISLATIVE BUDGET BOARD REPORTS (LBB)	REPORTS THE NUMBER OF REQUESTS FOR ASSISTANCE, NEW BUSINESS MAIL OUTS, THE ADVOCATE AND SUPPORTING DOCUMENTS SUCH AS STANDARD OPERATING PROCEDURES (SOPS).	AC	6			AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.			
394	5.2.017	LOST AND STOLEN PROPERTY REPORT	LOST AND STOLEN PROPERTY REPORTS.	FE	3						



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395	1.1.058	MARKED AGENDA, WORK SESSION, AND MARKED EXECUTIVE DIRECTOR LISTINGS	ORIGINAL DOCUMENTS STORED IN BINDERS IN OFFICE OF THE CHIEF CLERK. ELECTRONIC COPY STORED ON AGENCY SERVER ACCESSIBLE THROUGH THE TCEQ EXTERNAL WEBSITE.	PM					A	CAUTION: THIS RECORDS SERIES AND ITEM NUMBERS 1.1.059, 1.1.060, 1.1.061, AND 1.1.062 MUST BE USED FOR THOSE STATE BOARDS, COMMITTEES, COMMISSIONS, AND COUNCILS, WHICH BY LAW OR THE BIENNIAL APPROPRIATIONS ACT, ARE ADMINISTERED BY ANOTHER STATE AGENCY. THESE RECORDS AND ALL OTHERS RELATED TO THE FUNCTIONS OF ANY OF THESE DEPENDENT ENTITIES MUST BE INCLUDED IN THE RECORDS RETENTION SCHEDULE OF THE ADMINISTERING AGENCY.	30 TAC 10.7 AND 40 CFR 51.021.
396		MASS EMISSIONS CAP AND TRADE PROGRAM	AN ELEMENT OF THE STATE IMPLEMENTATION PLAN (SIP). "MANDATORY PROGRAM FOR STATIONARY FACILITIES THAT ARE (A) IN THE HOUSTON-GALVESTON-BRAZORIA NONATTAINMENT AREA, (B) LOCATED AT SITES WITH A COLLECTIVE DESIGN CAPACITY OF AT LEAST 10 TONS PER YEAR, AND (C) SUBJECT TO THE NOX STATE IMPLEMENTATION PLAN (30 TAC CHAPTER 117)."	PM							40 CFR Section 51.116(a).
397	5.4.010	MATERIAL SAFETY DATA SHEETS		AC				AC = AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL IS NO LONGER STORED BY AGENCY.		NOTE: MATERIAL SAFETY DATA SHEETS FOR THE ORGANIC ANALYSIS LABORATORY ARE RETAINED IN THE LABORATORY WHERE THE CHEMICALS ARE USED. A SECOND SET OF MSDS ARE IN THE HALLWAY, OUTSIDE OF ROOM 2S6A FOR ACCESS TO ANY BLDG B OCCUPANT.	



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398	1.1.065	MONITORING DATA MANAGEMENT & ANALYSIS (MDMA) AUTOMATED GAS CHROMATOGRAPHS (AUTO GC) DATA	DOCUMENTATION OF VERIFICATION, EVALUATION, AND CHANGES MADE TO DATA FROM MONITORING DATA MANAGEMENT & ANALYSIS (MDMA) AUTOMATED GAS CHROMATOGRAPHS (AUTO GC) FOR THE PHOTOCHEMICAL ASSESSMENT MONITORING STATIONS (PAMs) PROGRAM.		10				E		
399		MEDICAL WASTE REGISTRATIONS AND ANNUAL REPORTS	MEDICAL WASTE TRANSPORTERS AND ONSITE TREATER REGISTRATIONS, RENEWALS, UPDATES, ANNUAL SUMMARY REPORTS, CORRESPONDENCE AND MISC DOCUMENTS.	AC	1			AC = AFTER CLOSED (SITE INACTIVE, EXPIRED, CANCELLED, NOT RENEWED, CEASED OPERATIONS).			Title 30 Texas Administrative Code Chapter 330, Section 330.1207.
400	1.1.059	MEETINGS - CERTIFIED CLOSED SESSION OF COMMISSION AGENDA	CLOSED SESSION OF COMMISSION AGENDA.	AC	2			AC = THE DATE OF THE MEETING OR COMPLETION OF PENDING ACTION INVOLVING THE MEETING, WHICHEVER IS LATER.		CONFIDENTIAL REVIEW BY COURT ORDER.	
401	1.1.011	MEMORANDA OF UNDERSTANDING	AGREEMENTS BETWEEN TCEQ AND OTHER STATE AGENCIES.	US	3				A		
402	1.1.043	METHOD DETECTION AND QUANTITATIONS LIMITS	INCLUDES BACKUP AND SUPPORTING DOCUMENTATION. THIS INCLUDES LIMIT OF DETECTION (LODs), LIMIT OF QUANTITATION (LOQs), LIMIT OF DETECTION VERIFICATION (LODVs) AND LIMIT OF QUANTITATION VERIFICATION (LOQVs).	US	10						
403		MICKEY LELAND PROGRAM	INCLUDES FILES FOR MICKEY LELAND PROGRAM INTERNSHIPS.	AC	3			AC = COMPLETED INTERNSHIP.			29 CFR 30.8(e) FOR APPRENTICESHIP PLANS.
404	1.2.013	MICROFILM INDEXES		AC				AC = WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED.		TO BE MAINTAINED FOR THE LIFE OF THE FILM (ASSOCIATED RECORD SERIES).	13 TAC §6.10.



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405	1.2.013	MICROFILM LOGS, STATS, QC INFORMATION		AC				AC = WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED.		TO BE MAINTAINED FOR THE LIFE OF THE FILM (ASSOCIATED RECORD SERIES).	13 TAC §6.10.
406	1.2.013	MICROFILM/IMAGING WORK ORDER		AC				AC = WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED.		TO BE MAINTAINED FOR THE LIFE OF THE FILM (ASSOCIATED RECORD SERIES).	13 TAC §6.10.
407	5.6.005	MILEAGE REPORTS / OPERATION	REPORTS INCLUDE MILEAGE FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED OPERATIONAL INFORMATION.	FE	3					AUSTIN CENTRAL AND REGIONAL OFFICES KEEP RECORD COPY FOR VEHICLES IN PROGRAM AREA.	
408		MOBILE LABORATORY LOGBOOKS	INSTRUMENT AND LABORATORY NOTEBOOKS FOR MOBILE MONITORING.	CE	10						
409	1.1.067	MOBILE MONITORING FINAL REPORTS	FINAL MOBILE MONITORING REPORTS INCLUDING DATA TABLES.	CE	25				A		
410		MOBILE MONITORING PROJECT FILES	RAW DATA ANO QC DATA/REPORTS ASSOCIATED WITH MOBILE MONITORING PROJECTS.	CE	10						
411		MOBILE MONITORING SUPPORT DATA	MOBILE MONITORING DATA WHICH SUPPORTS METHODS UTILIZED, INITIAL VERIFICATION WORK, AND FOLLOW UP INTERNAL INVESTIGATIONS NOT COVERED IN ANOTHER CATEGORY (SUCH AS MDL'S). INCLUDES BUT IS NOT LIMITED TO ALL NON-PROJECT DATA AND FILES SUCH AS BLANK DATA (EXCEPT LOGBOOKS). INCLUDES MASS SPECTROMETER CANISTER DATA, QA/QC, MEDIA BLANKS, STD VERIFICATION, AND VALIDATION INSTRUCTIONS, ETC. NOT COVERED IN LOGBOOKS, ACL FILES, OR NCAMS DATA FILES.	CE	10						
412		MOBILE SOURCE PROGRAMS TEAM ELECTRONIC RECORDS	RESEARCH STUDIES AND REPORTS. REFERENCE DOCUMENTS. CORRESPONDENCE.	US							



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417	2.1.002	MONITORING DATA MANAGEMENT AND ANALYSIS ELECTRONIC RECORDS (WATER) (SWQMIS)	AMBIENT SURFACE WATER QUALITY DATA, METADATA, AND ASSOCIATED MONITORING QUALITY ASSURANCE DOCUMENTS, COLLECTED BY OR FOR THE AGENCY AND IS HOUSED IN AN ORACLE LOG DATABASE, WHICH RESIDES ON SERVERS SUBJECT TO DATA CENTER CONSOLIDATION. THE DATABASE IS THE SURFACE WATER QUALITY MONITORING INFORMATION SYSTEM (SWQMIS). BECAUSE SWQMIS IS AN HISTORIC ELECTRONIC REPOSITORY, GREATER THAN 20 YEARS DATA IS STORED IN THE DATABASE. THIS DATA IS USED FOR ESTABLISHING WATER QUALITY BASELINES AND PERFORMING TREND ANALYSIS AND HISTORICAL DATA COMPARISONS.	AC	5			AC = END OF PROGRAM, COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION UPDATES, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.		BACK UP OF THE DATABASE IS THE RESPONSIBILITY OF XEROX.	EPA Records Schedule 0750 cites permanent retention of electronic data and system documentation related to water quality standards, in accordance with CWA 303(c)(2)(A) and 40 CFR 131.6.
418		MONTHLY EFFLUENT REPORTS (MERs) AND DISCHARGE MONITORING REPORTS (DMRs)			10					THESE DOCUMENTS ARE MAINTAINED BY STAFF FOR 3 YEARS THEN SENT TO TSL FOR AN ADDITIONAL 7 YEARS. THE ELECTRONIC FILES/RECORDS ARE MAINTAINED ON THE IRD SERVER BY TEAM FOR TEXAS. THIS IS A SHARED AGENCY SERVER. THE ELECTRONIC DMR RECORDS WERE INCORPORATED IN 2009 AND HAVE NOT MET THE 10 YEAR RETENTION MARK.	
420		MUNICIPAL SOLID WASTE (MSW) UNAUTHORIZED SITE CORRESPONDENCE FILES	INCLUDES OVERSIZED DOCS, MAPS, PHOTOS, ETC.		15					RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED, SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	



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421		MUNICIPAL SETTING DESIGNATION (MSD) FILES	MUNICIPAL SETTING DESIGNATION (MSD) FILES CONTAIN INFORMATION PERTAINING TO THE DESIGNATION OF CONTAMINATED GROUNDWATER AS NON POTABLE THUS ALLOWING MUNICIPALITIES TO FACILITATE NEW DEVELOPMENT OF PROPERTIES THAT HAVE CONTAMINATED GROUNDWATER.	AC	30			AC = FINAL DESIGNATION.	A		TEXAS HEALTH & SAFETY CODE SECTIONS 361.807 AND 361.808.
422	1.1.067	SUPPORTING DOCUMENTS FOR MUNICIPAL SOLID WASTE ANNUAL SUMMARY REPORTS	RECORDS RELATED TO DATA SUBMITTED BY MSW FACILITIES FOR CREATION OF THE ANNUAL MSW REPORT AND INCLUDE SUBMITTED INDIVIDUAL FACILITY REPORTS, CORRESPONDENCE DOCUMENTS (EMAIL, FAX), AND WORKING DOCUMENTS.	AC	7			AC = PUBLICATION OF ANNUAL REPORT.	E	SEE AIN 723 FOR ANNUAL REPORT RECORD SERIES. RECORDS ARE MAINTAINED BY PROGRAM AREA EXCEPT FOR FACILITY REPORTS (KNOWN AS "COPY OF RECORD") SUBMITTED THROUGH TCEQ'S STATE OF TEXAS ENVIRONMENTAL ELECTRONIC REPORTING SYSTEM (STEERS) DATA FROM ALL SUBMITTED REPORTS ARE UPLOADED INTO THE TCEQ INTERNAL DATA APPLICATION (IDA) SYSTEM FOR REVIEW AND APPROVAL BY PROGRAM STAFF.	
426		MUNICIPAL SOLID WASTE FACILITY PERMIT APPLICATIONS - DENIED / WITHDRAWN / RETURNED		AC	5			AC = DATE DENIED, WITHDRAWN OR RETURNED.			
427		MUNICIPAL SOLID WASTE FACILITY PERMIT FILES (HISTORIC MICROFILM)	RECORDS INCLUDE CORRESPONDENCE, APPLICATIONS, AND REPORTS. RECORDS 2010 AND PRIOR ARE STORED ON MICROFILM AND WILL REMAIN AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER PERMANENTLY.	PM					E	DUPLICATE MICROFILM STORED IN THE CENTRAL FILE ROOM.	30 TAC 330 SUBCHAPTER K.



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428		MUNICIPAL SOLID WASTE FACILITY PERMIT APPLICATION FILES - CONFIDENTIAL	RECORDS INCLUDE OVERSIZED DOCS, MAPS, AND PHOTOS.	AC	10			AC = PERMIT REVOCATION OR SUPERSEURE.	E	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	
429	1.1.007	MUNICIPAL SOLID WASTE MANAGEMENT COUNTY GENERAL FILES (HISTORIC MICROFILM)	RECORDS INCLUDE SUBTITLE T WORK PLANS THAT MAY HAVE A PERMANENT RETENTION (SEE AIN 434). RECORDS 2010 AND PRIOR ARE STORED ON MICROFILM AND WILL REMAIN AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER PERMANENTLY.	PM					E	DUPLICATE MICROFILM STORED IN THE CENTRAL FILE ROOM.	30 TAC 330 SUBCHAPTER T.
430	1.1.007	MUNICIPAL SOLID WASTE MANAGEMENT COUNTY GENERAL FILES - CONFIDENTIAL	RECORDS INCLUDE OVERSIZED DOCS, MAPS, AND PHOTOS.		15				E	RECORDS KEPT IN CENTRAL FILE ROOM. NON-CONFIDENTIAL RECORDS STORED UNDER AGENCY ITEM NUMBER 744.	
432	1.1.063	MUNICIPAL SOLID WASTE MANAGEMENT AND RESOURCE RECOVERY ADVISORY COUNCIL MEETING SUPPORTING DOCUMENTS AND COUNCIL APPLICATIONS	RECORD OF DOCUMENTS SUBMITTED AT THE MEETING, DOCUMENTATION OF AGENDA ITEMS, CORESPONDENCE BEFORE OR AFTER A MEETING, MEETING NOTICES, EXHIBITS, PRESENTATIONS, VIDEO/AUDIO RECORDINGS AND OTHER SUPPORTING DOCUMENTS RELATED THE MSWRRAC MEETINGS BUT DOES NOT INCLUDE MEETING MINUTES OR MEETING HIGHLIGHTS. RECORD ALSO INCLUDES APPLICATION FOR MEMBERSHIP AND RELATED CORRESPONDENCE. MEETINGS ARE HELD QUARTERLY.	AC	2			AC = DATE OF MEETING.	A		
433		MUNICIPAL SOLID WASTE REGISTRATIONS & NOTIFICATION FILES	RECORDS INCLUDE ALL DOCUMENTS RELATED TO AN MSW FACILITY AUTHORIZED BY A REGISTRATION OR NOTIFICATION. ALSO, INCLUDES TCEQ REGION INVESTIGATION REPORTS AND ENFORCEMENT ACTION DOCUMENTS.	AC	10			AC = REGISTRATION OR NOTIFICATION REVOCATION OR SUPERSEURE.		RECORDS MAINTAINED IN PROGRAM AREA AND THEN SENT TO TEXAS STATE LIBRARY.	



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434		MUNICIPAL SOLID WASTE SUBCHAPTER T FILES	SUB T AUTHORIZATIONS TO DISTURB FINAL COVER OVER A CLOSED LANDFILL. RECORDS INCLUDE PERMIT, REGISTRATION AND WORKPLAN DOCUMENTS. WORKPLAN RECORDS MAY BE INCLUDED IN THE MSW COUNTY GENERAL FILE (SEE AIN 429).	PM							30 TAC 330 SUBCHAPTER T.



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435		MUNICIPAL WASTEWATER DISCHARGE PERMIT	RECORDS PROVIDE AUTHORIZATION FOR THE DISCHARGE OF TREATED DOMESTIC WASTEWATER INTO WATERS OF THE STATE, OR ADJACENT TO WATERS IN THE STATE, PER 30 TAC, PART 1 CHAPTER 309 & 319. AUTHORIZES MUNICIPAL WASTEWATER DISCHARGES THROUGH THE TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM (TPDES) PROGRAM INCLUDING 217 ENGINEERING PLANS AND SPECIFICATIONS AND THE TEXAS LAND APPLICATION PROGRAM (TLAP) STATE PERMIT. THESE DOCUMENTS ARE USED IN SUPPORT OF THE ISSUANCE OF MUNICIPAL WASTE DISCHARGE PERMITS. ALSO MAY INCLUDE REPORTS AND CORRESPONDENCE FROM NPDES PERMITTING. RECORDS INCLUDE OVERSIZED DOCUMENTS, MAPS, AND PHOTOS.	PM					A	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	CLEAN WATER ACT, AS AMENDED, 33 U.S.C. SECTIONS 208, 402, 404, AND 1251 ET SEQ. RESOURCE CONSERVATION AND RECOVERY ACT, AS AMENDED, 42 U.S.C. SEC. 3005 SAFE DRINKING WATER, AS AMENDED, 42 U.S.C. SECTIONS 300F, 1401 ET SEQ. TOXIC SUBSTANCES CONTROL ACT, AS AMENDED, 15 U.S.C. 2601 ET SEQ. 40 CFR 52, 52.21, 122-124, 144,220, 233, 270, 401, AND 761 TEXAS ADMINISTRATIVE CODE, TITLE 30, CHAPTERS 205 AND 305 TEXAS WATER CODE, §§5.01 3, 5.103, 5.105, 5.120, 26.027, 26.034, AND 26.121 ENVIRONMENTAL PROTECTION AGENCY SCHEDULE 205.



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437		MUNICIPAL WASTEWATER DISCHARGE PERMIT CONFIDENTIAL	CLOSE INACTIVE RECORDS AT PERMIT RENEWAL OR ACCORDING TO THE FINAL ACTION VALUE AS IDENTIFIED ABOVE. CONFIDENTIAL RECORDS THAT SUPPORT THE AUTHORIZATION FOR THE DISCHARGE OF TREATED DOMESTIC WASTEWATER INTO WATERS OF THE STATE, OR DISPOSAL OF WASTEWATER ADJACENT TO WATERS IN THE STATE BY IRRIGATION, EVAPORATION OR SUBSURFACE DISPOSAL. PER 30 TAC PART 1 CHAPTER 309 & 319. RECORDS CONSIST OF DOCUMENTS THAT MAY CONTAIN TRADE SECRETS AND THAT ARE PART OF THE APPLICATION FOR MUNICIPAL WASTEWATER DISCHARGES THROUGH THE TEXAS POLLUTANT DISCHARGE ELIMINATION SYSTEM (TPDES) PROGRAM AND THE TEXAS LAND APPLICATION PROGRAM (TLAP). IN TRADE SECRETS LAW, PROPRIETARY PROPERTY IS INFORMATION OR KNOWLEDGE IN WHICH THE INDIVIDUAL OR COMPANY DEVELOPING IT HAS OWNERSHIP RIGHTS. RECORDS INCLUDE OVERSIZED DOCUMENTS, MAPS, AND PHOTOS.	AC	10			AC = PERMIT END DATE IS BASED ON CALENDAR DATE OF THESE FINAL ACTION VALUES; EXPIRED, TERMINATED, WITHDRAWN, CANCELLED, RETURNED, OR DENIED.	A	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	
439	1.1.067	NATURAL RESOURCE TRUSTEE PROGRAM	INCLUDES FINAL AGREEMENTS, FINAL REPORTS, AND FINAL LEGAL DOCUMENTS AND CORRESPONDENCE. PROGRAM EVALUATES INJURY TO NATURAL RESOURCES AS A RESULT OF DISCHARGES OF OIL OR RELEASES OF HAZARDOUS SUBSTANCES AND SEEKS RESTORATION OF THE INJURED RESOURCES. COOPERATIVE EFFORT WITH U.S. DEPARTMENT OF INTERIOR, NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION, TEXAS GENERAL LAND OFFICE, AND THE TEXAS PARKS AND WILDLIFE DEPARTMENT.	CE	10				E		OIL SPILL PREVENTION AND RESPONSE ACT OF 1991, 15 CFR §990.20, CERCLA 42 U.S.C. §9622, 40 CFR §300.600-§300.61 S, 33 U.S.C. §2701, 33 U.S.C. §1321, 42 U.S.C. §9604, 43 CFR §11.1 0-11.93, TAC TITLE 31 PART 1 CHAPTER 20.



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441		NEW SOURCE REVIEW INFORMATION MANAGEMENT SYSTEM (IMS)	THE NEW SOURCE REVIEW PERMITS INFORMATION MANAGEMENT SYSTEM (NSRP IMS) IS A WEB-BASED SYSTEM AND DATABASE DESIGNED TO ENTER AND MAINTAIN BASIC PERMIT INFORMATION AND TRACK THE PROGRESS OF NEW SOURCE REVIEW AIR PERMITS. THE NSRP IMS IS INTEGRATED WITH CENTRAL REGISTRY SO CORE DATA ASSOCIATED WITH THE PERMIT AUTHORIZATION IS NOT STORED IN THE NSRP IMS DATABASE TABLES.	US							
442	1.1.019	NEWS CLIPS	PRESS RELEASES CONVEYING INFORMATION TO THE GENERAL PUBLIC.	FE	2				A	PROGRAM AREA MAINTAINS CONVENIENCE COPIES FROM SEPT. 1, 1994-PRESENT. ELECTRONIC COPIES ARE MAINTAINED ON THE SHARENET. TEXAS STATE LIBRARY AND ARCHIVES COMMISSION HAS COPIES FROM 1993-1999 (0.24 CUBIC FEET), BUT NEWER VERSIONS ARE ELECTRONIC.	
443		NON-CONTINUOUS NETWORK MONITORING DATA	RAW AND FINAL MEASUREMENT DATA RELATING TO ORGANIC LABORATORY SAMPLE ANALYSIS (e.g. CARBONYL, PM 10, PAH'S, CANISTER DATE), INCLUDING CALIBRATION AND LABORATORY QC DATA.	CE	10						
445		NOTICES AND REPORTS FROM OTHER GOVERNMENT AGENCIES	Letters, reports, and other documents submitted to the radioactive material division from federal and state government agencies.	CE	3						
446		NOTICES AND REPORTS FROM OTHER GOVERNMENT AGENCIES - CONFIDENTIAL	Letters, reports, and other documents submitted to the radioactive material division from federal and state government agencies.	CE	3					These documents contain confidential or sensitive information and are therefore maintained in a locked file cabinet.	
447	5.2.015	NOTICES OF EQUIPMENT REMOVED FROM INVENTORY	CONTAINS NOTICES OF SALE AND VARIOUS FORMS OF DOCUMENTATION FOR DISPOSAL OF ASSETS.	FE	3						



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					Years	Months	Days				
450		OCCUPATIONAL LICENSING PROGRAMS ELECTRONIC TRAINING ROSTERS (CCEDS)	ELECTRONIC TRAINING ROSTERS USED TO VERIFY CERTIFICATION TRAINING REQUIREMENTS. WILL CONTIAN CONFIDENTIAL INFORMATION.	US						THIS RECORD SERIES WILL COVER THE SAME OCCUPATIONAL LICENSING PROGRAMS AS LISTED WITH AIN 252.	
451		OCCUPATIONAL LICENSING PROGRAMS FOR ALL LICENSES / REGISTRATIONS (CCEDS)	THIS RECORD SERIES WILL COVER THE TCEQ OCCUPATIONAL LICENSING PROGRAMS FOR ALL LICENSES/REGISTRATIONS FOR ANY PERSONS OR COMPANIES RELATING TO THEIR INFORMATION TO OBTAIN/MAINTAIN/REVOKE OR SUSPEND ANY AND ALL OCCUPATIONAL LICENSING PROGRAMS AND COMPANIES. ACTIVE LICENSEES' FILES: INCLUDES APPLICANT INFO, APPLICANT SUPPLEMENT FORMS, EXPIRATIONS, EXAMS, DENIALS/FAILURES AND DEFICIENCY LETTERS, COMPLAINT LETTERS FROM GENERAL PUBLIC, COPIES OF COMPLAINTS FROM OFFICE OF COMPLIANCE AND ENFORCEMENT, AND EMPLOYER INFO, ETC.	AC				AC = US+1 OR A ROLLING FIVE YEAR PERIOD, WHICHEVER OCCURS FIRST.		RECORDS RESIDE IN CONSOLIDATED COMPLIANCE & ENFORCEMENT DATABASE SYSTEM (CCEDS).	
452	3.1.022	ONLINE PERSONNEL ACTION SYSTEM (OPAS)	USED TO CREATE/CHANGE INFORMATION CONCERNING EMPLOYEE, INCLUDING PAY, POSITION, NUMBER, EVALUATION DATE, LEAVE OF ABSENCE, SEPARATION AND TRANSFER.		2					FILED IN CURRENT EMPLOYEE FILES.	29 CFR 1602.31.
453		ON-SITE SEWAGE FACILITIES (OSSF) COMPLAINTS & INVESTIGATION/ENFORCEMENT FILES - CONFIDENTIAL	RECORDS INCLUDE INVESTIGATION FILES, FINANCIAL DATA, NOTICE OF VIOLATIONS, MEMOS TO FILE, RECORDS OF CONVICTIONS, AGREED ORDERS AND CORRESPONDENCE WITH LEGAL STAFF.	AC	12			AC = WHEN THE INVESTIGATION AND OSSF ENFORCEMENT ACTION IS COMPLETED.		RECORDS ARE KEPT IN THE PROGRAM AREA FOR A PERIOD OF FIVE (5) YEARS AFTER THE INVESTIGATION AND OSSF ENFORCEMENT ACTION IS COMPLETED.	
454		ON-SITE SEWAGE FACILITIES (OSSF) COMPLIANCE FILES	RECORDS OF COMPLIANCE REVIEWS OF OSSF AUTHORIZED AGENTS INCLUDING INVESTIGATIONS, REVIEW FINDINGS, CORRESPONDENCE, ACTION ITEM LISTINGS.	AC	5			AC = WHEN COMPLIANCE REVIEW AND SUBSEQUENT AUTHORIZED AGENT ACTION IS SATISFACTORILY COMPLETED.		RECORDS ARE KEPT FOR A PERIOD OF FIVE (S) YEARS AFTER THE COMPLIANCE REVIEW AND SUBSEQUENT AUTHORIZED AGENT ACTION IS SATISFACTORILY COMPLETED.	



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455		ONSITE SEWAGE FACILITIES (OSSF) ORDERS AND SUPPORTING DOCUMENTATION	ORDERS, ORDINANCES OR RESOLUTIONS ADOPTED BY LOCAL GOVERNMENTAL ENTITIES (DESIGNATED AS AUTHORIZED AGENTS) AND APPROVED BY THE OSSF PROGRAM. THESE DOCUMENTS DELINEATE AGREEMENT TO IMPLEMENT AND ENFORCE OSSF RULES IN THEIR AREA OF JURISDICTION. SUPPORTING DOCUMENTATION INCLUDES CORRESPONDENCE, REQUIREMENT JUSTIFICATIONS, PUBLICATION DATA, PUBLIC MEETING DATA, ETC., FOR THE DEVELOPMENT OF ORDERS, ORDINANCES AND RESOLUTIONS ADOPTED BY THE LOCAL GOVERNMENTAL AGENCIES (AUTHORIZED AGENTS).	PM						RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	TEXAS HEALTH & SAFETY CODE, CHAPTER 366.
456		ON-SITE SEWAGE FACILITIES (OSSF) PROPRIETARY PRODUCT APPROVALS - CONFIDENTIAL	APPROVAL OF PROPRIETARY OSSF TREATMENT SYSTEMS, WITH SUPPORTING DOCUMENTS. APPROVALS STAND UNTIL SUPERSEDED OR WITHDRAWN BY THE MANUFACTURER OR NO LONGER SUPPORTED (MANUFACTURER GOES OUT OF BUSINESS OR LOSES NATIONAL SANITATION FOUNDATION CERTIFICATION).	US							30 TAC 285.3, and 285.32
457		ONSITE SEWAGE FACILITIES NON-STANDARD DESIGNS INCLUDING OVERSIZE DOC, MAPS, PHOTOS	DOCUMENTATION SUBMITTED BY OSSF AUTHORIZED AGENTS, OSSF DESIGN ENGINEERS OR REGISTERED SANITARIANS WHICH PROVIDE DESIGN INFORMATION FOR NON-STANDARD ON-SITE SEWAGE FACILITIES/SYSTEMS THAT DO NOT CONFORM TO STANDARDS SHOWN IN TITLE 30, TEXAS ADMINISTRATIVE CODE CHAPTER 28S OR ARE NOT APPROVED PROPRIETARY OSSF SYSTEMS. DOCUMENTATION IS SUBMITTED FOR REVIEW AND APPROVAL OR MODIFICATION BY THE TCEQ OSSF PROGRAM.	AC				AC = WHEN REVIEW IS COMPLETED, NECESSARY MODIFICATIONS HAVE BEEN MADE AND DESIGN IS APPROVED.			



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458		OPERATING GRANTS	MULTI-YEAR GRANTS. WORKSHEETS, PROGRAM ELEMENT REPORTS, SUPPORTING DOCUMENTATION.	AC	6			AC = GRANT CLOSED.			
459		OPERATING PERMITS TITLE V INFORMATION MANAGEMENT SYSTEM	THE TITLE V INFORMATION MANAGEMENT SYSTEM (TV IMS) IS A COMPUTERIZED SYSTEM AND DATABASE DESIGNED TO ENTER AND MAINTAIN BASIC PERMIT INFORMATION, PROVIDE PERMIT DEVELOPMENT TOOLS, AND TRACK THE PROGRESS OF TITLE V OPERATING PERMITS.	US						THE TV IMS IS NOT INTEGRATED WITH CENTRAL REGISTRY SO CORE DATA ASSOCIATED WITH TITLE V PERMITS AUTHORIZATIONS IS STORED IN THE TV IMS TABLES.	
461		ORIGINAL DOCUMENTS AND COURT FINDINGS	These records are copies of the certificates of adjudication and water use permits for the Rio Grande Watermaster program.	PM					A	These are original and historical documents kept in the watermaster file room in the water right owners' respective folders. These folders have been kept in the watermaster office since the program began. If the agency changes their retention to anything less than permanent, transfer these records to the State Archives as their retention is met.	Record retention of Rio Grande Watermaster documents is required pursuant to TWC 11.3271(j).
462	4.5.001	OUTDATED FINANCIAL TESTS AND GUARANTEES	OUTDATED FINANCIAL TEST AND GUARANTEES PERTAINING TO SEVERAL PROGRAMS ADMINISTERED BY TCEQ.	US	4						
464	1.1.024	PENDING PLANNING MATERIAL	PLANS AND SPECIFICATIONS.	AC	3			AC = DECISION TO IMPLEMENT OR NOT AS RESULT OF PLANNING PROCESS.	E		



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466		PERMIT BY RULE- REPEALED	ALL OF THESE LISTED PERMIT BY RULE HAVE BEEN REPEALED ON 10/28/08: RULE CHAPTER 321, SUBCHAPTER F, AQUACULTURE AND SHRIMP REGISTRATION, SUBCHAPTER G, HYDROSTATIC TEST WATER REGISTRATION; SUBCHAPTER H, PETROLEUM CONTAMINATED WATER REGISTRATION; SUBCHAPTER J, READY -MIX CONCRETE REGISTRATION; SUBCHAPTER K, COMPOST MANURE REGISTRATION; SUBCHAPTER M, BULK PETROLEUM STATIONS & TERMINAL REGISTRATION; SUBCHAPTER O, AQUACULTURE E00000001. CONTAINS ORIGINAL APPLICATION, CERTIFICATE OF REGISTRATION, CORRESPONDENCE & SELF-REPORTING DATA.	PM					R	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED.	Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 125 1 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-124, 144, 220, 233, 270, 401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 205.



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					Years	Months	Days				
467		PERMIT BY RULE COMMERCIAL LIVESTOCK TRAILER CLEANING REGISTRATION	PERMIT BY RULE, CHAPTER 321, SUBCHAPTER N, THAT PROVIDES AUTHORIZATION FOR THE REMOVAL, CONTAINMENT, TREATMENT AND DISPOSAL OF WASTE OCCURRING AT COMMERCIAL LIVESTOCK CLEANING FACILITIES. RECORD SERIES IS PERPETUAL. (PERMIT NUMBER BEGINS WITH EN0000001).	PM					R	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED.	Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-1 24, 144, 220, 233, 270, 401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027, 26.034, and 26.121 environmental Protection Agency Schedule 205.



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					Years	Months	Days				
468		PERMIT BY RULE DISCHARGERS TO SURFACE WATERS FROM MOTOR VEHICLES CLEANING FACILITIES REGISTRATION	PERMIT BY RULE, CHAPTER 321, SUBCHAPTER L, THAT PROVIDES AUTHORIZATION FOR THE DISCHARGE TO SURFACE WATERS FROM MOTOR VEHICLES CLEANING FACILITIES. RECORD SERIES IS PERPETUAL. (PERMIT NUMBER BEGINS WITH EL0000001).	PM					R	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED.	PERMIT IS PERPETUAL AND NEVER EXPIRES THEREFORE ANY RECORD MUST BE RETAINED AS PERMANENT. Specific legal citations include, but are not limited to: Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-124, 144,220,233,270,401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 205.



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					Years	Months	Days				
469		PERMIT BY RULE WATER RECLAMATION FACILITIES REGISTRATION	PERMIT BY RULE, CHAPTER 321, SUBCHAPTER P, THAT PROVIDES AUTHORIZATION TO CONSTRUCT AND OPERATE A WATER RECLAMATION FACILITY. CONTAINS ORIGINAL APPLICATION, CERTIFICATE OF REGISTRATION, CORRESPONDENCE & SELF-REPORTING DATA. (PERMIT NUMBER BEGINS WITH EP0000001) NOTE: CURRENTLY THERE ARE NO AUTHORIZATIONS UNDER THIS RULE.	PM					R	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED.	PERMIT IS PERPETUAL AND NEVER EXPIRES THEREFORE ANY RECORDS MUST BE RETAINED AS PERMANENT. Specific legal citations include, but are not limited to: Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-124, 144,220,233,270,401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§S.013, 5.103, 5.1 05, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 20S.



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470		WASTEWATER GENERAL PERMITS -Pesticide, Petroleum Contaminated Waters, & Phase II MS4	CONTAINS GENERAL PERMIT DEVELOPMENT DOCUMENTS, GENERAL PERMIT, COMPLIANCE DOCUMENTS, AUTHORIZATIONS AND APPLICATIONS UNDER THE GENERAL PERMIT. INCLUDES ANY OTHER NEW GENERAL PERMITS MANDATED BY LEGISLATION. CREATED ONE RECORD SERIES TO ELIMINATE REDUNDANCY- FOR WASTEWATER GENERAL PERMITS REQUIRING ARCHIVIST REVIEW IF THE RETENTION PERIOD IS CHANGED FROM PM STATUS . GENERAL PERMITS DEVELOPMENT DOCUMENTS INCLUDE: PESTICIDE: TXG870000.	PM					R	*PREVIOUS AIN 470 & TSL 106 12-582-515 PETROLEUM CONTAMINATED WATERS: TXG830000 * PREVIOUS AIN 472 & TSL 106 12-582-455 PHASE II MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s): TXR040000 *PREVIOUS AIN 484 & TSL 106 10-582-458.	Clean Water Act, as amended, 33 U.S.C. Sections 208, 402,404, and 1251 et seq. Resource Conservation and Recovery Act, as amended,42 U.S. C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C.. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-124, 144, 220, 233,270,401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027,26.034, and 26.121 Environmental Protection Agency Schedule 205.



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471		PESTICIDE MANAGEMENT PLAN AND IMPLEMENTATION	DOCUMENTATION OF INTERAGENCY COORDINATION IN DEVELOPMENT OF TCEQ PESTICIDE MANAGEMENT PLAN (PMP). INCLUDES TCEQ PUBLICATION SFR-070/01, THE INTERAGENCY PESTICIDE DATABASE (IPD)-A RELATIONAL DATABASE MAINTAINED ON AN AGENCY SERVER, AND MONITORING DATA AND REPORTS GENERATED THROUGH IMPLEMENTATION OF THE PMP. THE PMP IS IN ACCORDANCE WITH TEXAS WATER CODE, CHAPTER 26.	PM					A	SENDING COPIES OF THE STATE PESTICIDE MANAGEMENT PLAN TO THE PUBLICATIONS CLEARINGHOUSE FULFILLS THE ARCHIVAL REQUIREMENT.	TEXAS WATER CODE 26.407.
472		WASTEWATER GENERAL PERMIT NOTICES - Pesticide, Petroleum Contaminated Waters, & Phase II MS4	CLOSE INACTIVE RECORDS AT PERMIT RENEWAL OR ACCORDING TO THE FINAL ACTION VALUE AS IDENTIFIED ABOVE. CONTAINS AUTHORIZATIONS OF NOTICE OF INTENT (NOI), NOTICE OF TERMINATIONS (NOT), NOTICE OF CHANGE (NOC) AND CORRESPONDENCE RELATING TO PROCESSING THESE FORMS FOR WASTEWATER GENERAL PERMITS. INCLUDES ANY OTHER NEW GENERAL PERMITS MANDATED BY LEGISLATION. CREATED ONE RECORD SERIES FOR WASTEWATER GENERAL PERMIT NOTICES REQUIRING ARCHIVIST REVIEW AT CLOSE OF RETENTION PERIOD (AC +10) TO ELIMINATE REDUNDANCY. NOTICES INCLUDE THE FOLLOWING WASTEWATER GENERAL PERMITS: PESTICIDE: TXG870000 *PREVIOUS AIN 470 & TSL 106 12-582-515 PETROLEUM CONTAMINATED WATERS: TXG830000	AC	10			AC = PERMIT END DATE IS BASED ON CALENDAR DATE OF THESE FINAL ACTION VALUES; EXPIRED, TERMINATED, WITHDRAWN, CANCELLED, RETURNED, OR DENIED.	R	*PREVIOUS AIN 472 & TSL 10612-582-455 PHASE II MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s): TXR040000 *PREVIOUS AIN 484 & TSL 106 10-582-458.	
473		PETROLEUM STORAGE TANK ENFORCEMENT FILES (ACTIVE)	ANY RECORDS OR FILES PERTAINING TO AN ENFORCEMENT ACTION ARE MAINTAINED UNTIL PETROLEUM STORAGE TANKS ARE REMOVED FROM DESIGNATED FACILITIES. THE REMOVAL OF TANKS IS NOT MONITORED BY THE ENFORCEMENT DIVISION.	AC	10			AC = REMOVAL OF TANK.	E	RECORDS KEPT IN CENTRAL FILE ROOM.	



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474	1.1.024	PETROLEUM STORAGE TANK REGISTRATIONS		AC	30			AC = AFTER SITE CLOSURE.	E	CONSTRUCTION NOTIFICATIONS Currently FILED WITH REGISTRATIONS. TEXAS STATE library Holdings Inclusive DATES 01/01/1986-12/31/1999 Central File ROOM Holdings: Inclusive DATES: 01/01/1949-12/31/2013. Includes INVENTORY FOR AIN 475, 476, 477. PRIOR TO 2009 RECORDS ARE STORED OFFSITE AT THE Tel STATE RECORDS CENTER. RECORDS KEPT IN THE Central File ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL PAPER DESTROYED ONCE Digital IMAGES ARE CREATED AND Quality CHECKED. SOME Older RECORDS MAY BE Only Available IN MICROFILM FORMAT. SERIES CONTAINS UNDERGROUND STORAGE TANK AND ABOVEGROUND STORAGE TANK Self-CERTIFICATIONS, Facility PROOF OF INSURANCE, OPERATOR TRAINING CERTIFICATES, CONSTRUCTION NOTIFICATIONS AND ACKNOWLEDGMENT LETTERS AND VARIOUS CORRESPONDENCE.	30 Tex. Admin Code §§334.6; 334.7 334.8; 334.72; 334.126; 334.127 and 334.129, and Tex. Water Code §26.351 (b).
475		PETROLEUM STORAGE TANK REGISTRATIONS- OVERSIZED DOCS, MAPS, AND PHOTOS	SERIES CONTAINS UNDERGROUND STORAGE TANK AND ABOVEGROUND STORAGE TANK SELF-CERTIFICATIONS, FACILITY PROOF OF INSURANCE, OPERATOR TRAINING CERTIFICATES, CONSTRUCTION NOTIFICATIONS AND ACKNOWLEDGEMENT LETTERS AND OTHER CORRESPONDENCE AND DOCUMENTS.	PM					R	WHEN RECORDS STORED UNDER AIN 474 ARE MICROFILMED. OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	30 Tex. Admin Code §§334.6; 334.7 334.8; 334.72; 334.126; 334.127 and 334.129, and Tex. Water Code §26.351 (b).



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476		PETROLEUM STORAGE TANK REGISTRATIONS - CONFIDENTIAL	SERIES CONTAINS UNDERGROUND STORAGE TANK AND ABOVEGROUND STORAGE TANK SELF-CERTIFICATIONS, FACILITY PROOF OF INSURANCE, OPERATOR TRAINING CERTIFICATES, CONSTRUCTION NOTIFICATIONS AND ACKNOWLEDGEMENT LETTERS AND VARIOUS CORRESPONDENCE. MAY CONTAIN OVERSIZE DOCUMENTS, INCLUDING MAPS AND PHOTOS.	AC	30			AC = AFTER SITE CLOSURE.	E	FILES FOR FACILITIES CLOSED PRIOR TO 1993. CONTAINS RELEASE DETERMINATION RECORDS. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	30 Tex. Admin Code §§334.6; 334.7 334.8; 334.72; 334.126; 334.127 and 334.129, and Tex. Water Code §26.351 (b).
478		PETROLEUM STORAGE TANK REGISTRATIONS GENERAL UNNUMBERED	INDICATES LOCATIONS NOT ASSIGNED FACILITY NUMBERS OR TRACKING NUMBERS.	AC	30			AC = AFTER SITE CLOSURE.	E	CONFIDENTIAL RECORDS STORED UNDER AGENCY ITEM NUMBER 479. PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	30 Tex. Admin Code §§334.6; 334.7 334.8; 334.72; 334.126; 334.127 and 334.129, and Tex. Water Code §26.351 (b).
479		PETROLEUM STORAGE TANK REGISTRATIONS GENERAL UNNUMBERED CONFIDENTIAL		AC	30			AC = AFTER SITE CLOSURE.	E	PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. MAY CONTAIN OVERSIZE DOCUMENTS INCLUDING MAPS AND PHOTOS.	30 Tex. Admin Code §§334.6; 334.7 334.8; 334.72; 334.126; 334.127 and 334.129, and Tex. Water Code §26.351 (b).
481	4.1.001	PETROLEUM STORAGE TANK REIMBURSEMENT CLAIMS	RELATED TO LEAKING PETROLEUM STORAGE TANK (LPST) SITES. THESE RECORDS ARE APPLICATIONS FOR REIMBURSEMENT FROM THE PST REMEDIATION ACCOUNT.	AC	7			AC = 09/01/2012.		RECORDS HELD AT IRON MOUNTAIN.	
482	4.1.001	PETROLEUM STORAGE TANK REIMBURSEMENT DATABASE TABLES	RELATED TO LPST SITES.	US						PROGRAM SPECIFIC DATABASE TABLES USING MICROSOFT ACCESS.	
483		PST STATE LEAD FINANCIAL CAPACITY REVIEWS	INCLUDES INTERNAL WORK PAPERS AS WELL AS INFORMATION AND DOCUMENTS PROVIDED BY THE APPLICANTS.	AC	10			AC = COMPLETION OF FINANCIAL REVIEW.			
485		PLUMBING FIXTURE CERTIFICATION DATABASE	TRACKS PLUMBING FIXTURE CERTIFICATION. MAINTAINED ON SERVER.	US							30 TAC §290.252(b).



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486	1.1.070	POLICY RESEARCH AND DEVELOPMENT & AGENCY OPERATING POLICIES		AC	3			AC = COMPLETION OR TERMINATION OF PROGRAM POLICIES OR PROCEDURES.	A		
487		POLLUTION PREVENTION ADVISORY COMMITTEE (PPAC)	THE PPAC ADVISES THE TCEQ ON MATTERS INVOLVING POLLUTION PREVENTION. AUTHORIZED UNDER THE TEXAS HEALTH AND SAFETY CODE (SOLID WASTE DISPOSAL ACT, SECTION 361.021S).IT ALSO ADVISES THE COMMISSION ON THE STATE'S WASTE REDUCTION POLICY (SECTION 361.502), AND HELPS THE AGENCY IMPLEMENT THE RECYCLING MARKET DEVELOPMENT IMPLEMENTATION PROGRAM (SECTION 361.423). RECORDS FOR THE MANDATED COMMITTEE INCLUDE AGENDAS, MINUTES OF MEETINGS, PAST AND CURRENT MEMBERS, AND NOMINATION LETTERS.	FE	5				A	PPAC EXPIRED ON OCTOBER 9, 2013 SINCE THE COMMISSION DID NOT RENEW IT.	
488	2.1.002	POLLUTION PREVENTION AND INDUSTRY ASSISTANCE ELECTRONIC TRACKING SYSTEMS	REPORTS ON POLLUTION PREVENTION ACTIVITIES REGARDING WASTE AND TOXICS RELEASE INVENTORY (TRI) REDUCTIONS.	AV					E	THESE REPORTS ARE COLLECTED ONLINE AND MIGRATED INTO THE PROGRAM DATABASE. IRD BACKS UP DAILY.	
489	5.1.005	POSTAGE EXPENSE REPORTS		FE	3					EXPENSE REPORTS PROVIDED BY UNITED STATES POSTAL SERVICE. AUTOMATED SYSTEM THAT TRACKS BILLING STATEMENTS, ETC.	
491	1.1.067	PRELIMINARY ASSESSMENT/SITE INSPECTIONS(PASI)/SITE DISCOVERY ASSESSMENT(SDA)	INCLUDES BOTH SITE DISCOVERY ASSESSMENT AND PRELIMINARY ASSESSMENT/SITE INSPECTIONS.	PM					A	THE PASI AND SDA FILES WILL BE FILMED AND THE MICROFILM WILL BE RETAINED PERMANTENTL Y. PAPER DESTROYED ONCE FILMED. ORIGINAL MICROFILM STORED AT THE TEXAS STATE LIBRARY, DUPLICATE STORED IN THE CENTRAL FILE ROOM. PASI DOCUMENTS GO TO EPA IF THE EPA WANTS THEM.	TEX. HEALTH & SAFETY CODE SECTIONS 361.197, 361.186, AND 361.190.



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492	1.1.067	PRETREATMENT PROGRAM ANNUAL REPORT	PRETREATMENT REPORTS SUBMITTED TO TCEQ FOR THE MONTH SPECIFIED ON THE TPDES PERMIT. THIS PRETREATMENT REGULATION IS FOR EXISTING AND NEW SOURCES OF POLLUTION.	AC	15			AC = DATE OF THE ANNUAL REPORT.	E	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED.	PER 30 TAC CHAPTER 31 S.
493		PRETREATMENT PROGRAM RECORDS	CONTAINS THE PRETREATMENT PROGRAM DOCUMENTS; APPROVED PROGRAM (AP), SUPERCEDED APPROVED PROGRAM (APS), RELATED APPROVED PROGRAM DOCUMENTS, AND COMPLIANCE (CO)- [AUDIT REPORTS, COMPREHENSIVE COMPLIANCE INSPECTIONS (CCI)].	PM					A	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED.	Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq.
495	1.1.007	PRIORITY GROUNDWATER MANAGEMENT AREA (PGMA) - GENERAL CORRESPONDENCE	CORRESPONDENCE BETWEEN TCEQ, TWDB, OR OTHER AGENCIES FOR PRIORITY GROUNDWATER MANAGEMENT AREA PROGRAM PLANNING AND IMPLEMENTATION. INCLUDES GMA 3 MIDDLE PECOS GCD INQUIRY FOR PGMA DESIGNATION.	CE	20				E		
496		PRIORITY GROUNDWATER MANAGEMENT AREA (PGMA) STUDIES - NO DESIGNATION	AREA STUDY THAT DID NOT RESULT IN A PRIORITY GROUNDWATER MANAGEMENT AREA DESIGNATION. CORRESPONDENCE AND REPORT FILES. HEARING FILES MAY ALSO BE INCLUDED.	AC	55			AC = AGENCY DECISION THAT AREA STUDIED NOT BE DESIGNATED A PGMA AT THIS TIME.	E		TEXAS WATER CODE 35.007(a).
497		PRIORITY GROUNDWATER MANAGEMENT AREAS (PGMA)- DESIGNATED	PRIORITY GROUNDWATER MANAGEMENT AREA DESIGNATED BY TCEQ. CORRESPONDENCE, REPORT, AND HEARING FILES. UPDATE FILES MAY ALSO BE INCLUDED.	AC	55			AC = TCEQ DESIGNATION DATE PLUS THREE YEARS.	E		TEXAS WATER CODE 35.007(a).
498		PURCHASING AND CONTRACT ENTERPRISE DATABASE (PACE)	TRACKS PROGRESS OF CONTRACTS UNTIL COMPLETED. BOTH PURCHASE ORDERS AND CONTRACTS ARE IN PACE. THEY ALWAYS STAY IN PACE.	US							



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499		PROPHECY TO USAS INTERFACE DOCUMENTS	DOCUMENT CONTENT OF DAILY DEPOSIT AND CORRECTION FILES INTERFACED ELECTRONICALLY TO USAS FOR PROCESSING.	FE	4					THE PROGRAM WILL KEEP RECORDS ONSITE; NO MORE OFFSITE STORAGE IS NEEDED.	
501	4.5.002	PST FINANCIAL ASSURANCE	PST OWNERS/OPERATORS INSURANCE DOCUMENTS, INCLUDING CERTIFICATES, INSURANCE CANCELLATION NOTICES, FINANCIAL TESTS, AND PST FACILITY FILE REVIEWS.	AC	4			AC = ACCEPTANCE OF MECHANISM OR COMMISSION AGENDA APPROVAL.			
502		LPST RESPONSIBLE PARTY LEAD, LPST STATE LEAD, AND PST EMERGENCY RESPONSE	DOCUMENTS CONTAMINANT RELEASES AT PETROLEUM STORAGE TANK FACILITIES; INCLUDES PETROLEUM STORAGE TANK STATE LEAD, RESPONSIBLE PARTY LEAD, AND EMERGENCY RESPONSE FILES.	AC	30			AC = SITE CLOSED.	E	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED.	
505		PUBLIC WATER SUPPLY - CONFIDENTIAL OVERSIZED DOCUMENTS, MAPS, AND PHOTOS	PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETIERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	AC	30			AC = WHEN RECORDS STORED UNDER AIN 507 ARE IMAGED.	R	OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	TITLE 40 CODE OF FEDERAL REGULATIONS (40CFR), CHAPTERS 141 AND 142, INCLUDING THE RECORD RETENTION REQUIREMENTS OF 40 CFR 142.15.
506	1.1.065	PUBLIC WATER SUPPLY - OVERSIZED DOCUMENTS, MAPS, AND PHOTOS	PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	AC	30			AC = WHEN RECORDS STORED UNDER AIN 512 ARE IMAGED.	A	OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE. IF THE AGENCY CHANGES THEIR RETENTION TO ANYTHING LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES AS THEIR RETENTION IS MET.	TITLE 40 CODE OF FEDERAL REGULATIONS (40CFR), CHAPTERS 141 AND 142, INCLUDING THE RECORD RETENTION REQUIREMENTS OF 40 CFR 142.15.



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507		PUBLIC WATER SUPPLY - CONFIDENTIAL	FILES CONTAIN EMERGENCY PREPAREDNESS PLAN {EPP}, LEAD AND COPPER ANALYSIS, COMPLAINTS, ENFORCEMENT ACTIONS, TURBIDITY RECORDS, CONTRACT ASSISTANCE FILES.	PM					A	RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN IMAGED. PAPER DESTROYED ONCE IMAGED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. IF THE AGENCY CHANGES THEIR RETENTION TO ANYTHING LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES AS THEIR RETENTION IS MET.	TITLE 40, CODE OF FEDERAL REGULATIONS (CFR), CHAPTERS 141 AND 142. THESE INCLUDE THE RECORD RETENTION REQUIREMENTS OF 40 CFR SEC. 142.15. TEX. WATER CODE SEC. 13.1395(I), TEX. GOV'T CODE SEC. 552.101.
508		PUBLIC WATER SUPPLY - CONFIDENTIAL COUNTY GENERAL (UNNUMBERED)	PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 T A C) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	PM					R	RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN IMAGED. PAPER DESTROYED ONCE IMAGED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	TITLE 40, CODE OF FEDERAL REGULATIONS (CFR), CHAPTERS 141 AND 142. THESE INCLUDE THE RECORD RETENTION REQUIREMENTS OF 40 CFR SEC. 142.15. TEX. GOV'T CODE SEC. 552.101.
509		PUBLIC WATER SUPPLY - CONFIDENTIAL COUNTY GENERAL (UNNUMBERED) OVERSIZED DOCUMENTS, MAPS, AND PHOTOS	PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	AC	30			AC = WHEN RECORDS STORED UNDER AIN 508 ARE IMAGED.	R	OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	TITLE 40 CODE OF FEDERAL REGULATIONS (40CFR), CHAPTERS 141 AND 142, INCLUDING THE RECORD RETENTION REQUIREMENTS OF 40 CFR 142.15.



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510	1.1.065	PUBLIC WATER SUPPLY - COUNTY GENERAL (UNNUMBERED)	"EPA REGULATIONS REQUIRE THAT THE TCEQ MAINTAIN A RECORD OF COMPLIANCE DECISIONS MADE BY THE STATE REGARDING PUBLIC WATER SYSTEM COMPLIANCE WITH REGULATIONS FOR PROVISION OF SAFE AND ADEQUATE DRINKING WATER. THOUGH THE RECORDS IN THIS SERIES ARE FOR SYSTEMS NOT NUMBERED AS PUBLIC WATER SUPPLY SYSTEMS, THE TCEQ HAS THE AUTHORITY TO SHUT DOWN A SYSTEM IF IT WAS CONSTRUCTED	PM					A	THESE RECORDS ARE KEPT IN THE CENTRAL FILE ROOM FOR 5 YEARS. AT THE END OF THAT PERIOD, THE RECORDS ARE IMAGED AND THE HARD COPY DESTROYED. THE ORIGINAL IS STORED AT THE TEXAS STATE LIBRARY AND A DUPLICATE IN THE CENTRAL FILE ROOM." IF THE AGENCY CHANGES THEIR RETENTION TO ANYTHING LESS THAN PM, TRANSFER RECORDS	TITLE 40 CODE OF FEDERAL REGULATIONS (40 CFR), CHAPTERS 141 AND 142, INCLUDING THE RECORD RETENTION REQUIREMENTS OF 40 CFR 142.14 AND 142.15. 40 CFR 142.10(b)(1). THSC 341.035, THSC
511	1.1.065	PUBLIC WATER SUPPLY - COUNTY GENERAL (UNNUMBERED) OVERSIZED DOCUMENTS, MAPS, AND PHOTOS	PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	AC	30			AC = WHEN RECORDS STORED UNDER AIN 510 ARE IMAGED.	R	OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	TITLE 40 CODE OF FEDERAL REGULATIONS (40 CFR), CHAPTERS 141 AND 142, INCLUDING THE RECORD RETENTION REQUIREMENTS OF 40 CFR 142.15 AND 15.
512	1.1.065	PUBLIC WATER SUPPLY	PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST SUBMIT COMPLIANCE DOCUMENTATION TO THE TCEQ IN THE FORM OF LETTERS, REPORTS, ANALYTICAL RESULTS, MAPS, ENGINEERING REPORTS, AND OTHER FORMS.	PM					A	RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN IMAGED, ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM. IF THE AGENCY CHANGES THEIR RETENTION TO ANYTHING LESS THAN PM, TRANSFER RECORDS TO THE STATE ARCHIVES AS THEIR RETENTION IS MET.	TITLE 40 CODE OF FEDERAL REGULATIONS (40 CFR), CHAPTERS 141 AND 142, INCLUDING THE RECORD RETENTION REQUIREMENTS OF 40 CFR 142.14 AND 15. 40 CFR 142.10(b)(1).



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513	1.1.067	PUBLIC WATER SYSTEM - ELECTRONIC RECORDS	PUBLIC WATER SYSTEMS (PWS) ARE REQUIRED TO COMPLY WITH THE TCEQ'S REGULATIONS IN TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. UNDER THESE REGULATIONS, PWS MUST COMPLY WITH THE NATIONAL PRIMARY DRINKING WATER REGULATIONS THAT ARE CONTAINED IN 30 TAC 290 SUBCHAPTER D, F, AND H.	PM					R	THE TCEQ MUST DELIVER AN ELECTRONIC RECORD OF THE INVENTORY OF ALL PWS, AND AN ELECTRONIC RECORD OF THEIR CHEMICAL AND MICROBIAL COMPLIANCE TO THE EPA. ELECTRONIC RECORD KEPT PERMANENTLY IN SAFE DRINKING WATER INFORMATION SYSTEM (SDWIS). HARD COPY OF LAB RESULT PURGED 9 YEARS AFTER CALENDAR YEAR END (CYE). THIS FILE SERIES CONTAINS THOSE RECORDS.	TITLE 30 TEXAS ADMINISTRATIVE CODE (30 TAC) CHAPTER 290. 30 TAC 290 SUBCHAPTER D, F, AND H.
514	4.2.005	PURCHASE ORDERS	ALL PURCHASE ORDERS PRODUCED BY THE AGENCY. INCLUDES PURCHASE ORDERS FOR CONFERENCES, TRAINING, AND CATALOG PURCHASES.	AC	7			AC = AFTER CLOSED AT 8/31 FISCAL YEAR END.			
515	4.2.005	PURCHASE VOUCHERS	REQUISITIONS, ORDERS, RECEIVING REPORTS, INVOICES, OR STATEMENTS, CHANGE ORDERS, BEST VALUE DETERMINATIONS, ETC. INCLUDES PROCARD VOUCHERS.	FE	7						
516		QUALITY ASSURANCE AUDIT REPORTS	RESULTS OF AGENCY-LEVEL QUALITY ASSURANCE AUDITS OF TCEQ PROGRAMS AND PROJECTS, INCLUDING TCEQ CONTRACTORS.	AC	3			AC = COMPLETION OF AUDIT.			
517	1.1.070	QUALITY ASSURANCE PROJECT PLANS	BOOKLET OR MANUAL UPDATED EVERY YEAR WITH MONITORING DATA TAKEN MOSTLY FROM TCEQ MONITORING STATIONS. AFTER AUDITED/REVIEWED SUBMITTED TO EPA FOR APPROVAL. IT THEN BECOMES AN ESTABLISHED GUIDELINE FOR THE NEXT YEAR. THERE ARE SEVERAL QUALITY ASSURANCE PROJECT PLANS (QAPP'S).	AC	10			AC = EPA APPROVAL.	A		
518	2.2	QUALITY ASSURANCE RECORDS	QUALITY ASSURANCE PROJECT PLANS AND TECHNICAL SYSTEMS AUDIT RECORDS.	CE	10						



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519	1.1.067	QUALITY ASSURANCE / QUALITY CONTROL REPORTS AND AUDITS	QUARTERLY AND ANNUAL REPORTS; EPA REQUIRED QUALITY ASSURANCE AUDIT REPORTS OF AIR MONITORING STATIONS. LABORATORY CONTROL CHECK REPORTS TO EPA. PRECISION AND ACCURACY REPORTS TO EPA.	CE	10				E		
520		SUGAR LAND LAB QUALITY ASSURANCE RECORDS	ALL RECORDS OF COMMUNICATION PERTAINING TO A PROJECT MUST BE MAINTAINED FOR AS LONG AS THE PROJECT LASTS BEFORE THE 5 YEAR RETENTION TIME TAKES EFFECT. CERTIFICATES OF ANALYSES ARE MAINTAINED FOR THE LIFE OF THE CHEMICAL USED PRIOR TO THE 5 YEAR RETENTION TIME TAKING EFFECT. ALL DATA REQUIRED TO SUPPORT A DEMONSTRATION OF CAPABILITY MUST BE MAINTAINED PRIOR TO THE 5 YEAR RETENTION TIME TAKING EFFECT. THIS INCLUDES HISTORICAL SOPs TO ESTABLISH DOCUMENTATION OF PERFORMING METHODS PRIOR TO SEEKING ACCREDITATION. PUBLISHED DOCUMENTS AND RECORDS MAINTAINED TO ESTABLISH HISTORICAL REFERENCE TO ONGOING METHODOLOGY PERFORMED AT THE LABORATORY. QUALITY ASSURANCE / QUALITY CONTROL DOCUMENTS AND RECORDS SUCH AS CURRENT AND RETIRED SOPs, CLIENT QAPPS, METHOD INITIAL DEMONSTRATIONS OF CAPABILITY, STAFF ANALYTICAL TRAINING RECORDS AND DEMONSTRATIONS OF CAPABILITY (DOC), AUDIT REPORTS AND CORRECTIVE ACTIONS TAKEN, AS WELL AS CERTIFICATES OF ANALYSES.	AC	5			AC = CLOSED IS DEFINED AS PROJECT END.			



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					Years	Months	Days				
521		QUALITY MANAGEMENT PLANS	TCEQ QUALITY MANAGEMENT PLAN (QMP) DOCUMENTS THE AGENCY'S QUALITY SYSTEM FOR GENERATING ENVIRONMENTAL DATA. THE PLAN IS UPDATED ANNUALLY AND IS APPROVED BY EXECUTIVE MANAGEMENT AND USEPA, REGION 6. TCEQ CLEAN RIVERS PROGRAM QUALITY MANAGEMENT PLAN DOCUMENTS THAT PROGRAM'S QUALITY SYSTEM FOR GENERATING ENVIRONMENTAL DATA.	AC	3			AC = WHEN PLAN IS APPROVED.		THE PLAN HAS BEEN UPDATED ANNUALLY BUT WILL BE MERGED WITH THE AGENCY QMP IN JANUARY 2011. Agency Quality Management Plan (QMP) and Agency Quality Assurance Reports are kept on site and updated annually.	
522	1.1.068	QUARTERLY PERFORMANCE MEASURES REPORTS	PERFORMANCE MEASURES ARE REPORTED TO LBB.	AC	6			AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.			
525		RADIOACTIVE MATERIALS PROGRAM DATABASE RECORDS	THIS DATABASE IS CURRENTLY RADIOACTIVE MATERIALS LICENSING AND UNDERGROUND INJECTION CONTROL SUPPLEMENTAL TRACKING SYSTEM. THESE ARE ACCESS DATABASES.	US						THESE CONTAIN EITHER DATA THAT STILL NEEDS TO BE TRANSFERRED TO ARTS OR DATA THAT CANNOT BE TRANSFERRED TO ARTS.	
526	1.1.007	RADIOACTIVE WASTE LICENSED SITES - CONFIDENTIAL		PM					R		THSC Chapter 361.018(c); Resource Conservation and Recovery Act of 1976 (RCRA), §3006; 40 C.F.R. §272.2201.
527		RADIOACTIVE WASTE LICENSED SITES	SOME RECORDS INCLUDE: RW0219, RW1431, RW1634, RW2402, RW3024, RW3100, RW3626, RW3653, RW4100, RW4336, RW4971, RWS807, RW6046, RW6062, ETC. ALSO RECORDS INCLUDE SOAH ON RW3100. SOME RECORDS IN PROGRAM AREA. CAN INCLUDE OVERSIZED DOCUMENTS, MAPS, PHOTOS, ETC.	PM					A	If the agency changes their retention to anything less than PM, transfer records to the State Archives as their retention is met.	THSC Chapter 361.018(c); Resource Conservation and Recovery Act of 1976 (RCRA), §3006; 40 C.F.R. §272.2201.



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529		RADIOACTIVE WASTE PROCESSING AND STORAGE LICENSES		PM						**PREVIOUSLY THE SERIES TITLE WAS URANIUM TECHNICAL ASSESSMENTS WHICH ENCUMBERED ALL UTA DOCUMENTS. WE FELT WE NEEDED TO BREAK DOWN THE DOCUMENTS INTO SPECIFIC RECORD SERIES TITLES TO MORE ACCURATELY REPORT. TWO LICENSE NUMBERS REFERENCED ARE R04971 OR R01811	THSC Chapter 361.018(c); Resource Conservation and Recovery Act of 1976 (RCRA), §3006; 40 C.F.R. §272.2201.
530		RADIOACTIVE WASTE PROCESSING AND STORAGE LICENSES- CONFIDENTIAL	REFERENCED AS LICENSE NUMBERS R04971 AND R01811, INCLUDING CONFIDENTIAL DOCUMENTS FOR INCREASED CONTROL.	PM							THSC Chapter 361.018(c); Resource Conservation and Recovery Act of 1976 (RCRA), §3006; 40 C.F.R. §272.2201.
531		RADIOACTIVE WASTE UNLICENSED SITES	SOME RECORDS INCLUDED IN THIS SERIES ARE: RWCONOCO, RWPAN, RWUMTRA, RWGRA, RWPEA, RWPHILIPS, RWNRC, RWPANTEX, RWHOU, RWKAFB, AND RWL03399.	PM					A	If the agency changes their retention to anything less than PM, transfer records to the State Archives as their retention is met.	THSC Chapter 361.018(c); Resource Conservation and Recovery Act of 1976 (RCRA), §3006; 40 C.F.R. §272.2201.
532	4.3.002	RECEIPTS, JOURNALS OR REGISTERS	INCLUDES JOURNAL VOUCHERS FOR OPERATING FUND RECONCILIATION, MANUAL LABOR, BENEFIT REPLACEMENT PAY (BRP) TRANSFER, EXPENDITURES TRANSFER VOUCHERS.	FE	3						
533	1.2.011	RECORDS CENTER STORAGE APPROVAL FORMS (RMD 106)-AGENCY COPY	REQUESTS TO STORE RECORDS OFFSITE AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER. ORIGINAL RETAINED US+S BY THE TEXAS STATE AND LOCAL RECORDS MANAGEMENT DIVISION.	US							



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534	2.1.011	RECORDS CONTROL DATABASE/INSIGHT	ALL FORMS USED BY AGENCY AND PROGRAM AREAS FOR MAINTENANCE OF RECORDS MANAGEMENT PROGRAM. COMPLETED FORMS KEPT IN PROGRAM AREA AND RECORDS MANAGEMENT.	AC				AC = WHEN CONTROL AID IS UPDATED, REVISED, OR NO LONGER NEEDED.			
535	1.2.010	RECORDS DISPOSITION LOG	AGENCY'S LISTING OF RECORDS DESTROYED OR TRANSFERRED TO THE STATE ARCHIVES. LOG LIST RECORDS SERIES, DATES OF RECORDS AND DATE DESTROYED.	CE	10					SEE AIN 536 FOR PAPER RECORD DISPOSTION REQUEST FORMS (TCEQ 1 OS 19).	
536	1.2.001	RECORDS DISPOSITION REQUEST FORMS (TCEQ FORM 10519)	AGENCY LEVEL DOCUMENTS AUTHORIZING FINAL DISPOSITION OF RECORDS UNDER A CERTIFIED RECORDS RETENTION SCHEDULE.	FE	3						
537	1.2.012	RECORDS INVENTORY WORKSHEETS (RMD103) - AGENCY COPY	RMD103 INVENTORY WORKSHEETS ARE AGENCY INVENTORY FORMS USED TO CREATE THE RETENTION SCHEDULE.	US						FORMS ARE MAINTAINED BY DIVISIONS. ELECTROINC COPIES ARE MAINTAINED IN PDF FILES FOR REVISIONS.	
538	1.2.005	RECORDS RETENTION SCHEDULE (SLR 105) - AGENCY COPY	INCLUDES DOCUMENTATION OF CERTIFICATION AND APPROVAL. FORMS SLR 105C (FORMERLY RMD 105C).		12					ORIGINAL APPROVED COPY RETAINED AT TEXAS STATE LIBRARY PERMANENTLY.	
539	1.2.006	RECORDS TRANSMITTAL FORMS - AGENCY COPY	AGENCY COPY INCLUDES RMD101, DETAILED BOX CONTENTS LISTS. FORMS INDICATE RECORDS TRANSFERRED TO STORAGE OR TRANSFER OF LEGAL CUSTODIAN.	AC	2			AC = DATE OF AUTHORIZATION FOR DESTRUCTION, PERMANENT TRANSFER FROM STORAGE, OR TRANSFER TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, BY THE AGENCY RECORDS MANAGEMENT OFFICER.			
540	3.1	RECRUITMENT	UNIVERSITY JOB FAIR REGISTRATION.	FE	1						



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541	1.1.070	REGIONAL SOLID WASTE MANAGEMENT PLAN	THE REGIONAL SOLID WASTE MANAGEMENT PLAN INCLUDES VOLUME I, VOLUME 2, AND THE CLOSED LANDFILL INVENTORY.	US					A	RETAINED UNTIL SUPERSEDED BY MORE CURRENT VERSION.	TEXAS HEALTH & SAFETY CODE 363.064(e) [CLOSED LANDFILL INVENTORY] & 363.062(f) [REGIONAL SOLID WASTE MANAGEMENT PLANS].
543		REGULATORY ASSESSMENT FILES	CONTAINS RECORDS ON REGULATORY ASSESSMENT.	CE	13						
545	4.7.008	REMEDIATION CONTRACTS	(THE COMMON RULE).	AC	10			AC = SATISFACTION OFF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS.			
547	1.2.008	REQUEST FOR AUTHORITY TO DISPOSE OF STATE RECORDS (RMD102) - AGENCY COPY		FE	3					ORIGINAL IS RETAINED BY THE STATE AND LOCAL RECORDS MANAGEMENT DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
550		REQUEST FOR RECORDS - STORAGE CENTERS	THESE VARIOUS FORMS ARE USED FOR TRACKING REQUESTS TO AND FROM RECORD STORAGE CENTERS INCLUDING IRON MOUNTAIN, DARCY, AND THE TEXAS STATE LIBRARY.	AC	5			AC = AFTER RECORD IS RETURNED.			
552		RESPONSE TEAM REPORTS	FIELD OPERATIONS HAS SUPPORTING DOCUMENTS FOR CONTRACTS MANAGED BY FINANCIAL ADMINISTRATION. THESE CONTRACTS ARE FOR EMERGENCY RESPONSE SERVICES (ACCIDENTS, SPILL NOTIFICATIONS, ETC). 1 COMPANY HAS 4 REGIONS, 1 OTHER COMPANY FOR 1 REGION.	FE	12						
553	4.4.002	REVENUE ACCOUNTS RECEIVABLE DEBIT / CREDIT / ADJUSTMENTS	DOCUMENTS CREDIT MEMOS, DEBIT MEMOS, AND ADJUSTMENT MEMOS WITH BACKUP BY FISCAL YEAR END (8/31/XXXX).	FE	4						



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554	4.2.001	REVENUE DEPOSIT VOUCHERS	DEPOSIT VOUCHERS, JOURNAL VOUCHERS, COMPTROLLER VOUCHERS AFFECTING REVENUE, BATCH EDIT (DEPOSIT REPORTS), LOCK BOX VOUCHERS, CREDIT CARD VOUCHERS AND REGION DEPOSITS. DEPOSITS AND JOURNAL VOUCHERS THAT ARE ENTERED INTO USAS AND THE REVENUE SYSTEM BY FISCAL YEAR END (8/31/XXXX).	FE	4						
555	4.2.006	REVENUE INTERAGENCY TRANSACTION VOUCHERS	ITV VOUCHERS, INVOICE DOCUMENTS, BATCH REPORTS, DAFE-8190, 8240, SCREEN 86 PRINT W/ SUPPORT DOCUMENTATION. ESSENTIALLY SCREEN DUMPS FOR REVENUE TRACKING AND AUDITING.	FE	4					RECORDS ARE SHREDDED AT THE END OF THE RETENTION PERIOD.	
556	4.2.002	REVENUE RECEIPTS	CASH RECEIPTS RECEIVED AT THE CASHIERS OFFICE. CASHIERS RECEIPTS AND RECEIPT BOOKS.	FE	4					DOCUMENTS SHREDDED AT THE END OF THE RETENTION PERIOD.	
557		REVENUE REFUNDS	REVENUE REFUNDS PROCESSED IN USAS AND THE REVENUE SYSTEM BY THE END OF EVERY FISCAL YEAR (8/31/XXXX).	FE	4						
558	4.7.003	REVENUE RETURNED CHECKS, WARRANTS, DRAFTS, CREDIT CARDS	BEGINS WITH SETTLEMENT OF RETURN ITEM. RETURNED CHECKS, WARRANTS, DRAFTS, CREDIT CARDS, ACH, ETC USED TO PAY FOR PERMITS ANO LICENSES, ETC.	AC	3			AC = AFTER DEEMED UNCOLLECTIBLE.		CHECK RECEIVED IS ENTERED INTO PROPHECY TO USAS TO LOCKBOX.	
559	4.6.002	REVENUE SUBSIDIARY RECONCILIATIONS	PETTY CASH AND TRAVEL ADVANCE DOCUMENTS, CHECKS, CHECK STUBS, BANK STATEMENTS AND BANK RECONCILIATIONS ON A MONTHLY BASIS.	FE	4						
560	4.5.001	REVENUE WORKSHEETS / RECONCILIATION	WORKING PAPERS, WORKLOAD MEASURE, FILE LOADS, RECONCILIATION REPORTS, JOURNAL VOUCHERS FROM THE REVENUE SYSTEM - NON UNIFORM STATEWIDE ACCOUNTING SYSTEM (USAS) DOCUMENTS.	FE	4						



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561		RIO GRANDE WATER MASTER CLOSED DIVERTER ACCOUNTS	Rio Grande Watermaster closed diverter accounts.	PM						These records belong to Watermaster Region 1 S, Harlingen. Paper records are destroyed once microfilmed. The original microfilm is stored at the Texas State Library. The duplicate microfilm is stored in the central file room.	
562		RIO GRANDE WATER MASTER COST ASSESSMENT		CE	10					COST ANALYSIS SENT TO CENTRAL FILE ROOM FROM CCO. BELONGS TO WATER MSTR-REGION 15, HARLINGEN.	
564		RIVER COMPACT COMMISSIONS		PM					A	HISTORICAL DOCUMENTS RELATING TO THE TEXAS RIVER INTERSTATE COMPACTS (CANADIAN, PECOS, RED, RIO GRANDE, AND SABINE RIVERS) governed by Tex. Water Code Chapters 41, 42, 43,44 and 46.	Tex. Water Code Sections 41.0082, 42.009, 43.0052, 44.009, and 46.010.
565	1.1.070	RULE DEVELOPMENT HISTORY & ANNOTATIONS (HISTORICAL MICROFILM)	INCLUDES HEARING INFORMATION, WRITTEN COMMENTS, ORDERS, TRANSCRIPTS AND BOOKS, GUIDELINES, DIRECTIVES, ADMINISTRATIVE RULES, POLICIES OR PROCEDURES ISSUED BY AN AGENCY IN FULFILLING LEGISLATIVE MANDATES OR MISSIONS, AND RESULTS THAT MAY IMPOSE REQUIREMENTS OF HAVE AN EFFECT ON OTHER ENTITIES.	PM					E	SOME RECORDS EXIST IN PAPER FORMAT AT THE TEXAS STATE LIBRARY (TSL) UNDER RMD 106 #93-S82-118 SEE AIN S66. RECORDS FROM 1996 FORWARD ALSO EXIST ELECTRONICALLY IN AN ABBREVIATED FORMAT ON THE TCEQ INTRANET (SHARENET). RECORDS ON MICROFILM PRIOR TO 2003 WILL REMAIN ON FILM AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER.	30 TAC § 1.5 AND 40 CFR §51.102; TSL 1.1.070; 13 TAC 6.10; TSL 1.1.071.



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566	1.1.070	RULE DEVELOPMENT HISTORY & ANNOTATIONS	INCLUDES HEARING INFORMATION, WRITTEN COMMENTS, TRANSCRIPTS AND BOOKS, GUIDELINES, DIRECTIVES, ADMINISTRATIVE RULES, POLICIES OR PROCEDURES ISSUED BY AN AGENCY IN FULFILLING LEGISLATIVE MANDATES OR MISSIONS, RESULTS MAY IMPOSE REQUIREMENTS OF HAVE AN EFFECT ON OTHER ENTITIES.	AC	3			AC = COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	R	SOME RECORDS EXIST IN PAPER FORMAT AT THE TEXAS STATE LIBRARY (TSL) UNDER RMD 106 #93-S82-118 (DO NOT DESTROY). RECORDS FROM 1996 FORWARD ALSO EXIST ELECTRONICALLY IN AN ABBREVIATED FORMAT ON THE TCEQ INTRANET (SHARENET). THIS RECORD SERIES SUBJECT TO REVIEW BY THE TEXAS STATE LIBRARY AND ARCHIVES PRIOR TO FINAL DISPOSITION.	30 TAC § 1.5 AND 40 CFR §51.102; TSL 1.1.070; 13 TAC 6.10; TSL 1.1.071.
567	1.1.071	RULE PACKAGE AND PERMIT FILES	WORKING FILES.	AC	3			AC = COMPLETION OR TERMINATION OF PROGRAMS, RULES, POLICIES, PROCEDURES.	E		
568	5.4.003	SAFETY INSPECTIONS	MONITORING-ALL SECTIONS: CONTRACT AND PROCUREMENTS, LABORATORY & QUALITY ASSURANCE, DATA MANAGEMENT, AMBIENT MONITORING AND NETWORK OPERATIONS. SECTION MANAGERS MAINTAIN SAFETY RECORDS FOR 5 YEARS WITH EMPLOYEE'S TRAINING RECORDS. SAFETY INSPECTIONS NOT INCLUDING MONITORING OR EXPOSURE INFORMATION.	CE	5					MONITORING CONTACTS: CLAYTON HOLBROOK XS446, SHAWN MCKINNEY X3586 AND HANNAH CREWS X2363.	
569	3.2.004	SALARY PAYBACKS / MISCELLANEOUS CLAIMS	USED TO MAKE INCREASES OR DECREASES TO EMPLOYEE'S GROSS PAY, FICA, RETIREMENT OR IN THE COMPUTATION OF TAXES.		2						29 CFR 516.6(c).



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571	2.1.002	SITE DISCOVERY ELECTRONIC RECORDS		AC				AC = COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION UPDATES, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.		THE EPA REPOSITORY IS HOUSED IN BLDG. E CENTRAL RECORDS. BLDG. D 200-26 HOUSES ELECTRONIC COPIES OF SOME SITES' REPORTS AND ARCHIVAL REVIEW FILES.	
572		SITE DISCOVERY FILES - PHOTOGRAPHS AND OVERSIZED DRAWINGS		PM					A	WHEN RECORDS STORED UNDER AGENCY ITEM #491 ARE MICROFILMED OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	TEX. HEALTH & SAFETY CODE SECTIONS 361.197, 361.186 AND 361.190.
574		SLUDGE TRANSPORTER PROGRAM - GENERAL FILES	MISCELLANEOUS CORRESPONDENCE AND DOCUMENTS FOR THE SLUDGE TRANSPORTER PROGRAM BY NON REGISTERED ENTITIES.	CE	5						
575		SLUDGE TRANSPORTER REGISTRATION AND ANNUAL REPORTS	SLUDGE TRANSPORTER REGISTRATIONS, AMENDMENTS, RENEWAL, CORRESPONDENCE, ANNUAL REPORTS, AND MISC DOCUMENTS.	AC	5			AC = AFTER CLOSED (SITE INACTIVE, EXPIRED, CANCELLED, NOT RENEWED, CEASED OPERATIONS).			Title 30 Texas Administrative Code Chapter 312, Section 312.145
576	2.1.002	SMALL BUSINESS AND LOCAL GOVERNMENT REQUEST FOR ASSISTANCE	DATABASE USED TO TRACK CALLS FROM LOCAL GOVERNMENTS REQUESTING ASSISTANCE WITH ENVIRONMENTAL REGULATIONS. INCLUDES SMALL BUSINESS CONTACT INFORMATION, ISSUES DISCUSSED AND SPECIFIC ANSWERS GIVEN BY STAFF.	AC				AC = COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION UPDATES, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.			



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578	2.2.016	SOFTWARE LICENSE, AGREEMENTS AND DOCUMENTATION	THIS RECORD SERIES INCLUDES SOFTWARE REGISTRATIONS, MAINTENANCE / WARRANTY INFORMATION AND LICENSE AGREEMENTS.	LA	3						
579	2.1.007	SOFTWARE PROGRAMS AND JOB CONTROL LANGUAGE	APPLICATION SOFTWARE INCLUDING COMMERCIAL, CUSTOMIZED, ETC.	AC				AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVED AND READ.			13 TAC 6.94
580		PST SOIL STORAGE AND TREATMENT FACILITIES	DOCUMENTS PHYSICAL FEATURES OF FACILITIES AND OWNER BACKGROUND INFORMATION. RECORDS MAY CONTAIN CONFIDENTIAL INFORMATION.	AC	10			AC = AFTER CLOSED.	E		
581	1.1.065	SOURCE WATER ASSESSMENT AND PROTECTION (SWAP)	FILES CONTAIN COPIES OF RECENT COMPREHENSIVE COMPLIANCE INVESTIGATIONS (SANITARY SURVEYS). FILES MAY ALSO CONTAIN ASBESTOS SURVEYS, MAPS CONTAINING LOCATIONS OF PUBLIC DRINKING WATER SOURCES, AND WELL COMPLETION DATA (STATE WELL REPORTS, WELL CONSTRUCTION INFORMATION, GEOLOGIC DESCRIPTIONS, PUMPING TESTS, RAW WATER GEOCHEMISTRY, GEOPHYSICAL LOGS, ETC.) THAT IS USED IN SOURCE WATER ASSESSMENT AND PROTECTION. SOURCE WATER ASSESSMENT IS REQUIRED FOR A DRINKING WATER PRIMACY STATE UNDER 42 U.S.C. SECTION 300j-13. DRINKING WATER WELLHEAD PROTECTION IS REQUIRED FOR A PRIMACY STATE UNDER 42 U.S.C. SECTION 300h-7.	PM					A		BECAUSE THE RECORDS IN THIS SERIES INCLUDE INFORMATION RELEVANT TO SOURCE WATER ASSESSMENT AND PROTECTION, BOTH REQUIRED FOR DRINKING WATER PRIMACY STATES UNDER 42 U.S.C. SECTIONS 300j-13 AND 300h-7, PERMANENT RETENTION IS APPROPRIATE. SEE ALSO 30 TAC 290.41 AND 290.46(n).



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582		SPECIAL COLLECTION ROUTE / ENCLOSED CONTAINER FILES	PERMIT BY RULE FOR A SPECIAL COLLECTION ROUTE TRANSPORTER. TRANSPORTERS USING ENCLOSED CONTAINERS OR ENCLOSED VEHICLES TO COLLECT AND TRANSPORT BRUSH, CONSTRUCTION OR DEMOLITION WASTES, AND RUBBISH TO MSW TYPE IV LANDFILLS. CONTAINS INITIAL REQUESTS, RENEWALS, UPDATES, AND GENERAL CORRESPONDENCE.	AC	1			AC = AFTER CLOSED (TERMINATED, COMPLETED, EXPIRED, SITE INACTIVE, NOT RENEWED, CEASED OPERATIONS).			Texas Health and Safety Code Section 361.013(d); Title 30 Texas Administrative Code Chapter 330, Section 330.671.
583	3.4.001	SPECIAL LEAVE REQUESTS/WORKERS COMPENSATION	INCLUDES LEAVE REQUESTS SUBMITTED AND LEAVE APPROVALS GIVEN. NUMBER OF HOURS TRANSFERRED IN AND OUT OF SICK LEAVE POOL.	AC	5			AC = TERMINATION OF EMPLOYMENT.			
584	1.1.065	SPECIAL STUDIES- METHODS DEVELOPMENT AND VERIFICATION	DATA WHICH SUPPORTS METHODS UTILIZED, INITIAL VERIFICATION WORK, AND FOLLOW UP INTERNAL INVESTIGATIONS NOT COVERED IN ANOTHER CATEGORY (SUCH AS MDL'S).	AC	10			AC = METHOD IS NO LONGER UTILIZED.			NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION PROGRAM (NELAC).
585		SPILL REPORTS AND ATTACHMENTS		AC	30			AC = WHEN THE INCIDENT REPORT HAS BEEN CLOSED BY THE REGIONAL OFFICE.		AGENCY RECORDS PRIOR TO 1996 LOCATED AT TEXAS STATE LIBRARY UNDER RMD 106# 93-582-091. RECORDS AFTER 1996 ARE INCORPORATED INTO EITHER THE REGULATED FACILITY FILE OR UNDER RECORD SERIES AIN 230 (NON-FACILITY INCIDENTS AND ATTACHMENTS (COMPLAINTS AND SPILL REPORTS)- COUNTY GENERAL).	
586		STAGE II VAPOR RECOVERY MAIN	TRACKS OWNERSHIP, STATUS, LOCATION, AND COMPLIANCE ACTIVITIES FOR GASOLINE DISPENSING FACILITIES IN THE TEXAS OZONE NON-ATIAINMENT AREAS.	US					E		



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587	1.1.070	STANDARD OPERATING PROCEDURES	STANDARD OPERATING PROCEDURES (SOP) AND SUPPORTING DOCUMENTATION.	US	10				E		
589	3.2.009	STATE DEFERRED COMPENSATION RECORDS (457 PLAN)		AC	5			AC = ALL ACCOUNTS WITH A VENDOR OR VENDORS FOR THE INDIVIDUAL PARTICIPANT HAVE BEEN CLOSED.		FOR INSTRUCTIONS REGARDING THE DETERMINATION OF THE CLOSURE OF ACCOUNTS AND FOR ADDITIONAL INFORMATION REGARDING THE RETENTION PERIOD SEE THE MOST CURRENT EDITION OF THE BENEFITS COORDINATOR REFERENCE MANUAL ISSUED BY THE EMPLOYEES RETIREMENT SYSTEM OF TEXAS.	
590	1.1.024	STATE IMPLEMENTATION PLAN	FINAL SIP, SUPPLEMENTS AND APPENDICES.	PM					R		40 CFR Section 51.116(a).
591		STATE REVOLVING FUND, CLEAN WATER ACT SECTION 208/211	STATE REVOLVING FUND COORDINATION/PERMIT REVIEW LETTERS AND SUPPORTING DOCUMENTS/6048.	AC	3			AC = COMPLETION OF THE LETTERS.			
593		STATIONARY COMPACTOR FILES	NUMBERED RECORDS BEGINNING WITH TS DESIGNATION. PERMIT BY RULE, RENEWALS, UPDATES AND GENERAL CORRESPONDENCE AND MISCELLANEOUS DOCUMENTS. GENERATOR OPERATING A STATIONARY COMPACTOR TO COMPACT WASTE DISPOSED OF AT TYPE IV LANDFILL TS REGISTRATION SERIES.	AC	1			AC = AFTER CLOSED (SITE INACTIVE, EXPIRED, CANCELLED, NOT RENEWED, CEASED OPERATIONS).			Title 30 Texas Administrative Code Chapter 330, Section 330.215.



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594		STATE OF TEXAS ENVIRONMENTAL ELECTRONIC REPORTING SYSTEM (STEERS) DATABASE	STATE OF TEXAS ENVIRONMENTAL ELECTRONIC REPORTING SYSTEM (STEERS) TRACKS RECORDS AND REPORTS. THIS DATABASE IS USED BY MULTIPLE PROGRAMS AT THE AGENCY, THE INFORMATION COLLECTED IN THIS DATABASE BELONGS AND IS MANAGED BY THE PROGRAM AREA AND FOLLOW RETENTION PERIODS ASSIGNED TO THOSE RECORDS TRACKED IN THE STEERS DATABASE. •AIR EMISSIONS MAINTENANCE EVENTS (AEME) •PETROLEUM STORAGE TANK (PST) •STORM WATER (SW) •INDUSTRIAL AND HAZARDOUS WASTE (IHW) •STEERS PARTICIPATION AGREEMENT (SPA) •STAFF APPLICATION (SA) •AGENCY ELECTRONIC PAYMENT APPLICATION (EA) •ELECTRONIC DISCHARGE MONITORING REPORTS (eDMR).	US							
595	5.1.001	STEERS PARTICIPATING AGREEMENTS (SPAS)		AC	10			AC = EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS.		SPAS WILL BE RETAINED FOR 10 YEARS.	
597	1.1.055	STRATEGIC PLAN		AC	6			AC = SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS.	A	PREPARED IN ACCORDANCE WITH 2056 OF THE GOVERNMENT CODE. COPY RETAINED IN AGENCY LIBRARY. DEPOSITING A COPY OF STRATEGIC PLAN WITH THE STATE PUBLICATIONS DEPOSITORY FULFILLS THE ARCHIVAL REQUIREMENT.	
600	4.5.002	SUPERFUND FINANCIAL CAPACITY REVIEWS	Documents relating to business entities' and individuals' financial ability to pay for investigation and cleanup of a Superfund site for which they are potentially responsible parties (PRPs).	AC	30			AC = COMPLETION OF FINANCIAL REVIEW.			See Tex. Health & Safety Code 361.003(29); 30 Texas Ad min. Code 350.330; Texas Health & Safety Code 361.197(a); 40 CFR 35.6705; Tex. R. Civ. P. 192.3(b).



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601	4.7.008	SUPERFUND LEGAL FILES		AC	30			AC = RECORDS GO TO SUPERFUND FOR INCORPORATION WITH SITE FILE.			TEXAS RULE OF CIVIL PROCEDURE 192.3(b).
602	2.1.002	SUPERFUND POTENTIAL RESPONSIBLE PARTIES DATABASE		AC				AC = COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION UPDATES, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.		RECORDS ARE KEPT UNTIL HARDWARE OR SOFTWARE CHANGES OCCUR, THE PREVIOUS DATABASE WILL BE SUPERSEDED WHEN THE DATA HAS BEEN SUCCESSFULLY AND FULLY MIGRATED. CENTRAL REGISTRY CONTACT MODULE AND ARTS.	
603		SUPERFUND SITE FILES	INCLUDES BOTH FEDERAL AND STATE SUPERFUND SITES, ABANDONED SITES, AND FINANCIAL ASSURANCE DOCUMENTS FROM MULTI-SITE COOPERATIVE AGREEMENTS.	PM					A	AFTER COST RECOVERY IS DETERMINED TO BE COMPLETE IN CONSULTATION WITH SITE ATTORNEY, THE SUPERFUND SITE FILES WILL BE FILMED AND THE MICROFILM WILL BE RETAINED PERMANENTLY. ORIGINAL MICROFILM WILL BE STORED AT THE TEXAS STATE LIBRARY, AND A DUPLICATE OF THE MICROFILM WILL BE STORED IN CENTRAL FILE ROOM.	TEX. HEALTH & SAFETY CODE SECTIONS 361.197, 361.186, AND 361.190.
604		SUPERFUND SITE FILES - INVESTIGATION PHOTOGRAPHS & OVERSIZED DRAWINGS		PM					A	WHEN RECORDS STORED UNDER AGENCY ITEM #603 ARE MICROFILMED OVERSIZED DOCUMENTS, MAPS, AND PHOTOS ARE REMOVED FROM THE FILE AT THAT TIME AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	TEX. HEALTH & SAFETY CODE SECTIONS 361.197, 361.186, AND 361.190.
605	1.1.067	SUPPLEMENTAL ENVIRONMENTAL PROJECT (SEP) FILES	MAY CONTAIN PRIVILEGED OR CONFIDENTIAL INFORMATION (TIMESHEETS, FINANCIAL, PERSONAL).	AC	5			AC = ONCE S.E.P.IS COMPLETED.	E		



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607	1.1	WATER QUALITY SPECIAL STUDY REPORTS / PROJECT FILES	SPECIAL STUDY REPORTS/PROJECT FILES INCLUDING HARD COPY DATA REPORTS, SUMMARY REPORTS, AND ABSRACTS.IMPORTANT HISTORICAL REFERENCE DOCUMENTS. Special study reports will be kept for reference. These reports hold information about evaluations, analysis, policies, and decisions. These reports are an importance source of administrative continuity and they document valuable conclusions and actions.	AC	5			AC = END OF PROGRAM.			
608	5.2.021	SURPLUS PROPERTY SALE	INCLUDES VEHICLES BOATS, TRAILERS, AND MISCELLANEOUS EQUIPMENT.	FE	3						
609	2.1.008	SYSTEM AND FILE DOCUMENTATION		AC				AC = UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE ENVIRONMENT.			13 TAC 6.94.
610	2.1.002	TAX RELIEF APPLICATION DATABASE	FILES CONTAIN THE ORIGINAL APPLICATIONS CONCERNING THE TAX RELIEF FOR THE POLLUTION CONTROL PROPERTY PROGRAM. THESE FILES ALSO INCLUDE COPIES OF THE FINAL USE DETERMINATION AND ALL CORRESPONDENCE WITH THE APPLICANT.	PM						COPIES OF INDIVIDUAL FACILITY INFORMATION IS PRINTED AND PLACED WITH AGENCY ITEM NUMBER 611.	Tex. Tax Code Section 11.31.
611		TAX RELIEF APPLICATION FORMS	FILES CONTAIN THE ORIGINAL APPLICATIONS CONCERNING THE TAX RELIEF FOR THE POLLUTION CONTROL PROPERTY PROGRAM. THE FILES ALSO INCLUDE COPIES OF THE FINAL USE DETERMINATION AND ALL CORRESPONDENCE WITH THE APPLICANT.	FE	3						
612		TCEQ AUTOMATED BUDGET SYSTEM (TABS)	TABS IS USED TO TRACK THE AGENCY'S BUDGET.	FE	3						



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613		TCEQ FILE REQUEST - PULL AND RETURN CARD			2					THIS FORM IS COMPLETED BY CENTRAL FILE ROOM WALK-IN CUSTOMERS. THE FORM IS TRIPLICATE NCR. CARDSTOCK SHEET IS USED IN THE RED OUT CARD PLACED IN LIEU OF PULLED FILES. WHITE AND YELLOW COPY FILED WITH METRICS. REQUESTS ARE ENTERED INTO THE CSD INFORMATION REQUEST DATABASE DAILY. FORM CFR-002.	
614	1.3.001	TCEQ PUBLICATIONS	THIS IS A SERIES CONTAINING A COMPLETE HISTORY OF EVERY PUBLICATION CREATED BY AGENCY COMMUNICATIONS SINCE 1993 INCLUDING AGENCY STUDIES, GENERAL INFORMATION, REGULATORY GUIDANCE DOCUMENTS, PERIODICALS AND STATE/ FEDERAL REPORTS. IT TRACKS EACH PUBLICATION FROM INCEPTION UNTIL THEY ARE TAKEN OUT OF PRINT. CONTAINS THE VARIOUS REVISIONS AND UPDATES TO EACH PUBLICATION AND A WORK ORDER DETAILING HOW THE JOB IS PRODUCED.	AC	2			AC = UNTIL SUPERSEDED OR OBSOLETE.	E	CAUTION: MANY STATE PUBLICATIONS MUST BE SUBMITTED TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION, BY LAW (GOVERNMENT CODE 441.101-441.106). THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION WILL RETAIN A COPY OF ALL STATE PUBLICATIONS SUBMITTED TO IT ON A CONTINUING BASIS, SUBJECT TO PERIODIC EVALUATION TO DETERMINE IF THE PUBLICATION MERITS FURTHER RETENTION.	
615		TELEWORK	THIS SERIES INCLUDES TELEWORK, MONTHLY TELEWORK REPORTS, AND TELEWORK DATABASE FOR ALL EMPLOYEES THAT HAVE PARTICIPATED IN THE TELEWORK PROGRAM.	AC	1			AC = EMPLOYEE NO LONGER PARTICIPATING IN PROGRAM.			
616		TEMPORARY WATER RIGHTS	CONTAINS TEMPORARY WATER RIGHTS ASSIGNED BY THE REGIONS, WATERMASTERS, AND CENTRAL OFFICE. THESE ARE TEMPORARY WATER RIGHTS WITH EXPIRATION DATES.	AC	1			AC = EXPIRED.			



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617	3.3.011	EMPLOYEE FILES (FORMER)	RECORDS TRANSFERRED FROM 251. MINIMUM INFORMATION NEEDED TO VERIFY EMPLOYMENT, INCLUDES NAME, SOCIAL SECURITY NUMBER, EXACT DATES OF EMPLOYMENT, LAST KNOWN ADDRESS AND MOST RECENT PUBLIC ACCESS OPTION FORM.	AC	75			AC = AFTER TERMINATION, RETIRE.		REMAIN IN PAPER FOR 1 YEAR AND THEN TRANSFERRED TO MICROFILM. ORIGINAL FILM STORED AT THE TSL, DUPLICATE STORED AT TCEQ HUMAN RESOURCES DIVISION.	
618		TEXAS AIR MONITORING INFORMATION SYSTEM (TAMIS)	TAMIS IS DESIGNED TO HOLD ALL TEXAS AIR QUALITY DATA COLLECTED OR HOSTED BY THE TCEQ.	US							EPA Records Schedule 237; 40 CFR Section 51.116 (a).
620		TEXAS CLEAN SCHOOL BUS GRANT PROGRAM	THE TEXAS CLEAN SCHOOL BUS GRANT PROGRAM UTILIZES APPLICATIONS TO APPLY FOR GRANT FUNDING. IN ADDITION, THE PROGRAM WILL HAVE CONTRACT AGREEMENTS WITH EACH RECIPIENT OF THE GRANT FUNDS. THE TERMS AND CONDITIONS OF THE CONTRACT REQUIRE THAT THE RECIPIENT ANNUALLY CERTIFY THAT THE DEVICE SUBMITTED BY THE GRANTEE INCLUDES	AC	10			AC = EXPIRATION OF CONTRACT.		THE CONTRACT FILES WILL NEED TO BE RETAINED FOR UP TO 8 YEARS AFTER THE EFFECTIVE DATE OF THE CONTRACT FOR COMPLIANCE TRACKING PURPOSES.	
621		TEXAS DAM SAFETY, CONSTRUCTION PLANS AND SPECIFICATIONS	CONSTRUCTION PLANS AND SPECIFICATIONS, REPORTS, AND CORRESPONDENCE.	PM					A		
622		TEXAS DAM SAFETY, CORRESPONDENCE AND REPORTS	REPORTS AND CORRESPONDENCE RELATING TO TEXAS DAM SAFETY.	PM					A		
623		TEXAS DAM SAFETY, EMERGENCY ACTION PLANS	EMERGENCY ACTION PLANS (EAPS) INCLUDE NOTIFICATION AND OPERATION DURING A POTENTIAL EMERGENCY AT A DAM. THE INDIVIDUAL PLAN INCLUDES MAPS AND ARE OFTEN IN EITHER BINDERS OR AS BOUND DOCUMENTS.	PM					A		TEXAS GOVERNMENT CODE 418.
624		TEXAS DAM SAFETY, SECURITY OF DAMS FILES	THE FILES INCLUDE INFORMATION ON SECURITY OF PARTICULAR DAMS. THE FILES INCLUDE MAPS, CONSTRUCTION PLANS, AND ARE OFTEN IN EITHER BINDERS OR AS BOUND DOCUMENTS.	PM					A	SEVERAL OF THE FILES ARE MARKED FOR OFFICAL USE ONLY.	TEXAS GOVERNMENT CODE 418.



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625		TEXAS EMISSIONS REDUCTION PROGRAM (TERP) CONTRACT		AC	3			AC = END OF ACTIVITY / LIFE OF ASSET PURCHASED.		THE APPROVED TERPS CONTRACT IS MAINTAINED IN THE FINANCIAL ADMINISTRATION DIVISION. FOR DOCUMENTATION RELATING TO THE TERPS CONTRACT AND MONITORING REPORTS.	
626		TEXAS EMISSIONS REDUCTION PROGRAM (TERP) GRANT APPLICATIONS	THE APPLICATION (IN TRIPLICATE) CONSISTS OF 3 FILES. A REVIEWERS DOCUMENT AND BACKUP. THE MASTER FILE CONTAINS THE APPLICATION UNTIL THE CONTRACT IS PREPARED. ALSO CONTAINS USAGE AND MONITORING INFORMATION.	AC	10			AC = END OF ACTIVITY/LIFE OF ASSET PURCHASED.		SEE ALSO AGENCY ITEM # 625.	
627		TEXAS INTEGRATED REPORT FOR CLEAN WATER ACT SECTIONS 305(8) AND 303 (D) (INTEGRATED REPORT)	TEXAS INTEGRATED REPORT- DOCUMENTATION, BRIEFING DOCUMENTS, ETC.	CE	10						
628	3.1.026	TEXAS LAW ENFORCEMENT TELECOMMUNICATION (TLETS) - QUERY LOGS	CONTAINS CONFIDENTIAL INFORMATION.	AC	3			AC = CUMULATIVE DOCUMENTATION OF TLETS QUERIES PERFORMED.			
629	1.1.027	TEXAS LEGISLATIVE SESSION- PROPOSED LEGISLATION FILES	TEXAS LEGISLATIVE SESSION - PROPOSED LEGISLATION FILES INCLUDES CORRESPONDENCE, BILL REVIEWS, CONTACTS, REPORTS, FISCAL REVIEWS AND PROPOSED LEGISLATION.	US							
630	1.1.020	PUBLIC INFORMATION REQUEST (PIR) - NOT EXEMPTED	PUBLIC INFORMATION REQUEST COLLABORATION SYSTEM (PIRCS) IS CURRENTLY THE AUTOMATED DATA SYSTEM THE TCEQ USES TO TRACK AND STORE PUBLIC INFORMATION REQUESTS. INCLUDES ALL CORRESPONDENCE AND DOCUMENTATION RELATING TO REQUESTS FOR RECORDS THAT ARE FURNISHED TO THE PUBLIC UNDER PUBLIC INFORMATION ACT (CHAPTER 552, GOVERNMENT CODE).	AC	1			AC = DATE REQUEST FULFILLED.			



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631	1.1.021	PUBLIC INFORMATION REQUEST (PIR) - EXEMPTED	PUBLIC INFORMATION REQUEST COLLABORATION SYSTEM (PIRCS) IS CURRENTLY THE AUTOMATED DATA SYSTEM THE TCEQ USES TO TRACK AND STORE PUBLIC INFORMATION REQUESTS. INCLUDES ALL CORRESPONDENCE AND DOCUMENTATION RELATING TO REQUESTS FOR RECORDS THAT ARE EXEMPT UNDER THE PUBLIC INFORMATION ACT (CHAPTER 552, GOVERNMENT CODE).	AC	2			AC = DATE OF DENIAL OF REQUEST.			
635		TEXAS SMALL PUBLIC WATER SYSTEM TRAINING PROGRAM (TSPWSTP)	WATER SYSTEM AND OPERATOR ENROLLMENT FORMS, AUDIT FORMS, REDEEMED VOUCHERS, CDS, DVDS, TRAINING MANUALS, PROGRAM START-UP ADMINISTRATIVE FILES. TEXAS SMALL PUBLIC WATER SYSTEM TRAINING PROGRAM IS A PROGRAM FUNDED BY EPA EXPENSE REIMBURSEMENT GRANT WHICH WAS AUTHORIZED BY THE SAFE DRINKING WATER ACT FOR THE PURPOSE OF TRAINING SMALL PUBLIC WATER SYSTEM OPERATORS. THESE RECORDS MUST BE RETAINED FOR SIX (6) YEARS.	AC	6			AC = SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (ITEM #4.7.008).		RETENTION PERIOD STARTS ON THE DAY THE GRANTEE SUBMITS THE FINAL FFR. FEDERAL GRANT #998400.	
636	3.2.007	TEXAS WORKFORCE COMMISSION (TWC) UNEMPLOYMENT COMPENSATION		AC	5			AC = TERMINATION OF EMPLOYMENT.		TEXAS WORKFORCE COMMISSION RETAINS MASTER COPY OF UNEMPLOYMENT COMPENSATION.	
637	3.4.006	TIME SHEETS		FE	4						40 TAC 815.106(i).
638		TOTAL MAXIMUM DAILY LOAD	CONTAINS TMDL DOCUMENTS, IMPLEMENTATION PLAN DOCUMENTS, QUALITY ASSURANCE PROJECT PLANS, DELIVERABLES, PUBLIC PARTICIPATION, AND EPA/TCEQ CORRESPONDENCE.	AC	5			AC = END OF PROGRAM.		TMDL information is required to be kept as long as a TMDL is still in effect. The need to use those TMDLs/1-Plans is to set effluent limitations and do anti-degradation reviews when issuing wastewater discharge permits.	
639		TOXIC RELEASE INVENTORY REPORTING FORMS (EPA)		CE	3					RECORDS ARE HELD IN PROGRAM AREA FOR 3 CALENDAR YEARS.	



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641	3.3.030	TRAINING COURSE INFORMATION AND MATERIALS	INCLUDES COURSE HANDOUTS, STUDY AIDS, FIELD GUIDES, & BOOKLETS.	US	2					PAPER COPIES OF STUDENT MANUALS ARE SHELVED & MAINTAINED UNTIL SUPERSEDED. ELECTRONIC COPIES OF MANUALS ARE NOT TYPICALLY PROVIDED. ELECTRONIC MEDIA USED PRESENTED BY TRAINING VENDORS ARE TYPICALLY PROPRIETARY OR COPYRIGHTED & NOT RECORDED OR MAINTAINED. ELECTRONIC MEDIA PUBLISHED BY THE TRAINING TEAM FOR INTERNALLY DEVELOPED CLASSES ARE MAINTAINED ON THE I:DRIVE.	
643	3.1.027	TRAINING REGISTRATION LOG	INCLUDES TRAINING HISTORY. A REGISTRATION LOG FOR EACH CLASS ENTERED INTO PATH LORE REMAINS IN THE TRAINING DATABASE ORGANIZED BY TITLE & CODE UNDER COURSES/CLASSES. LOG RECORDS NAMES OF STAFF WHO COMPLETED, CANCELLED OR FAILED TO ATTEND CLASS.	AC	5			AC = TERMINATION OF EMPLOYMENT.		AFTER COMPLETION, CLASSES ARE MOVED INTO "HISTORY" WHERE THEY REMAIN UNLESS DELETED BY PATHLORE ADMINISTRATION. TRAINING RECORDS OF TERMINATED EMPLOYEES ARE PURGED AFTERS YEARS, BUT THEIR REGISTRATIONS CONTINUE TO APPEAR UNDER INDIVIDUAL CLASS ROSTER RECORDS.	
645	4.2.007	TRAVEL VOUCHERS	TRAVEL BUSINESS EXPENSE CLAIMS OF EMPLOYEES INCLUDING RECEIPTS & TRAVEL DOCUMENTATION. PAYMENT PROCESSING FOR DIRECTR BILLED TRAVEL VENDORS, AIRFARE, RENTAL CAR AND HOTELS.	FE	7					DOCUMENTS ARE SCANNED BY INSIGHT.	
646	1.1.007	UNDERGROUND INJECTION CONTROL CLASS III - SODIUM SULFATE MINING	THESE ARE UIC CLASS III SODIUM SULFATE/SODIUM SULFATE MINING, PROGRAM FILE GENERAL, SUPPORTIVE DOCUMENTS, CORRESPONDENCE AND OVERSIZED DOCS, MAPS, ETC.	AC	20			AC = AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT.	E		Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
647	1.1.007	UNDERGROUND INJECTION CONTROL (UIC) CLASS I - WASTE DISPOSAL WELL FILES	THESE ARE UIC CLASS I WASTE DISPOSAL WELL (WDW) FILES. MAY CONTAIN MONTHLY INJECTION REPORTS AND OVERSIZED DOCUMENTS, LOGS, MAPS, & PHOTOS.	AC	20			AC = AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT.	A	If the agency changes their retention to anything less than PM, transfer records to the State Archives as their retention is met.	



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649	1.1.007	UNDERGROUND INJECTION CONTROL CLASS III - SULFUR SOLUTION MINING	SULFUR SOLUTION MINING SUPPORTING DOCUMENTS AND CORRESPONDENCE.	AC	20			AC = AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT.	E		Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
650		UNDERGROUND INJECTION CONTROL CLASS III - URANIUM SOLUTION MINING	THESE CLASS III URANIUM SOLUTION MINING RECORDS SOMEWHAT COINCIDE WITH THE URANIUM TECHNICAL ASSESSMENTS SECTION PROGRAM RECORDS. MAY CONTAIN GROUNDWATER MONTHLY REPORTS AND OVERSIZED DOCUMENTS INCLUDING MAPS, PHOTOS, AND LOGS.	PM					A	If the agency changes their retention to anything less than PM, transfer records to the State Archives as their retention is met.	Title 30 Texas Administrative Code Section 336 Rules: 336.338, 336.339, 336.341, 336.342, 336.343, 336.344, 336.345, 336.346, 336.347, and 336.1115.
652		UNDERGROUND INJECTION CONTROL CLASS IV - INJECTION WELLS	APPLICATIONS, AUTHORIZATIONS, REPORTS, AND CORRESPONDENCE RELATING TO CLASS IV INJECTION WELL SITES.	AC	15			AC = CLOSE THE AUTHORIZATION.	E		Resource Conservation and Recovery Act of 1976 (RCRA), §3006; 40 C.F.R. §272.2201.
653		UNDERGROUND INJECTION CONTROL CLASS V - INJECTION WELLS	APPLICATIONS, AUTHORIZATIONS, REPORTS, AND CORRESPONDENCE RELATING TO CLASS V INJECTION WELL SITES.	AC	15			AC = CLOSE THE AUTHORIZATION.	E		THSC Chapter 361.018(c); Resource Conservation and Recovery Act of 1976 (RCRA), §3006; 40 C.F.R. §272.2201.
655		UNDERGROUND INJECTION CONTROL PROGRAM APPROVALS		AC	20			AC = AFTER PLUG AND ABANDONMENT WHEN THE PERMITEE SEEKS THE TERMINATION OF THE PERMIT.	R		Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.



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657		URANIUM RECOVERY AND RECLAMATION LICENSES	SOME OF THESE LICENSES INCLUDE NUMBERS L01 234, R01 431, R01 634, L02 1 69, L02238, L02436, R02402, L02449, L0248S, R02537, R02538, L02663, L2704, L02922, L02923, L02929, R03024, L03068, L03141, L03304, L03585, R03626, R03653, L03987, L05091, L05092, R05360, R6046, R06062, R06063, R06064, R06065.	PM							Title 30 Texas Administrative Code Section 336 Rules 336.338, 336.339, 336.341, 336.342, 336.343, 336.344, 336.345, 336.346, 336.347, and 336.1115.
658		URANIUM RECOVERY AND RECLAMATION LICENSES - CONFIDENTIAL	SOME OF THESE LICENSES INCLUDE NUMBERS R01431, R01634, R02402, R02538, R03024, R03626, R03653, R05360, R6046, R06062, R06063, R06064, R06065.	PM							Title 30 Texas Administrative Code Sections 336.338, 336.339, 336.341, 336.342, 336.343, 336.344, 336.345, 336.346, 336.347, and 336.336.1115.
659		USED OIL AND USED OIL FILTER COLLECTION CENTERS	COLLECTION CENTER REGISTRATIONS, ANNUAL REPORTS, CORRESPONDENCE, LEITERS. NOTICE OF VIOLATIONS (NOV).	AC	20			AC = AFTER CLOSED (TERMINATED, EXPIRED, SITE INACTIVE, NOT RENEWED, CEASED OPERATIONS, PHYSICALLY CLOSED AFTER INSPECTION BY FIELD OFFICE).			Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
660	1.1.067	USED OIL HANDLER AND USED OIL FILTER HANDLER REGISTRATIONS AND REPORTS	REGISTRATION, ANNUAL AND BIENNIAL REPORTS, CORRESPONDENCE, NOTICE OF VIOLATIONS (NOV) FOR USED OIL AND FILTER HANDLERS. RECORDS MICROFILMED.	AC	20			AC = AFTER CLOSED (TERMINATED, EXPIRED, SITE INACTIVE, NOT RENEWED, CEASED OPERATIONS, OR PHYSICALLY CLOSED AFTER INSPECTION BY FIELD OFFICE).	E	PAPER DESTROYED ONCE FILMED. ORIGINAL STORED AT TEXAS STATE LIBRARY, DUPLICATE IN CENTRAL FILE ROOM.	Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
661	1.1.067	USED OIL PROGRAM - GENERAL FILE	NON-REGISTERED FACILITIES' MISCELLANEOUS CORRESPONDENCE AND DOCUMENTS.	CE	10				E		Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
662		UTILITY DISTRICTS ELECTRONIC RECORDS	DISTRICT AUDITS RECEIVED AS AN ACROBAT .PDF.	US							



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664	5.6.007	VEHICLE TITLES AND REGISTRATIONS	VEHICLES ARE ASSIGNED TO ORGANIZATIONAL UNITS WHERE THE RESPONSIBILITY, RECORDING, AND FINANCING GOES THROUGH NORMAL CHANNELS IN THE UNIT. BUDGETS AND OPERATIONAL COSTS ARE HANDLED IN FISCAL MANAGEMENT.	LA							Transportation Code, Title 7, Chapter 501, Sub-chapter 8.
665	2.1.002	VOLUNTARY CLEANUP PROGRAM DATABASE	TRACKS ACTIVITIES ASSOCIATED WITH THE VCP, INCLUDING FEES, CONTRACTORS, CONTAMINANTS, CLEANUP STANDARDS, ETC.	AC				AC = COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION UPDATES, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.			
666		VOLUNTARY COMPLIANCE ASSISTANCE TO REGULATED ENTITIES BY ENVIRONMENTORS	THESE RECORDS DOCUMENT WORK PERFORMED AND ENVIROMENTORS ASSIGNED TO REGULATED ENTITIES. THEY ALSO INCLUDE WHEN ASSISTANCE FROM THE ENVIROMENTORS TO RECIPIENT CEASES, PROJECT SUMMARY, WAIVERS, AND REQUEST FOR MATCH.	FE	7						
667		VOLUNTARY POLLUTION CLEANUP PROJECT FILES	THE VOLUNTARY CLEANUP PROGRAM (VCP) PROVIDES INCENTIVES TO PARTICIPANTS FOR INVESTIGATION, CLEANUP AND REDEVELOPMENT OF PROPERTIES WITH CONTAMINATION. WHEN CLEANUP IS COMPLETED, FUTURE LENDERS AND LANDOWNERS, LOCAL GOVERNMENTS, PUBLIC AND PRIVATE LENDING INSTITUTIONS, DEVELOPERS AND OTHER STAKEHOLDERS GAIN STATUTORY PROTECTION THAT LIMITS THEIR LIABILITY TO THE STATE REGARDING PAST CONTAMINATION AT A SITE.	PM					A	RECORDS ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	TEXAS HEALTH & SAFETY CODE SECTIONS 361.609 AND 361.610; 30 TEXAS ADMIN. CODE SECTION 350.33(j).



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669	3.2.005	W-4 FORMS	EMPLOYER'S COPY OF 'EMPLOYEES' WITHHOLDING EXEMPTION CERTIFICATE.	AC	4			AC= UNTIL SUPERSEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE.			26 CFR 31.6001-1 (e)(2).
671		WASTE REDUCTION POLICY ACT ANNUAL PROGRESS REPORT	ANNUAL PROGRESS REPORTS USED TO RECORD PROGRESS OF FACILITY POLLUTION PREVENTION ACTIVITIES. THESE REPORTS ARE SUBMITTED ANNUALLY.	CE	5				A	RECORDS ARE KEPT BY PROGRAM FOR 5 YEARS.	30 TAC 335 SUBCHAPTER Q.
673	1.1.065	USED OR SCRAP TIRE REGISTRATION & NOTIFICATION FILES	RECORDS INCLUDE ALL DOCUMENTS RELATED TO USED OR SCRAP TIRE MANAGEMENT, INCLUDING SCRAP TIRE FACILITIES (PROCESSORS, RECYCLERS, ENERGY RECOVERY FACILITIES), GENERATORS, TRANSPORTERS, STORAGE SITES, TRANSPORTATION FACILITIES, AND LAND RECLAMATION PROJECTS USING TIRES. ALSO INCLUDES DOCUMENTS RELATED TO SCRAP TIRE REMEDIATION PROJECTS	AC	10			AC= DATE REGISTRATION IS CANCELLED (REVOKED); DATE AN APPLICATION IS DENIED, WITHDRAWN OR RETURNED; OR COMPLETION DATE OF SCRAP TIRE REMEDIATION PROJECT CONTRACT.			



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674		WASTEWATER AND STORM WATER DISCHARGE FROM QUARRIES IN THE JOHN GRAVES SCENIC RIVERWAY GENERAL PERMIT TXG500000 AND AUTHORIZATIONS UNDER THIS PERMIT	GENERAL PERMIT TO AUTHORIZE DISCHARGES OF PROCESS WASTEWATER, MINE DEWATERING, STORM WATER ASSOCIATED WITH INDUSTRIAL ACTIVITIES, CONSTRUCTION STORM WATER, AND CERTAIN NON-STORM WATER DISCHARGES FROM QUARRIES LOCATED GREATER THAN ONE MILE FROM A WATER BODY WITHIN A WATER QUALITY PROTECTION AREA OF THE JOHN GRAVES SCENIC RIVERWAY WITHIN THE STATE OF TEXAS.	PM					A	RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. (PER TEXAS WATER CODE= PILOT PROGRAM; expires 09/01/2025). TCEQ IS THE PRINCIPAL AUTHORITY AND TEXAS PARKS AND WILDLIFE DEPARTMENT AND BRAZOS RIVER AUTHORITY ARE TO CONDUCT INSPECTIONS.	Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-124, 144,220,233, 270,401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 205.



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675		WATER AVAILABILITY MODELS	THE 75TH LEGISLATURE, SENATE BILL 1, MANDATED THE TCEQ CREATE WATER AVAILABILITY MODELS FOR THE 23 MAJOR RIVER BASINS IN THE STATE. THESE MODELS ARE TO BE USED TO DETERMINE THE RELIABILITY OF EXISTING WATER RIGHTS AND TO DETERMINE THE AMOUNT OF WATER THAT MAY BE AVAILABLE FOR NEW APPROPRIATION.	AC	20			AC = WHEN PROJECT IS COMPLETE.			
676	1.1.024	WATER CONSERVATION & DROUGHT MANAGEMENT PLAN	PLANS AND DOCUMENTATION OF THE SUBSEQUENT REVIEW OF THE SUBMITTED PLANS. WATER CONSERVATION PLAN--A STRATEGY OR COMBINATION OF STRATEGIES FOR REDUCING THE VOLUME OF WATER WITHDRAWN FROM A WATER SUPPLY SOURCE, FOR REDUCING THE LOSS OR WASTE OF WATER, FOR MAINTAINING OR IMPROVING THE EFFICIENCY IN THE USE OF WATER, FOR INCREASING THE RECYCLING AND REUSE OF WATER, AND FOR PREVENTING THE POLLUTION OF WATER. DROUGHT CONTINGENCY PLAN--A STRATEGY OR COMBINATION OF STRATEGIES FOR TEMPORARY SUPPLY AND DEMAND MANAGEMENT RESPONSES TO TEMPORARY AND POTENTIALLY RECURRING WATER SUPPLY SHORTAGES AND OTHER WATER SUPPLY EMERGENCIES.	AC	3			AC = DECISION TO IMPLEMENT OR NOT AS RESULT OF PLANNING PROCESS.			
677	1.1.002	WATER DISTRICTS - AUDITS	FACILITY REQUIRED TO SUBMIT AUDIT /FINANCIAL STATEMENT TO AGENCY. INCLUDES ACTIVE AND CLOSED SITE AUDITS.		7					TEXAS WATER CODE ANN. SECTION 5.121 PUBLIC INFORMATION.	TWC CHAPTER 49.191 AND TAC CHAPTER 293.



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678		WATER DISTRICTS - BOND	BOND ISSUES INCLUDES: BOND APPLICATION, CORRESPONDENCE(S), LEGAL, FINANCIAL, TECHNICAL INFORMATION, ENGINEERING REPORT, PRE-CONSTRUCTION INFORMATION, MARKET STUDY, FEES, CONSTRUCTION CONTRACT DOCUMENTS, AND PLANS AND SPECIFICATIONS; AND BOND ISSUE RELATED REPORTS.	AC	16			AC = AFTER DATE OF AGENCY ISSUED ORDER.	A		TWC CHAPTER 49, AND 30 TEXAS ADMINISTRATIVE CODE CHAPTER 293.



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679		WATER QUALITY MANAGEMENT PLAN	THE WATER QUALITY MANAGEMENT PLAN (WQMP) IS A STATE WASTE TREATMENT MANAGEMENT PLAN. THE CLEAN WATER ACT MANDATES THAT THE WQMP BE UPDATED AS NEEDED TO FILL INFORMATION GAPS AND REVISE EARLIER CERTIFIED AND APPROVED PLANS. ANY UPDATES TO THE PLAN NEED INVOLVE ONLY THE ELEMENTS OF THE PLAN THAT REQUIRE MODIFICATION. THE ORIGINAL PLAN AND ITS SUBSEQUENT UPDATES ARE COLLECTIVELY REFERRED TO AS THE STATE OF TEXAS WATER QUALITY MANAGEMENT PLAN. CONTAINS WQMP UPDATE CERTIFICATIONS APPROVED BY THE TCEQ EXECUTIVE DIRECTOR AND EPA. RECORDS PERTAIN TO WATER QUALITY PLANNING RELATING TO WASTEWATER PERMITS FOR THE STATE OF TEXAS.	PM					A	PUBLISHED COPIES ARE KEPT IN THE WATER QUALITY DIVISION LIBRARY, TCEQ LIBRARY AND THE WATER QUALITY PLANNING DIVISION.	Clean Water Act, as amended, 33 U.S.C. Sections 205(J), 208, 303, 402, 404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-124, 130.2(K), 130.5, 130.6, 130.7, 130.10, 130.11 AND 130.12, 144, 220, 233, 270, 401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305, § 39.553 Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 213.



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680	1.1.024	WATER QUALITY MANAGEMENT REPORTS	SUPPORTS PERMITTING AND WATER QUALITY PLAN, NPS ANNUAL REPORTS AND MANAGEMENT PROGRAM.	CE	20				A	WATER QUALITY MANAGEMENT REPORTS SENT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM FULFILL THE ARCHIVAL REQUIREMENT.	WATER QUALITY MANAGEMENT PLAN SECTION 205J CLEAN WATER ACT.
682		WATER QUALITY STANDARDS PROGRAM RECORDS	Supportive information to develop the Texas Surface Water Quality Standards, Chapter 307 of the Texas Administrative Code. The Continuing Planning Process states that WQ standards should be revised at least every 3 years in order to "incorporate new information on potential pollutants and additional data about water quality conditions on specific waterbodies and to address new state and federal regulatory requirements." This tracks the federal requirement in 40 CFR 131.20(a) that requires the states to review and update their standards as necessary, but at least every 3 years. This is an ongoing process, such that the original data for setting a particular standard may go back 20 years or more for particular constituent. That documentation is also used in wastewater permitting for effluent sets, 30 TAC 309.2(c)(1)-Rationale for Effluent Sets. No modification of effluent sets is allowed that would cause a violation of water quality standards. Additionally, the WQ standards are also used in wastewater permitting to determine if the anti-degradation requirements in 30 TAC 307.5 are being met.	AC	5			AC = END OF PROGRAM.			



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683		WATER QUALITY PROTECTION ZONE FILES			3					THIS SERIES IS CLOSED. NO NEW RECORDS ADDED TO THIS SERIES, NO LONGER COLLECTED. REMAINS ON RETENTION SCHEDULE UNTIL FINAL DISPOSITION OF DOCUMENTS.	
684	1.1.067	WATER QUALITY SPECIAL STUDIES	CONTAINS RWA STUDIES (RECEIVING WATER ASSESSMENT), VARIANCES, WER (WATER EFFECT RATIO), AND STREAM ASSESSMENTS. BASED ON THESE STUDIES TPDES PERMIT REQUIREMENTS ARE RECOMMENDED AND PERMITS ARE ISSUED. RECORDS ARE RETAINED AND MUST BE AVAILABLE FOR FUTURE EVALUATIONS. RECORDS ARE STORED IN THE WATER QUALITY ASSESSMENT SECTION. THESE STUDIES ARE USED TO ASSESS WATER QUALITY STANDARDS AND ANTIDEGRADATION REVIEWS FOR WASTEWATER PERMITS.	PM					A		Clean Water Act, as amended, 33 U.S.C. Sections 208,402, 404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21 , 122-124, 144, 220, 233, 270, 401 , and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 205.



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685		WATER QUALITY UNPERMITTED GENERAL CORRESPONDENCE BY COUNTY AND DATE	CONTAINS DOCUMENTS RELATED TO UNPERMITTED WATER QUALITY PROGRAMS. THIS INCLUDES INDUSTRIAL WASTE DISCHARGE (IWD), MUNICIPAL WASTEWATER DISCHARGE (MWD), STORMWATER (STW) AND WASTEWATER GENERAL PERMIT (WGP) RECORDS. FILED BY COUNTY AND DATE.		10						
686		WATER QUALITY UNPERMITTED GENERAL CORRESPONDENCE BY NAME AND DATE	CONTAINS DOCUMENTS RELATED TO UNPERMITTED WATER QUALITY PROGRAMS. FILED BY NAME AND DATE. THIS INCLUDES IWD, MWD, STW AND WASTEWATER GENERAL PERMITS (WGP) RECORDS.		10					RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED.	
689		WATER RIGHTS - CANCELED, DENIED, DISMISSED, ABANDONED OR UNNUMBERED	WATER RIGHTS - CANCELED, DENIED, DISMISSED, ABANDONED OR UNNUMBERED CONSISTS OF DOCUMENTS SUCH AS MAP'S, DEEDS AND CORRESPONDENCE.	AC	20			AC = FINAL ACTION COMPLETED.	A		
690		WATER RIGHTS ADJUDICATION AMENDMENTS	DOCUMENTS AMENDING ADJUDICATED WATER RIGHTS.	PM					A		TWC Chapters 11.306, 11.312, 11.314, and 11.315.
691		WATER RIGHTS APPLICATIONS OVERSIZED DOCS, MAPS, AND PHOTOS	Water rights applications oversized documents, maps and photos. When records stored under Agency Item# 694 (water rights permit applications) are microfilmed, oversized documents, maps, and photos are removed from the file and sent to the Texas State Library for storage. Paper records to be imaged as resources allow.	AC	30			AC = AFTER MICROFILMING.	A		TWC Chapters 11.306, 11.312, 11.314, and 11.315.



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692	4.7	WATER RIGHTS CLAIMS		PM					R	Microfilm records are comprised of completed adjudicated water right claims more than five years old. The associated paper records of those adjudicated claims have been destroyed. The original microfilm is stored at the Texas State Library; the duplicate microfilm is stored in the central file room. Paper records include adjudicated claims of less than five years and claims still awaiting adjudication."	TWC Chapters 11.306, 11.312, 11.314, and 11.315.
693	1.1.067	WATER RIGHTS HYDROLOGY ANALYSIS	DOCUMENTS USED AS BASIS FOR DECISION ON WATER RIGHTS.	AC	20			AC = WATER RIGHT APPLICATION IS EITHER GRANTED AND THE WATER AVAILABILITY MODEL IS UPDATED WITH THE GRANTED VERSION OF THE WATER RIGHT OR THE APPLICATION IS DENIED.			75TH LEGISLATIVE SESSION, SENATE BILL 1.
694		WATER RIGHTS PERMIT APPLICATIONS	PERMITS TO APPROPRIATE STATE WATER. CONTAINS CANCELLED, DENIED, IN STREAM USE REVIEW, REPORTS, MAPS, CORRESPONDENCE. DISMISSED / WITHDRAWN, AND RETURNED APPLICATIONS.	PM					A	RECORDS KEPT IN CENTRAL FILE ROOM 5 YEARS THEN MICROFILMED. PAPER DESTROYED ONCE FILMED. ORIGINAL FILM STORED AT TEXAS STATE LIBRARY, DUPLICATE FILM IN CENTRAL FILE ROOM.	CHAPTER 11 OF THE TEXAS WATER CODE.
695	5.1.001	WATER SUPPLY CONTRACTS	WATER SUPPLY CONTRACTS AND CORRESPONDENCE DOCUMENTS FILED WITH THE COMMISSION TO DIVERT STATE WATER FOR MANAGEMENT OF STATE SURFACE WATER RESOURCES.	AC	7			AC = EXPIRATION/TERMINATION OF CONTRACT.			



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696		WATER TREATMENT PLANT SLUDGE OR DOMESTIC SEPTAGE BENEFICIAL LAND USE REGISTRATION	REGISTRATION ISSUED TO ANY PERSON DEALING WITH WATER TREATMENT PLANT SLUDGE OR SEPT AGE INCLUDING THE PERSONS WHO APPLY THE SEWAGE TO THE LAND. INCLUDES DOMESTIC SEPT AGE 71 OXXX, CLASS A NOTIFICATION AUTHORIZATION- MARKETING AND DISTRIBUTION 720XXX, AND MUNICIPAL WATER TREATMENT PLANT 730XXX.	AC	10			AC = REGISTRATION END DATE IS BASED ON CALENDAR DATE OF THESE FINAL ACTION VALUES: EXPIRED, TERMINATED, WITHDRAWN, CANCELLED, RETURNED, OR DENIED.		CLOSE INACTIVE RECORDS AT PERMIT RENEWAL OR ACCORDING TO THE FINAL ACTION VALUE AS IDENTIFIED ABOVE.	PER TAC 30 CHAPTER 312- SLUDGE DISPOSAL & TRANSPORTATION .
698	1.1.058	WATER UTILITY OPERATOR LICENSING ADVISORY COMMITTEE (WUOLAC) MEETING AND MINUTES, AGENDAS, RECOMMENDATIONS	ADVISORY COUNCIL AGENDAS, MINUTES, AND COMMISSIONERS RESOLUTIONS REGARDING THE ADVISORY COMMITTEE.	PM					A	COPIES OF MINUTES SENT TO THE STATE ARCHIVES FULFILL THE ARCHIVAL REQUIREMENT.	30 TAC §§ 5.11 and 5.14.



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699		WATER WELL DATA (REPORTS, LOGS, AND MAPS)		PM					A	<p>THE NON-CONFIDENTIAL RECORD SERIES IS ORGANIZED ALPHABETICALLY BY COUNTY, AND EACH COUNTY HAS MULTIPLE FOLDERS. CONFIDENTIAL RECORDS ARE FILED IN 700. TWDB =TEXAS WATER DEVELOPMENT BOARD. FOLDER CODES ARE DEFINED AS FOLLOWS: DI (DIM REPORTS): DEWATERING, INJECTION, AND MONITORING WATER WELL REPORT EL (ELECTRIC LOGS): GEOPHYSICAL LOGS LR (PLOTIED WATER WELL REPORTS): WATER WELL REPORTS THAT INCLUDE DRILLER'S LOGS. FOLDER IS FURTHER ORGANIZED NUMERICALLY BY GRID#. THE MAJORITY OF THE RECORD SERIES IS CONTAINED WITHIN THIS LR FOLDER. MA (MAPS): MISCELLANEOUS MAPS AND PHOTOS NP (NOT PLOTIED WATER WELL REPORTS): WATER WELL REPORTS WITHOUT A GRID# PR (PLUGGING REPORTS): REPORTS FOR WATER WELLS THAT HAVE BEEN PLUGGED SW (STATE WATER WELL REPORT): WATER WELL REPORTS THAT HAVE TWDB-ASSIGNED STATE WELL IDENTIFICATION NUMBERS AND ARE AVAILABLE IN THE TWDB WATER INFORMATION INTEGRATION AND DISSEMINATION (WIID) ONLINE SYSTEM (http://wiid.twdb.texas.gov/index_explain.asp) UR (UNDESIRABLE REPORTS): REPORTS OF UNDESIRABLE WATER OR CONSTITUENTS</p>	OCCUPATIONS CODE 1901.251(B), 1901.255, AND 1901.251.



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700		WATER WELL DATA (REPORTS, LOGS, AND MAPS) CONFIDENTIAL		PM					A	EXCEPT FOR THE TN FOLDER, THE CONFIDENTIAL RECORD SERIES IS ORGANIZED THE SAME AS THE NON-CONFIDENTIAL RECORD SERIES (699)ALPHABETICALLY BY COUNTY, AND EACH COUNTY HAS MULTIPLE FOLDERS. TDLR = TEXAS DEPARTMENT OF LICENSING AND REGULATION. THE CONFIDENTIAL RECORD SERIES ALSO CONTAINS THE FOLLOWING FOLDER CODE DEFINED AS FOLLOWS: TN (TRACKING NUMBER): WATER WELL REPORTS MAILED TO TDLR-WHEN MANUALLY ENTERED INTO THE TDLR ONLINE SYSTEM (TDLR WELL REPORT SUBMISSION AND RETRIEVAL SYSTEM, http://texaswellreports.twdb.texas.gov/drillers-new/index.asp), AN AUTOMATIC, SEQUENTIAL TRACKING# IS ASSIGNED TO THE REPORT. FOLDER IS ORGANIZED NUMERICALLY BY TDLR TRACKING# RANGE.	OCCUPATIONS CODE 1901.251(B), 1901.255, AND 1901.251; TWC 1901.251 (c).
701		WATERMASTER ADVISORY DOCUMENTATION	WATERMASTER ADVISORY DOCUMENTATION.	AC	19			AC = DATE OF THE ASSESSMENT.			Water Code Section 11.4531.
703	1.1.006	WATERMASTER COMPLAINTS AND INQUIRIES	COMPLAINTS AND/OR INQUIRIES IN THE JURISDICTION OF THE SOUTH TEXAS WATERMASTER PROGRAM.	AC	2			AC = DATE OF COMPLAINT.			
705		WATERMASTER DEPUTY WEEKLY LOGS AND MONTHLY REPORTS	WATERMASTER DEPUTY LOGS AND MONTHLY REPORTS.	FE	2						
706		WATERMASTER NOTICES OF VIOLATION	WATERMASTER NOTICES OF VIOLATION (NOV) IN THE JURISDICTION OF THE SOUTH TEXAS AND CONCHO WATERMASTER PROGRAM.	AC	5			AC = DATE OF NOTICE.			



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707		WATERMASTER TEMPORARY PERMITS	WATERMASTER TEMPORARY PERMITS ISSUED.	FE	4						
708		WATERMASTER WATER RIGHTS ASSESSMENT BILLINGS	Annual assessment charge for a particular water right permit.	AC	19			AC = DATE OF THE ASSESSMENT.			Water Code Section 11.404; Water Code Section 11.405.
709		WATERMASTER WATER USE REPORTS	Annual report stating how much water was diverted during the previous calendar year for a particular water right permit.	AC	19			AC = DATE OF THE ASSESSMENT.			Water Code Section 11.031 (a).
710		WATERMASTERS NOTICE OF ENFORCEMENT	WATERMASTER NOTICES OF ENFORCEMENT (NOE) IN THE JURISDICTION OF THE SOUTH TEXAS AND CONCHO WASTERMASTER PROGRAMS.	AC	5			AC = DATE OF NOTICE.			
711	1.1.069	WEEKLY REPORTS	WEEKLY REPORTS TO THE DEPUTY DIRECTOR FROM THE DIVISION DIRECTOR. REPORTS INCLUDE SUMMARY INFORMATION ABOUT ON-GOING AND COMPLETED DIVISION ACTIVITIES AND PROJECTS.		1						
712		ENFORCEMENT CASE		AC	5			AC = WHEN CASE CLOSED.	R	OLDER ENFORCEMENT CASES STORED OFFSITE AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER FROM PROCEEDING AGENCIES. ENFORCEMENT RECORDS ARE NOW FILED WITH THE FACILITY FILE IN THE CENTRAL FILE ROOM ONCE CASE IS CLOSED. THIS RECORD SERIES WILL BE DELETED ONCE RECORDS STORED AT THE SRC ARE DESTROYED.	
713		CONSTRUCTION GENERAL PERMIT TXR150000 FOR STORM WATER - OVERSIZED DOCUMENTS, MAPS, AND PHOTOS		AC	10			AC = WHEN RECORDS STORED UNDER AIN 190 WERE MICROFILMED.	R	OVERSIZED DOCUMENTS, MAPS, AND PHOTOS WERE REMOVED FROM THE FILE AT THE TIME OF FILMING AND SENT TO THE TEXAS STATE LIBRARY FOR STORAGE.	



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714	3.1.023	FUNCTIONAL JOB DESCRIPTIONS (FJD)	JOB DESCRIPTIONS, INCLUDING ALL ASSOCIATED TASK OR SKILL STATEMENTS, FOR POSITIONS IN THE AGENCY.	AC	4			AC = UNTIL SUPERSEDED OR JOB ELIMINATED.			40 TAC 815.106 (i).
715	1.1.008	EXECUTIVE DIRECTOR'S CORRESPONDENCE AND READING FILE	INCOMING CORRESPONDENCE TO THE EXECUTIVE DIRECTOR AS WELL AS RESPONSES FROM THE EXECUTIVE DIRECTORS OFFICE IN REGARDS TO CORRESPONDENCE RECEIVED IN THEIR OFFICE.		3				A		
716		CRIMINAL CONVICTION RECORDS	RECORDS OF CRIMINAL CONVICTIONS. CHARGING INSTRUMENTS, PLEA DOCUMENTS, DISPOSITION AND SENTENCING DOCUMENTS.	AV							
717		CHIEF AUDITOR'S OFFICE INVESTIGATIONS	ALLEGATIONS OF FRAUD, WASTE, OR ABUSE THAT WARRANT FURTHER INVESTIGATION BY THE CHIEF AUDITOR'S OFFICE BECOME AN INVESTIGATION.	AC	7			AC = DATE THE FINAL INVESTIGATION REPORT IS DISTRIBUTED TO APPROPRIATE PARTIES.		INVESTIGATIONS ARE MAINTAINED IN ELECTRONIC FORMAT. AS DEFINED BY TEXAS GOVERNMENT CODE 321.0136, INVESTIGATION WORKING PAPERS AND REPORTS ARE PROTECTED UNDER TEXAS GOVERNMENT CODE 557.116.	
718		CHIEF AUDITOR'S OFFICE AUDIT WORK PAPERS & FOLLOW-UPS	THESE ARE ELECTRONIC COPIES OF ALL THE SUPPORT DOCUMENTS FROM AN AUDIT OR PROJECT THAT THE CHIEF AUDITOR'S OFFICE (CAO) PERFORMS.	AC	7			AC = DATE THE FINAL REPORT IS PUBLISHED.			



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719		AGGREGATE PRODUCTION OPERATIONS (APO) REGISTRATIONS	THIS RECORD SERIES WILL CONTAIN REGISTRATION FORMS INCLUDING AUTHORIZATION APPLICATIONS, AUTHORIZATION CHANGE REQUESTS, AUTHORIZATION TERMINATION REQUESTS, AND CORRESPONDENCE RELATED TO PROCESSING THESE FORMS. RECORDS ARE REQUIRED TO BE RENEWED ANNUALLY. RECORDS THAT ARE NOT RENEWED WILL EXPIRE.	AC	10			AC = PERMIT END DATE IS BASED ON CALENDAR DATE OF THESE FINAL ACTION VALUES; EXPIRED, TERMINATED, WITHDRAWN, CANCELLED, RETURNED, OR DENIED.		REGISTRATION NUMBERS ARE ASSIGNED AS: AP+SEVEN ALPHA-NUMERIC DIGITS (IN SEQUENTIAL ORDER BEGINNING WITH AP0000001). RECORDS ARE SUBMITTED IN PAPER FORMAT BUT ARE THEN SCANNED AS A PDF AND UPLOADED INTO THE INSIGHT EVERYWHERE DATA STORAGE SYSTEM. THE PAPER COPIES MAY BE RETAINED BY THE PROGRAM AREA AS CONVENIENCE COPIES OR DESTROYED. THE ELECTRONIC RECORD IN INEW IS THE OFFICIAL PUBLIC RECORD. Requires aggregate production operations to register annually with TCEQ, requires TCEQ to survey the state annually for aggregate production facilities, requires TCEQ to inspect each aggregate production operation every three years, requires TCEQ to establish registration fees, and establishes penalties for failing to obtain a registration.	IN RELATION TO HB 571, 82ND REGULAR SESSION & 30TAC342 - Creates a new aggregates registration and inspection program.
720	1.1.058	COMPLIANCE ADVISORY PANEL (CAP) MEETING MINUTES	RECORDS ARE MEETING MINUTES RECEIVED FROM THE COMPLIANCE ADVISORY PANEL, AN ADVISORY GROUP CHARGED WITH ADVISING THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY'S SMALL BUSINESS AND ENVIRONMENTAL ASSISTANCE PROGRAM ON ITS ACTIVITIES. MEETINGS ARE HELD BIANNUALLY.	PM					A	THE ARCHIVAL REQUIREMENT WILL BE MET BY SENDING A PAPER COPY OF THE MEETING MINUTES TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION ANNUALLY.	



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721	1.1.058	GALVESTON BAY COUNCIL MEETINGS - MINUTES AND AGENDAS	RECORDS INCLUDE QUARTERLY GALVESTON BAY COUNCIL MEETING AGENDAS AND MINUTES. RECORDS ALSO INCLUDE GALVESTON BAY COUNCIL SUB-COMMITTEE AGENDAS AND MINUTES.	PM					A	THE ARCHIVAL REQUIREMENT WILL BE MET BY SENDING A PAPER COPY OF THE MEETING MINUTES TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION ANNUALLY.	
722	1.1.062	GALVESTON BAY COUNCIL MEETINGS - SUPPORTING DOCUMENTATION	RECORDS INCLUDE DISCUSSION SUMMARIES OF THE COUNCIL MEETINGS AND NOTES.	AC	2			AC = DATE OF MEETING.	A		
723	1.1.067	MUNICIPAL SOLID WASTE ANNUAL SUMMARY REPORTS	ANNUAL (FISCAL YEAR) MSW SUMMARY REPORT TITLED MUNICIPAL SOLID WASTE (MSW) IN TEXAS: A YEAR IN REVIEW (TCEQ PUBLICATION AS-187). REPORT INCLUDES INDIVIDUAL FACILITY DATA RELATED TO AMOUNT OF WASTE DISPOSED AND PROCESSED AT MSW FACILITIES. REPORT ALSO INCLUDES REMAINING CAPACITY FOR EACH MSW DISPOSAL FACILITY.	AC	7			AC = AFTER PUBLICATION OF REPORT.	A	OFFICIAL RECORDS FOR FY 2002 - CURRENT REPORTS ARE MAINTAINED BY AGENCY COMMUNICATIONS AND FULFILL THE STATE'S ARCHIVAL REQUIREMENT. REPORTS FOR FY 2003 - CURRENT ARE LOCATED ON TCEQ WEBSITE. HISTORIC ANNUAL(FISCAL) SUMMARY REPORTS (1986- 2001) ARE MAINTAINED ELECTRONICALLY BY PROGRAM AREA BECAUSE STATE ARCHIVES IS UNABLE TO ACCEPT ELECTRONIC FILES.	
724	1.3.002	TCEQ PUBLICATIONS DEVELOPMENT FILES	RECORDS INCLUDE EMAILS FROM EACH PROGRAM AREA TO THE PUBLISHING SECTION ON REWRITES. AGENCY-WIDE REVIEWS INFORMATION, SPECIAL REQUIREMENTS FOR SOME JOBS, PHOTOGRAPHS, DRAWINGS/GRAPHIC DESIGNS, AND DRAFT VERSIONS AND A FINAL VERSION OF THE PUBLICATION. PUBLICATIONS INCLUDE REPORTS, NEWSLETTERS, AND BROCHURES.	AV					R	CONTACT THE STATE ARCHIVE TO REVIEW PHOTOGRAPHS AND ARTWORK USED IN PUBLICATIONS WHEN THEY HAVE FULFILLED THEIR RETENTION. OTHER MATERIALS PRODUCED IN THIS SERIES DO NOT REQUIRE ARCHIVE REVIEW PRIOR TO DISPOSITION.	



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725	1.1.058	MUNICIPAL SOLID WASTE MANAGEMENT AND RESOURCE RECOVERY ADVISORY COUNCIL MEETING MINUTES AND HIGHLIGHTS	RECORDS ARE MINUTES AND/OR HIGHLIGHTS FROM THE MEETINGS OF THE MUNICIPAL SOLID WASTE MANAGEMENT AND RESOURCE RECOVERY ADVISORY COUNCIL. MEETINGS ARE HELD QUALITERLY. AGENCY RETAINS PERMANENT RECORD COPY.	PM					A	THE ARCHIVAL REQUIREMENT WILL BE MET BY SENDING A COPY TO THE ARCHIVES AND INFORMATION SERVICES DIVISION, TEXAS STATE LIBRARY AND ARCHIVES COMMISSION.	
726		RIVER AUTHORITY MANAGEMENT AUDITS	RECORDS ARE MANAGEMENT AUDIT OF CERTAIN RIVER AUTHORIES AND WATER DISTRICTS. AUDITS ARE FILED EVERY FIVE YEARS.		15						
727		TRAINING APPROVAL APPLICATIONS AND TRAINING PROVIDER CORRESPONDENCE	RECORD SERIES WILL CONTAIN APPLICATIONS FOR TRAINING APPROVAL AND CORRESPONDENCE BETWEEN TCEQ STAFF AND TRAINING PROVIDERS. APPLICATIONS MATERIALS MAY INCLUDE RG-373 APPLICATIONS, CONFERENCE, WEBINAR, AND ASSOCIATION MEETING MATERIALS. CORRESPONDENCE TYPES MAY INCLUDE E-MAILS, APPROVAL LETTERS, DEFICIENCY, LETTERS, AND DENIAL LETTERS. IN THIS CASE, THE TRAINING EVENT IS A CONFERENCE, WEBINAR, OR TRAINING AT AN ASSOCIATION MEETING. THE FINAL CORRESPONDENCE DATE MAY BE ASSOCIATED WITH AN APPROVAL, DEFICIENCY, OR DENIAL LETTER.	AC	5			AC = THE DATE OF THE FINAL CORRESPONDENCE RELATED TO THE TRAINING EVENT.			



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728	1.1.058	TEXAS GROUNDWATER PROTECTION COMMITTEE - MEETINGS, REPORTS, LETTERS, CERTIFICATES, INTERAGENCY AGREEMENTS, WEBSITE	THIS RECORD SERIES CONTAINS TGPC MEETING RECORDS, REPORTS (E.G., ACTIVITIES AND RECOMMENDATIONS OF THE TGPC LEGISLATIVE REPORT, JOINT GROUNDWATER MONITORING AND CONTAMINATION REPORT, AND TEXAS GROUNDWATER PROTECTION STRATEGY, ETC), AGENCY REPRESENTATIVE DESIGNATION LETTERS, OPEN MEETING ACT TRAINING CERTIFICATES, INTERAGENCY AGREEMENTS, AND WEBSITE.	PM					A	THE ANNUAL TGPC JOINT REPORT (TCEQ SFR-OS6) DESCRIBES THE CURRENT STATUS OF GROUNDWATER MONITORING PROGRAMS OF EACH MEMBER AGENCY AS WELL AS GROUNDWATER CONTAMINATION CASES DOCUMENTED OR UNDER ENFORCEMENT DURING THE CALENDAR YEAR. THE TEXAS GROUNDWATER PROTECTION COMMITTEE (TGPC, http://www.tgpc.state.tx.us), ESTABLISHED IN 1989 (TEXAS WATER CODE TITLE 2, SUBTITLED, CHAPTER 26, SUBCHAPTER J, SECTION 401), STRIVES TO IDENTIFY AREAS WHERE NEW OR EXISTING GROUNDWATER PROGRAMS COULD BE ENHANCED, AS WELL AS IMPROVE COORDINATION AMONG AGENCIES INVOLVED IN GROUNDWATER ACTIVITIES. ITS MEMBERSHIP IS MADE UP OF NINE STATE AGENCIES AND THE TEXAS ALLIANCE OF GROUNDWATER DISTRICTS. TCEQ IS THE CHAIR OF THE TGPC.	TEXAS WATER CODE TITLE 2 SUBTITLED CHAPTER 26 SUBCHAPTER J SECTIONS 403 (a)- (b) AND 407 (a); TEXAS GOVERNMENT CODE, CHAPTER 551.



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729	1.1.008	TEXAS GROUNDWATER PROTECTION COMMITTEE - TEXAS REGISTER, MISCELLANEOUS CORRESPONDENCE	THIS RECORD SERIES CONTAINS TGPC TEXAS REGISTER AND MISCELLANEOUS CORRESPONDENCE.	FE	2					THE TEXAS GROUNDWATER PROTECTION COMMITTEE (TGPC, http://www.tgpc.state.tx.us), ESTABLISHED IN 1989 (TEXAS WATER CODE TITLE 2, SUBTITLED, CHAPTER 26, SUBCHAPTER J, SECTION 401), STRIVES TO IDENTIFY AREAS WHERE NEW OR EXISTING GROUNDWATER PROGRAMS COULD BE ENHANCED, AS WELL AS IMPROVE COORDINATION AMONG AGENCIES INVOLVED IN GROUNDWATER ACTIVITIES. ITS MEMBERSHIP IS MADE UP OF NINE STATE AGENCIES AND THE TEXAS ALLIANCE OF GROUNDWATER DISTRICTS. TCEQ IS THE CHAIR OF THE TGPC.	
730		TEXAS GROUNDWATER PROTECTION COMMITTEE - SUBCOMMITTEE MEETINGS, REPORT SUPPORTING MATERIAL	THIS RECORD SERIES CONTAINS TGPC SUBCOMMITTEE (AGRICULTURAL CHEMICALS, DATA MANAGEMENT, GROUNDWATER RESEARCH, LEGISLATIVE REPORT, NON POINT SOURCE, AND PUBLIC OUTREACH AND EDUCATION) MEETING RECORDS AND THE ACTIVITIES AND RECOMMENDATIONS OF THE TGPC LEGISLATIVE REPORT (TCEQ SFR-047) SUPPORTING MATERIAL THE BIENNIAL TGPC LEGISLATIVE REPORT DOCUMENTS THE TGPC'S ACTIVITIES TO THE TEXAS LEGISLATURE WITH RECOMMENDATIONS FOR NEW GROUNDWATER PROTECTION PROGRAMS.	FE	7					THE TEXAS GROUNDWATER PROTECTION COMMITTEE (TGPC, http://www.tgpc.state.tx.us), ESTABLISHED IN 1989 (TEXAS WATER CODE TITLE 2, SUBTITLED, CHAPTER 26, SUBCHAPTER J, SECTION 401), STRIVES TO IDENTIFY AREAS WHERE NEW OR EXISTING GROUNDWATER PROGRAMS COULD BE ENHANCED, AS WELL AS IMPROVE COORDINATION AMONG AGENCIES INVOLVED IN GROUNDWATER ACTIVITIES. ITS MEMBERSHIP IS MADE UP OF NINE STATE AGENCIES AND THE TEXAS ALLIANCE OF GROUNDWATER DISTRICTS. TCEQ IS THE CHAIR OF THE TGPC.	



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731		TEXAS GROUNDWATER PROTECTION COMMITTEE - STRATEGY REPORT SUPPORTING MATERIAL	THIS RECORD SERIES CONTAINS THE TGPC TEXAS GROUNDWATER PROTECTION STRATEGY (TCEQ AS-188) SUPPORTING MATERIAL. THE TGPC STRATEGY REPORT PROVIDES GUIDELINES FOR THE PREVENTION OF CONTAMINATION, THE CONSERVATION OF GROUNDWATER, AND THE COORDINATION OF GROUNDWATER PROTECTION ACTIVITIES OF THE AGENCIES INVOLVED.	FE	20					THE TEXAS GROUNDWATER PROTECTION COMMITTEE (TGPC, http://www.tgpc.state.tx.us), ESTABLISHED IN 1989 (TEXAS WATER CODE TITLE 2, SUBTITLED, CHAPTER 26, SUBCHAPTER J, SECTION 401), STRIVES TO IDENTIFY AREAS WHERE NEW OR EXISTING GROUNDWATER PROGRAMS COULD BE ENHANCED, AS WELL AS IMPROVE COORDINATION AMONG AGENCIES INVOLVED IN GROUNDWATER ACTIVITIES. ITS MEMBERSHIP IS MADE UP OF NINE STATE AGENCIES AND THE TEXAS ALLIANCE OF GROUNDWATER DISTRICTS. TCEQ IS THE CHAIR OF THE TGPC.	



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732		EPA RCRA SUBTITLE C SITE 10 FORMS (EPA Form 8700-12)	FEDERAL EPA NOTIFICATION FORM 8700-12. CONDITIONALLY EXEMPT SMALL QUANTITY GENERATORS OF HAZARDOUS WASTE AND/OR LARGE QUANTITY HANDLERS OF UNIVERSAL WASTE REQUESTING EPA ID'S. THESE FACILITIES ARE NOT REGISTERED UNDER THE IHW REGISTRATION PROGRAM AND DO NOT REQUIRE A SOLID WASTE REGISTRATION. THIS FORM IS USED TO PROVIDE INITIAL NOTIFICATION FOR THE PURPOSE OF OBTAINING A NEW EPA ID NUMBER OR TO PROVIDE SUBSEQUENT NOTIFICATION OF A CHANGE OR UPDATE TO EPA'S DATABASE RESOURCE CONSERVATION AND RECOVERY ACT INFORMATION (RCRA INFO) ON AN EXISTING EPA ID. THIS RECORD SERIES CONTAINS 8700-12 FORMS RECEIVED AFTER 03/31/2014 AND WITH PRIOR FORMS FILED IN RECORD SERIES 34S-GENERAL CORRESPONDENCE. NEW SERIES CREATED TO PREVENT MISFILING IN GENERAL FILES AND TO PROVIDE EASY ACCESS BY PROGRAM AREA.	CE	20						Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.



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733		INDUSTRIAL AND HAZARDOUS WASTE REGISTRATIONS			20					SOLID WASTE REGISTRATION FORMS, 8700-12s TIED TO EXISTING REGISTRATIONS, UPDATE REQUESTS, AND CORRESPONDENCE RECEIVED AFTER 2006 REGARDING SOLID WASTE REGISTRATIONS FOR INDUSTRIAL AND HAZARDOUS WASTE. AGENCY ITEM NUMBER 733 WAS CREATED TO SEPARATE REGISTRATION RECORDS FROM PERMIT RECORDS, BOTH FORMERLY COMBINED UNDER AGENCY ITEM NUMBER 346. RECORDS PRIOR TO 2006 ON MICROFILM LOCATED UNDER AGENCY ITEM NUMBER 346 WILL REMAIN AT THE TEXAS STATE LIBRARY AND ARCHIVES COMMISSION STATE RECORD CENTER PERMANENTLY. PERMITS RETAINED IN THE PREVIOUS AGENCY ITEM NUMBER 346.	Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.
734		INDUSTRIAL AND HAZARDOUS WASTE PERMITS AND REPORTS	RECORDS INCLUDE PART B APPLICATIONS, OVERSIZED DOCUMENTS AND MAPS. POST-2006 PERMITS AND REPORTS.	AC	30			AC = SITE INACTIVE, CEASED OPERATIONS, NO LONGER REGULATED, OR PHYSICALLY CLOSED.		COPIES OF AGENCY PRODUCED WASTE REPORT ARE SENT TO THE TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM. RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT.	30 TAC 305.47; Resource Conservation and Recovery Act of 1976 (RCRA); 40 CFR §272.2201.



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735		MUNICIPAL SOLID WASTE FACILITY PERMIT FILES	RECORDS INCLUDE CORRESPONDENCE, APPLICATIONS, AND REPORTS.	AC	10			AC = PERMIT REVOCATION OR SUPERSEEDURE.		RECORDS 2010 AND PRIOR ARE STORED ON MICROFILM (SEE AIN 427) AND WILL REMAIN AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER PERMANENTLY. DUPLICATE MICROFILM STORED IN THE CENTRAL FILE ROOM.	330.463(B)(1); 330.463(B)(2).
736		ELECTRONIC RECYCLING PROGRAM	THE COMPUTER AND TV RECYCLING PROGRAM ELECTRONIC RECORDS INCLUDE NOTIFICATIONS AND RECOVERY PLANS SUBMITTED BY MANUFACTURERS AND ACCOMPANYING ELECTRONIC DOCUMENTATION THAT SERVES TO MODIFY OR CLARIFY THE PLANS AND ELECTRONIC COPIES OF THE ANNUAL REPORT FORMS THAT ARE SUBMITTED BY MANUFACTURERS.	AV						RETENTION CODE "AV" PLUS IRD BACK UPS DAILY.	
737		ELECTRONIC RECYCLING PROGRAM (CONFIDENTIAL RECORDS)	THE COMPUTER AND TV RECYCLING PROGRAM ELECTRONIC RECORDS INCLUDE NOTIFICATIONS AND RECOVERY PLANS SUBMITTED BY MANUFACTURERS AND ACCOMPANYING ELECTRONIC DOCUMENTATION THAT SERVES TO MODIFY OR CLARIFY THE PLANS AND ELECTRONIC COPIES OF THE ANNUAL REPORT FORMS THAT ARE SUBMITTED BY MANUFACTURERS. CONFIDENTIAL INFORMATION MAY INCLUDE TV MANUFACTURER SALES INFORMATION (WHICH MUST BE SUBMITTED ON THE REGISTRATION FORM) OR ANY INFORMATION THE MANUFACTURER SPECIFICALLY MARK AS CONFIDENTIAL AND THAT MEETS CONFIDENTIALITY REQUIREMENTS IN 30 TAC 1.5 (d). CONFIDENTIAL INFORMATION MAY BE USED TO CALCULATE THE RECYCLING RATE AND TO ESTABLISH THE MANUFACTURERS MARKET SHARE.	AC	1			AC = CLOSE OF THE REGISTRATION YEAR.		IRD BACKS UP DAILY. THE CONFIDENTIAL INFORMATION WILL BE KEPT FOR ONE YEAR AFTER CLOSE TO VERIFY CALCULATIONS OF RECYCLING RATE AND MARKET SHARE AS NEEDED.	



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738		EPA ADMINISTRATIVE RECORDS	THE ADMINISTRATIVE RECORD (AR) IS A SUBSET OF THE REMEDIAL AND REMOVAL SITE FILE COMPILED AND MADE AVAILABLE TO THE PUBLIC AS THE BASIS FOR SELECTED SUPERFUND RESPONSE ACTIONS. SPECIFIC TYPES OF RECORDS INCLUDE ACTION MEMORANDA, ADMINISTRATIVE ORDERS, CONSENT ORDERS, APPLICABLE OR RELEVANT AND APPROPRIATE REQUIREMENTS (ARARS), THE PRELIMINARY ASSESSMENT / SITE INSPECTION, THE REMEDIAL INVESTIGATION / FEASIBILITY STUDY, COMMUNITY RELATIONS PLANS, CORRESPONDENCE, FACT SHEETS, NEWS CLIPPINGS, WORK PLANS, NATURAL RESOURCE TRUSTEE INFORMATION, SITE REPORTS, THE PROPOSED AND APPROVED REMEDIAL ACTION, POLREPS, POTENTIALLY RESPONSIBLE PARTY (PRP) LETTERS, THE RECORD OF DECISION (ROD), TECHNICAL ASSISTANCE DOCUMENTATION, TECHNICAL ISSUE PAPERS, PUBLIC MEETING TRANSCRIPTS, PUBLIC COMMENTS ON THE DEVELOPMENT OF THE ADMINISTRATIVE RECORD, AND AN INDEX TO THE RECORD.	PM							TEX. HEALTH & SAFETY CODE SEC. 361.197; 36 CFR 1235.44-1235.50.
739	2.1.002	CONSOLIDATED COMPLIANCE ENFORCEMENT DATA SYSTEM (CCEDS)	CONSOLIDATED COMPLIANCE ENFORCEMENT DATA SYSTEM (CCEDS).	AC				AC = COMPLETION OF 3RD VERIFICATION CYCLE, OR AUDIT COMPLETION CONFIRMING SUCCESSFUL TRANSACTION UPDATES, OR REQUIRED AUDIT TRAIL MAINTENANCE, OR THE ABILITY TO RESTORE OR MIGRATE WHEN ERRORS ARE DETECTED OR WHEN HARDWARE OR SOFTWARE CHANGES OCCUR.		DATABASE IS ADMINISTERED BY IR STAFF. THE DATA IS ENTERED AND COMPILED BY STAFF AGENCY WIDE.	



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740		SOCIAL MEDIA	SOCIAL NETWORKING COMMUNICATIONS - CONSISTS OF CONTENT (MESSAGES, POSTS, PHOTOGRAPHS, VIDEOS, ETC.) CREATED OR SUBMITTED USING A SOCIAL MEDIA APPLICATION THAT IS STRICTLY A DUPLICATE, TRANSITORY IN NATURE, OR A RECORD COPY OF THE INFORMATION EXISTS ELSEWHERE.	FE	2					INCLUDES TWITTER, FACEBOOK, YOUTUBE, AND OTHER RELATED APPLICATIONS.	
741		ONE-TIME SHIPMENT (OTS) WASTE REQUESTS FOR TEXAS WASTE CODE (FORM TCEQ-0757)	REQUESTS FROM MAY 2013 TO CURRENT DATE FOR ONE-TIME SHIPMENTS OF HAZARDOUS AND/OR CLASS 1 WASTE FROM A NON-REGISTERED OR INACTIVE GENERATOR.	CE	17					PRIOR REQUESTS FROM APRIL 2013, FILED IN RECORD SERIES 345.	
744		MUNICIPAL SOLID WASTE MANAGEMENT COUNTY GENERAL FILES			15					RECORDS KEPT IN THE CENTRAL FILE ROOM IN HARD COPY ARE IMAGED UPON AGENCY APPROVAL. PAPER DESTROYED ONCE DIGITAL IMAGES ARE CREATED AND QUALITY CHECKED. SOME OLDER RECORDS MAY BE ONLY AVAILABLE IN MICROFILM FORMAT, SEE AIN 429.	



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745		DOMESTIC RECLAIMED WATER	LEVEL I AND II 210 AUTHORIZATION UNDER 30 TEXAS ADMINISTRATIVE CODE (TAC), CHAPTER 210, SUBCHAPTER A,B,C, AND D,TO BENEFICIALLY USE DOMESTIC WASTEWATER AS DOMESTIC RECLAIMED WATER. DEFINITION OF RECLAIMED WATER IS ANY DOMESTIC WASTEWATER WHICH HAS BEEN TREATED, IF NECESSARY, TO A QUALITY SUITABLE FOR LAND APPLICATION FOR BENEFICIAL USE. (AUTHORIZATIONS BEGIN WITH R THEN THE PERMIT NUMBER OF THE MUNICIPAL WASTEWATER; R1 0000-001).	PM					R	PRIOR TO REQUESTING AUTHORIZATION TO USE DOMESTIC RECLAIMED WATER FOR BENEFICIAL USE, YOU MUST OBTAIN A DOMESTIC WASTEWATER DISPOSAL/DISCHARGE PERMIT FROM THE WATER QUALITY DIVISION AT TCEQ.IF THE DOMESTIC WASTEWATER DISPOSAL/DISCHARGE PERMIT IS TRANSFERRED, YOU MUST ALSO TRANSFER THE 210 AUTHORIZATION. IF THE DOMESTIC WASTEWATER DISPOSAL/DISCHARGE PERMIT IS CANCELLED OR EXPIRED, THE 210 AUTHORIZATION IS ALSO TERMINATED.	Clean Water Act, as amended, 33 U.S.C. Sections 208, 402,404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21 , 122-124, 144,220,233,270,401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305, Chapter 210, Subchapters A, B, C, & D Texas Water Code, §§5.013, 5.1 03, 5.1 OS, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 205.



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746		INDUSTRIAL RECLAIMED WATER	LEVEL II 210 AUTHORIZATION UNDER 30 TEXAS ADMINISTRATIVE CODE (TAC), CHAPTER 210, SUBCHAPTER E, TO BENEFICIALLY USE INDUSTRIAL WASTEWATER AS INDUSTRIAL RECLAIMED WATER. DEFINITION OF RECLAIMED WATER IS ANY INDUSTRIAL WASTEWATER WHICH HAS BEEN TREATED, IF NECESSARY, TO A QUALITY SUITABLE FOR LAND APPLICATION FOR BENEFICIAL USE. RECORD IS PERPETUAL. (AUTHORIZATIONS BEGIN WITH2E0000000).	PM					R		Clean Water Act, as amended, 33 U.S.C. Sections 208, 402, 404, and 1251 et seq. Resource Conservation and Recovery Act, as amended, 42 U.S.C. Sec. 3005 Safe Drinking Water, as amended, 42 U.S.C. Sections 300f, 1401 et seq. Toxic Substances Control Act, as amended, 15 U.S.C. 2601 et seq. 40 CFR 52, 52.21, 122-124, 144,220,233,270,401, and 761 Texas Administrative Code, Title 30, Chapters 205 and 305 Texas Water Code, §§5.013, 5.103, 5.105, 5.120, 26.027, 26.034, and 26.121 Environmental Protection Agency Schedule 205.



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747		QUALITY ASSURANCE PROJECT PLAN FOR THE RCRA AND UIC PROGRAMS AND SUPPORTING DOCUMENTS	THIS SERIES INCLUDES THE QUALITY ASSURANCE PROJECT PLAN (QAPP) FOR THE RESOURCE CONSERVATION AND RECOVERY ACT (RCRA) AND THE UNDERGROUND INJECTION CONTROL (UIC) PROGRAMS. DOCUMENTS IN THIS SERIES INCLUDE THE QAPP, SUPPORTING DOCUMENTS, AND CORRESPONDENCE RELATED TO THE CREATION OR IMPLEMENTATION OF THE QAPP.	FE	5						
748		MUNICIPAL SOLID WASTE REGISTRATIONS & NOTIFICATION FILES - CONFIDENTIAL	RECORDS INCLUDE ALL CONFIDENTIAL DOCUMENTS RELATED TO AN MSW FACILITY AUTHORIZED BY A REGISTRATION OR NOTIFICATION. ALSO, INCLUDES TCEQ REGION INVESTIGATION REPORTS AND ENFORCEMENT ACTION DOCUMENTS.	AC	10			AC = REGISTRATION OR NOTIFICATION REVOCATION OR SUPERSEDURE.		RECORDS MAINTAINED IN PROGRAM AREA AND THEN SENT TO TEXAS STATE LIBRARY.	
749	2.1.010	AUDIT TRAIL RECORDS		AC				AC = ALL AUDIT REQUIREMENTS HAVE BEEN MET.			
750		BARNETT SHALE PHASE I AND PHASE II	THE BARNETT SHALE PHASE I AND PHASE II INVENTORY WAS A SPECIAL EMISSIONS INVENTORY OF SMALL STATIONARY SOURCES THAT TYPICALLY DO NOT REPORT TO THE ANNUAL EMISSIONS INVENTORY. THIS INVENTORY GATHERED INFORMATION ABOUT SITE-LEVEL AIR EMISSIONS AND WAS CONDUCTED UNDER THE AUTHORITY OF 30 TEXAS ADMINISTRATIVE CODE 101 .1 O (B)(3).	CE	10					RECORDS ARE KEPT IN PROGRAM AREA FOR 2 CALENDAR YEARS THEN STORED OFF SITE AT THE TEXAS STATE LIBRARY STATE RECORDS CENTER FOR AN ADDITIONAL 8 YEARS.	THE TCEQ IS AUTHORIZED TO REQUEST EMISSIONS INVENTORIES AND SUPPORTING DOCUMENTATION UNDER THE PROVISIONS OF: -TITLE 40, CODE OF FEDERAL REGULATIONS (CFR), PART 51; -THE FCAA; -TITLE 30 OF THE TEXAS ADMINISTRATIVE CODE (TAC), SECTION 101 .10; AND -TEXAS CLEAN AIR ACT, TEXAS HEALTH AND SAFETY CODE 382.014.



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751		TIER II - HAZARDOUS CHEMICAL INVENTORY REPORTS	REPORTS LISTING HAZARDOUS CHEMICALS REQUIRED BY THE COMMISSION TO FULFILL FUNCTIONS RELATED TO EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA).		30						TEXAS HEALTH & SAFETY CODE 505.006 (g), 506.006 (f) and 507.006 (g).
752		TIER II - HAZARDOUS COMMUNICATION ACT ENFORCEMENT CASES	INCLUDES HAZCOM AND TIER II ENFORCEMENT CASES.	AC	5			AC = COMPLIANCE WITH TERMS OF ENFORCEMENT.		THIS SERIES IS CLOSED. NO NEW RECORDS ADDED TO THIS SERIES, NO LONGER COLLECTED. REMAINS ON RETENTION SCHEDULE UNTIL FINAL DISPOSITION OF DOCUMENTS.	
753		TIER II - INSPECTION REPORTS	INCLUDES ALL KINDS OF INSPECTION REPORTS, EDAP SURVEYS.	FE	2					THIS SERIES IS CLOSED. NO NEW RECORDS ADDED TO THIS SERIES, NO LONGER COLLECTED. REMAINS ON RETENTION SCHEDULE UNTIL FINAL DISPOSITION OF DOCUMENTS.	
754	5.4.011	VISITOR CONTROL REGISTERS	LOGS, REGISTERS, OR SIMILAR RECORDS DOCUMENTING VISITORS TO LIMITED ACCESS OR RESTRICTED AREAS OF AGENCY FACILITIES.		3						
755	5.4.007	TRAINING RECORDS - HAZARDOUS MATERIALS	RECORDS OF TRAINING GIVEN EMPLOYEES IN AN AGENCY HAZARD COMMUNICATIONS PROGRAM.		5						TEXAS HEALTH AND SAFETY CODE, 502.009(g).
756	1.1.074	SUNSET REVIEW REPORT AND DOCUMENTATION		AC	3			AC = AFTER THE SUBSEQUENT SUNSET REVIEW.	R		
757	3.1.018	GRIEVANCE RECORDS	RECORDS RELATING TO THE REVIEW OF EMPLOYEE GENERAL AND DISCRIMINATION COMPLAINTS AND THE INVOLUNTARY SEPARATION APPEAL PROCESS.	AC	2			AC = FINAL DECISION ON THE GRIEVANCE.		CAUTION: DOES NOT INCLUDE FORMAL COMPLAINTS FILED BY AN AGENCY EMPLOYEE WITH THE EQUAL EMPLOYMENT OFFICE (EEO) OF THE U.S. DEPARTMENT OF LABOR.	