

**DEM4 Office of Air Resources**

**DEM4.1 Vehicle Exhaust Emission Inspection Reports**

State law (R.I. General Laws § 31-47.1) and state rules (Air Pollution Control Regulation No.34) require yearly testing of motor vehicles' exhaust emissions by state-licensed inspection stations. Stations collect and transmit data to Division of Motor Vehicles (DMV). Series consists of copies of emissions reports sent by DMV to Office of Air Resources (OAR). OAR may use data when it conducts audits of inspection station records, equipment, and computer data, and to produce annual reports.

*Note: See also DEM4.5 Gas Station Stage 2 Inspection Files.*

Retention: Retain three (3) years.

*Note: Documentation of hearings on rules and regulations respecting proposed state standards for vehicle emission levels are permanent records under General Records Schedule – Legal Records – GRS2.5 Rulemaking Files.*

*Note: Annual reports have permanent retention under General Records Schedule – Executive, High-Level & Policy-Making Records – GRS1.5 Statistical Records & Annual Reports.*

**DEM4.2 Air Pollution Monitoring Data**

OAR manages a network of stationary air sampling filter instruments installed at locations throughout the state. Raw data is collected and then undergoes analysis. Data is used to calculate chargeable emission fees, determine compliance with emission limitations, identify air toxic sources, as well as sources subject to newly promulgated state and federal regulations, respond to citizen inquiries and complaints, and to track the success of emission reduction measures and programs. Analytical results are also transferred to Department of Health air pollution laboratory and to an Environmental Protection Agency database. Files contain information concerning the collection of air monitoring data, as well as correspondence, quality assurance documents, read-outs of raw data, and consolidated reports of the results of air monitoring activities.

Retention: Permanent.

**DEM4.3 Company Files**

State rules (Air Pollution Control Regulation No. 14) require that all companies record and report annually on pollutant emissions data; describe activities, processes, and equipment that produce emission, and also explain measures and system requirements for determining facility's regulatory compliance. Files are organized by name of company. Records document OAR monitoring and control of individual company activities as they pertain to pollutant emissions subject to state air pollution regulations. Individual files include applications to construct, install, or modify equipment, equipment registration forms, air toxics operating permit applications, and a wide variety of completed (annual) air pollution inventory forms for reporting specific types of emissions (including air toxic reports), various equipment sources, various emissions of substances and chemicals

**Department of Environmental Management**

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Records Retention Schedule

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and levels of emissions, and emission recovery equipment reports. Files may also include, but are not limited to, complaints against the company, confidential business documents, letters of non-compliance, copies of documents sent by DEM Office of Compliance and Inspection, Administrative Adjudication, or Legal Services concerning action taken against a particular company, and general correspondence.

**a) Files documenting significant incidents**

Retention: Permanent.

**b) All others files**

Retention: Retain five (5) years after company closes.

**DEM4.4 Dry Cleaner Case Files**

Records consist of files on individual dry cleaning businesses. Included are annually filed compliance certification forms, DEM inspection reports, and related correspondence.

Retention: Retain five (5) years after a company closes.

**DEM4.5 Gas Station Stage 2 Inspections Files**

Records document inspection of individual gas stations for compliance with state and federal Stage 2 requirements for gasoline vapor recovery systems. (Air pollution control regulation no. 11, Petroleum liquids marketing and storage) Inspections may cover gas pumps, underground storage tanks, hoses, seals, caps, and station records. Documents may include, but are not limited to, station diagrams, forms completed by inspectors on vapor recovery capacity, condition of equipment, and test results as well as written complaints, confidential documents, letters of non-compliance, and related correspondence.

Retention: Retain five (5) years after a facility closes.

**DEM4.6 Certificates of Records Destruction**

Certification of Records Destruction forms (PRA 003) signed by the authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (§§38-1-10, 38-3-6(j), and 42-8.1-10)

Retention: Permanent.

*Note: In accordance with General Records Schedule series GRS1.4 Particular Instance Files, files that contain records documenting significant projects, initiatives, issues, and concerns, are permanent. For the Office of Air Resources these may include, but are not limited to, records relating to Greenhouse Gases Project, Ozone Attainment, Accidental Release Prevention Program, and T.F. Green Air Monitoring.*

*Note: Minutes of Meetings are permanent records. This includes, but is not limited to, minutes of meetings with various stakeholders such as the Business Round Table and the Environmental Roundtable.*