



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

# REQUEST FOR COMMENTS

January 6, 2010

TO: INTERESTED PARTIES  
FROM: EXECUTIVE OFFICER / APCO  
SUBJECT: **PROPOSED AIR DISTRICT RECORD  
RETENTION PROGRAM**

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The purpose of this notice is to request comments on proposed new internal operating policies of the Bay Area Air Quality Management District regarding the retention of public records. The Air District is currently managing its public records in accordance with a 2001 court order that resolved a public records claim asserted in litigation over the Air District's 2001 Ozone Attainment Plan. The court order includes no detailed guidance and simply precludes destruction of any records unless electronic copies are made. The Court Order also requires a 14-day public comment period on any policy that would replace the order.

The Air District now wishes to implement a modern record retention program in accordance with recommendations of the California Secretary of State and the District's auditors. The District has made documents implementing the proposed program available for public comment by including them in its Board agenda package for the meeting of January 6, 2010. The documents would be adopted at a subsequent Board meeting in January or February. This notice is intended to provide for broader public notice of the proposal.

The proposed new program consists of two components: (1) a records management policy consisting of amendments to the Air District's Administrative Code, which governs internal operations of the District, and (2) a record retention schedule listing Air District records by type and assigning a retention period for each type of record.

The proposed amendments to the Administrative Code and the proposed record retention schedule are available on the District website at: <http://www.baaqmd.gov/Divisions/Planning-and-Research/Rule-Development/Rule-Workshops.aspx> and <http://www.baaqmd.gov/Divisions/Planning-and-Research/Rule-Development/Current-Regulatory-Public-Hearings.aspx> Questions or comments on the documents should be directed to Bill Guy, Assistant Counsel, Bay Area Air Quality Management District, 939 Ellis Street, San Francisco, California, 94109, or via e-mail to [wguy@baaqmd.gov](mailto:wguy@baaqmd.gov). For comments to be considered, they should be sent by January 19, 2010.