

Sent: Thursday, March 30, 2023
Subject: IPI Paperless Recordkeeping System

Hello IPI Team,

We realize that many air districts, like CARB, have changed their recordkeeping processes as a result of our working conditions over the last few years. Therefore, a paperless system of recordkeeping is acceptable moving forward for both Moyer Program and Community Air Protection (CAP) Incentives. An air district choosing to implement a paperless/electronic recordkeeping system must:

- Include a description of the air district's paperless/electronic recordkeeping system in their air district's incentive program Policy and Procedures (P&Ps).
- Ensure that electronic records are securely stored and are backed up on a regular basis (e.g. hourly, daily, weekly, etc.).
- The electronic project file must contain all documentation required by the incentive program's guidelines.
- Photos saved in digital format must be labeled, legible, and clearly show all views of equipment, vehicle, etc. as described in the guidelines.
- Retain records for five years after the grant liquidation period or the last recorded grant transaction, whichever is later.

If you have any questions or need clarification, to contact the administration lead Deborah Paselk, deborah.paselk@arb.ca.gov.

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