

# Records Retention Reminder

*Public water system owners and operators must keep at their utility, or a nearby location, the following records for the minimum timeframes listed below:*

- ☐ **Microbial and turbidity analyses: 5 years.**
- ☐ **Chemical analysis (IOC, VOC, SOC and so on):**  
As long as the system is in operation.
- ☐ **Copies of monitoring plans: As long as the corresponding monitoring occurs. Keep replaced plans 5 years** for microbial and turbidity analysis and **10 years** for chemical analyses.
- ☐ **Records of action the system takes to correct violations:** At least **10 years** after the last action taken for that violation.
- ☐ **Copies of written reports, summaries or communications relating to sanitary surveys** conducted by the state, local health jurisdiction, or contracted third party: **10 years** after the sanitary survey is completed.
- ☐ **Records concerning a variance or exemption** granted to the system: **5 years** after the variance or exemption expires.
- ☐ **Copies of public notices: At least 10 years** after issued.
- ☐ **Copies of Consumer Confidence Reports: 3 years.**
- ☐ **Lead/Copper:** Keep original records of all sampling data and analyses, reports, surveys, letters, evaluations, and schedules for **12 years.**
- ☐ **Groundwater Rule:** Systems required to perform compliance monitoring must also keep:
  - Records of the state-specified minimum disinfectant residual: **10 years.**
  - Records of the lowest daily residual disinfectant concentration and records of the date and duration of any failure to maintain the state-prescribed minimum residual disinfectant concentration: **5 years.**
  - Records of state-specified compliance requirements for membrane filtration and parameters for alternative treatment: **5 years.**
  - Records of the date and duration of any failure to meet the membrane operating, membrane integrity, or alternative treatment operating requirements: **5 years.**
- ☐ **Stage 2 Disinfection Byproducts Rule:**
  - Initial Distribution System Evaluation (IDSE) reports: **10 years.**
  - Compliance monitoring results: **10 years.**
  - Compliance monitoring plans: As long as the corresponding monitoring occurs. Keep the previous monitoring plan for **10 years.**

- ☐ **Enhanced filtration and disinfection for surface water and GWI systems:** If your system is subject to the rule requirement in the first column of this table, you must keep the following:

Rule Requirement	Necessary records	Time records must be kept
Individual Filter Turbidity Requirements	Results of individual filter monitoring	<b>3 years</b>
Disinfection Profiling	Results of profiling (including raw data and analysis)	<b>Indefinitely</b>
Disinfection Benchmarking	Benchmark (including raw data and analysis)	<b>Indefinitely</b>

- ☐ **Enhanced Treatment for Cryptosporidium:**
  - Keep results from the initial round of source water monitoring and the second round of source water monitoring until **3 years** after bin classification for filtered systems, or a determination of the mean Cryptosporidium level for unfiltered systems for the particular round of monitoring.
  - Keep any notification to the state that the system will not conduct source water monitoring due to meeting the criteria for **3 years.**
  - Keep the results of treatment monitoring associated with microbial toolbox options and with uncovered finished water reservoirs for **3 years.**

If you were confused about how long to keep your records, you can start from this point forward based on the information in this document.

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