

Water and Sewer Records Retention Schedule (Draft)

This schedule lists records commonly found in the office of Water and Sewer Management. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio Historical Society recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Operations/Engineering

Alarms/Security Logs - Documentation detailing alarm/security calls received from the department's facilities.	2 years
Certified on Taxes - Documentation detailing a special assessment on property taxes for delinquent payment of water and sewer user fees.	Until no longer of administrative value. Treasurer keeps permanently in Tax Duplicate
Easements - Files associated with the various property access rights maintained by the department.	Permanent
Emergency Contingency Plans - Action plans in case of emergency at plant or in distribution system.	Until superseded
Environmental Protection Agency Permits - Documents under which the department operates its Water/Wastewater Treatment Plant systems.	10 years
Excavations/Restorations - Records of digging activity and repair/restoration of site.	15 years
Final Assessments - Shows total cost of project and the apportionment of final assessment upon lots and lands to be benefitted by, and assessed for, the improvement.	2 years after assessment paid provided audited
Flow Test Results - Readings used to track the amount of water passing by a specific point. Includes hydrant flow tests; water flow tests from water treatment plants.	Permanent
Hazmat Records - Records for any hazardous material being disposed of by the department.	Permanent
Inspection Reports - Inspection reports to sanitary engineer for sewers and water lines including photo/video inspection records, backflow inspections, etc.	Until superceded provided no action pending
Maintenance - Service, repair, and maintenance records on all equipment and facilities including fire hydrants, pumping stations, meters, etc.	Permanent
Meter Records - location and installation of water meters.	Life of the equipment
Project Records - Correspondence, Bid specifications, contracts, payroll records including prevailing wage documentation, inspections, delivery slips, drawings, blueprints, maps, easements, studies, surveys, force account labor, CIP and commercial projects, maintenance & performance bonds, GIS, and as-builts.	Permanent
Safety Training Records - All safety training completed by district staff.	3 years
Sewer Installers List - List of contractors certified to install sewer or water lines on the department's systems.	Retain until superseded

Sewer/Water Permit Records - Record of permits to install sanitary sewers, sewer connections, water meters, and connections to water mains.	Permanent
Sludge Hauling & Disposal Records - Documents generated by the transportation and disposal of sludge from Waste Water Treatment Plants.	Permanent
Studies & Surveys - Reports and/or feasibility studies including statistical analysis created to assess functions, projects and programs.	Retain as long as information has administrative value
Water and Sewer Tap Records - records of properties tapping into water or sewer mains.	Permanent
Water Usage Reports - EPA monthly consumption reports.	Permanent
Wellfield Files - Files on water wells and wellfields owned by county.	Permanent
Lab	
Benchmarks - Location and description of bench marks from which levels for water and sewer lines are determined.	Permanent
Violation/Correction Orders - orders received from EPA requiring corrections to water quality violations.	10 years provided no action pending
Wastewater System - Lab bench sheets used to track results of lab samples. Industrial Services, Collection System, Treatment Plant, Biosolids, Laboratory, Documentation of operations and compliance with state and federal permit requirements, records of analyses, reports, EPA correspondence, Departmental program files, maintenance and calibration records, log books, etc.	10 years
Water System - Includes bacteriological and biosolids testing, water chemistry reports & bench sheets, Atomic Absorption Analyzer and ICP (heavy metal analysis). Documentation of operations and compliance with state and federal requirements, records of analyses, reports, EPA correspondence, Departmental program files, maintenance & calibration records, log books, etc.	10 years
Billing/Customer Care	
Consumer Confidence Reports - Yearly report required by the EPA to be mailed to all customers. Gives testing data and a brief summary of plant operations.	10 years
Consumer Files - Account adjustments, collections, delinquency, complaints, correspondence, deposits, disconnections, uncollectable amounts, meter reading, billing for testing, bulk water sales, service orders, returned checks, damage claims, refund requests, etc.	7 years
Damage claims/reimbursement - any insured/non-insured damage reimbursement; Letters from citizens requesting reimbursements, legislative action on claim, release forms, and receipts for payment.	2 years provided no action pending
Index to Consumers - Shows name and address of customer, account number, and lot number.	Continually updated
Rate Schedules - Historical record of rates charged for water, sewer, and storm water management.	Permanent