

# Drinking Water Record Retention Schedule

(Updated 4/13/16)

## Code of Federal Regulations (CFR) - §141.33 - Record maintenance.

Any owner or operator of a public water system subject to the provisions of this part shall retain on its premises or at a convenient location near its premises the following records:

- Records of **microbiological analyses** and turbidity analyses made pursuant to this part shall be kept for not less than 5 years. Records of **chemical analyses** made pursuant to this part shall be kept for not less than 10 years. Actual laboratory reports may be kept, or data may be transferred to tabular summaries, provided that the following information is included:
  - (1) The date, place, and time of sampling, and the name of the person who collected the sample;
  - (2) Identification of the sample as to whether it was a routine distribution system sample, check sample, raw or process water sample or other special purpose sample;
  - (3) Date of analysis;
  - (4) Laboratory and person responsible for performing analysis;
  - (5) The analytical technique/method used; and
  - (6) The results of the analysis.
- **Records of action taken by the system to correct violations** of primary drinking water regulations shall be kept for a period not less than 3 years after the last action taken with respect to the particular violation involved.
- **Copies of any written reports, summaries or communications relating to sanitary surveys** of the system conducted by the system itself, by a private consultant, or by any local, State or Federal agency, shall be kept for a period not less than 10 years after completion of the sanitary survey involved.
- **Copies of public notices issued** pursuant to subpart Q of this part and certifications made to the primacy agency pursuant to §141.31 must be kept for 3 years after issuance.
- **Copies of monitoring plans** developed pursuant to this part shall be kept for the same period of time as the records of analyses taken under the plan are required to be kept under paragraph (a) of this section, except as specified elsewhere in this part.

## Code of Federal Regulations (CFR) – (RTCR) §141.861 – Reporting and recordkeeping.

- The system must maintain any **assessment forms** (*Level 1 or 2*), regardless of who conducts the assessment, and documentation of **corrective actions completed** as a result of those assessments, or other **available summary documentation of the sanitary defects and corrective actions** taken under § 141.859 for State review. This record must be maintained by the system for a period not less than 5 years after completion of the assessment or corrective action.
- The system must maintain a **record of any repeat sample taken that meets State criteria for an extension of the 24-hour period for collecting repeat samples** as provided for under § 141.858(a)(1) of this part. (5 years)

## Idaho Rules for Public Drinking Water Systems – IDAPA 58.01.08.552.04.a.iv – Chlorination

- **Analysis for free chlorine residual** shall be conducted at a location at or prior to the first service connection at least daily and records of these analyses shall be kept by the supplier of water for at least one (1) year. A report of all daily chlorine residual measurements for each calendar month shall be submitted to the Department no later than the tenth day of the following month. The frequency of measuring free chlorine residuals shall be sufficient to detect variations in chlorine demand or changes in water flow.