

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ENVIRONMENTAL HEALTH DIVISION
PUBLIC WATER SUPPLY SECTION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

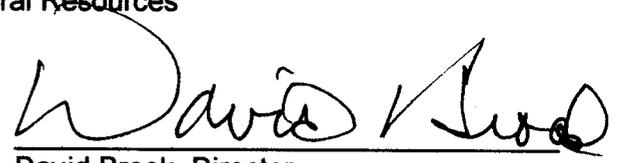
APPROVAL RECOMMENDED



Lloyd E. Inman, Jr., Chief Records Officer
Department of Environment and Natural Resources

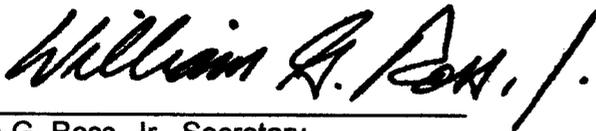


Terry Pierce, Director
Environmental Health Division

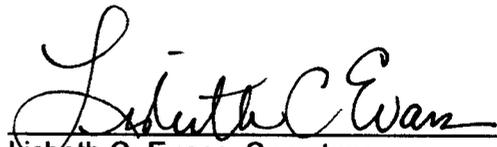


David Brook, Director
Division of Historical Resources

APPROVED



William G. Ross, Jr., Secretary
Department of Environment and Natural Resources



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 27, 2005

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**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
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PUBLIC WATER SUPPLY SECTION**

Item 8047. FLUORIDE REPORTS FILE. Monthly reports from municipal water treatment plants listing quantity of fluoride added to water systems.

DISPOSITION INSTRUCTIONS: Records transferred to Monthly Operating Reports File (Item 8048).

Item 8048. MONTHLY OPERATING REPORTS FILE. Reports concerning the monthly operation of the public water supply program. File includes turbidity, disinfection and residual measurements, fluoride reports, and physical and chemical parameters.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

Item 8062. CLEAN WATER BOND ACCOUNTING FILE. Separate ledgers for the 1971 and 1977 Clean Water Bond Acts. File includes grant commitments and expenditures for each county.

DISPOSITION INSTRUCTIONS: Records transferred to Environmental Health Files, Clean Water Bond Project File (Item 8044).

Item 8107. WATER SUPPLY DATA SHEET FILE. Data sheets showing names and addresses of water suppliers, owners, managers, and operators. File also includes other related information. Data is entered into Drinking Water System Database (Electronic) File (Item 47335) and routinely updated.

DISPOSITION INSTRUCTIONS: Records transferred to Sanitary Surveys and Inventory File (Item 47338).

Item 8108. WATER SUPPLY PRINTOUTS FILE. Computer printouts of water supply data sheets.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 8109. FLUORIDATION CARD FILE. Cards listing counties, municipalities, dates applications were received, and dates programs began.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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Item 8115. WATER SUPPLY CLASSIFICATION FILE. Records concerning rating values for classification of water supplies. File includes forms listing names, classifications, operators, rating values, and assigned values for each facility.

DISPOSITION INSTRUCTIONS: Records transferred to Division Training Unit.

Item 8116. OTHER STATES FILE. Rules and regulations from other states concerning operator certification requirements for reciprocity.

DISPOSITION INSTRUCTIONS: Records transferred to Division Training Unit.

Item 47334. COMPLIANCE SERVICES CORRESPONDENCE FILE. Records in paper and electronic formats concerning general compliance and enforcement actions. File includes correspondence, memorandums, reports, corrective action plans, rule information, and other related records. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records after 12 years. Transfer paper records to the State Records Center after 6 years. Records will be held for agency in the State Records Center 24 additional years and then destroyed.

Item 47335. DRINKING WATER SYSTEM DATABASE (ELECTRONIC) FILE. Electronic records concerning processing, analysis, tracking, and compliance determinations. Electronic file includes inventories, laboratory analyses, compliance and enforcement data, fee permits, plan reviews, and other related data. Electronic file also includes index. Data is entered into this database from Microbiological Analyses File (Item 47336), Other Laboratory Analyses File (Item 47337), Sanitary Surveys and Inventory File (Item 47338), Water System Operating Permit Fee File (Item 47343), Engineering File (Item 1789), and Blueprints File (Item 1788). (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office when reference value ends.

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Item 47336. MICROBIOLOGICAL ANALYSES FILE. Records in paper and electronic formats concerning reports of the Safe Drinking Water Act. File includes routine repeat analyses and special samples. Data is entered into Drinking Water System Database (Electronic) File (Item 47335) and routinely updated. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records of negative analytical analyses records after 1 year. Destroy in office paper and electronic records of positive analytical analyses records after 5 years.

Item 47337. OTHER LABORATORY ANALYSES FILE. Records concerning laboratory analyses for contaminants, excluding microbiological contaminants, concerning the Safe Drinking Water Act. File also includes reports. Data is entered into Drinking Water System Database (Electronic) File (Item 47335) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 6 year(s). Records will be held for agency in the State Records Center 24 additional years and then destroyed.

Item 47338. SANITARY SURVEYS AND INVENTORY FILE. Records concerning changes to water systems. File includes status of systems, ownership, responsible parties, addresses, sources, entry points, population, and deficiencies. File also includes correspondence. Data is entered into Drinking Water System Database (Electronic) File (Item 47335) and routinely updated.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 6 year(s). Records will be held for agency in the State Records Center 24 additional years and then destroyed.

Item 47339. SURFACE WATER TREATMENT RULE (SWTR) AND ENHANCED FILTRATION AND DISINFECTION FILE. Records concerning decisions regarding water filtration and disinfection under SWTR of the Safe Drinking Water Act. File includes analytical and monitoring requirements, reports, disinfection requirements, decisions, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 40 years.

Item 47340. ENHANCED FILTRATION AND DISINFECTION FILE. Records concerning decisions made pursuant to enhanced filtration and disinfection under the Safe Drinking Water Act. File includes records concerning modifications to disinfection practices, use of alternative filtration technologies, filter self-assessments, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 40 years.

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Item 47341. PUBLIC NOTIFICATION FILE. Records concerning notifications to the public regarding quality of water supply. File includes certifications of compliance, public notices, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

Item 47342. WELLHEAD PROTECTION PLANS FILE. Records concerning approved water system wellhead protection plans. File includes plans and approval records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 47343. WATER SYSTEM OPERATING PERMIT FEE FILE. Records in paper and electronic formats concerning applications, operating permits, and fees paid for public water systems. File also includes forms, correspondence, and other related records. Data is entered into Drinking Water System Database (Electronic) File (Item 47335) and routinely updated. (File maintenance and backup procedures conducted by Information Technology Services (ITS).)

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records when superseded or obsolete.

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TECHNICAL SERVICES BRANCH**

Item 1788. BLUEPRINTS FILE. Blueprints for construction, improvement, or additions to public water supply systems reviewed by the department for compliance with regulations and public health standards. Data and indexing information is entered into Drinking Water System Database (Electronic) File (Item 47335) and routinely updated. (Agency personnel will prepare and arrange records for microfilming according to Imaging Unit guidelines prior to requesting transfer of records to the State Records Center.) (Comply with applicable provisions of G.S. 132-1.7 regarding the confidentiality of plans and drawings of infrastructure facilities.)

DISPOSITION INSTRUCTIONS: Destroy non-approved plans in office after 2 years. Transfer approved plans with attached approved indexing information to the State Records Center 2 years after approval to be microfilmed. Paper records will be destroyed in the State Records Center after microfilming. After completion of microfilming and all quality control procedures, the original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the vault. A duplicate copy of the microfilm may be purchased and retained permanently by the agency.

Item 1789. ENGINEERING FILE. Records concerning public, private, and institutional water supplies; sewage treatment; plans approvals; the Safe Drinking Water Act; and the state's Public Health Service. File includes monitoring letters, correspondence, concurrence notices, and other related records. File also includes organic and inorganic chemical reports and radiological reports mandated by the federal Safe Drinking Water Act. (Records created after 1994 have been entered into the Drinking Water System Database (Electronic) File (Item 47335).)

DISPOSITION INSTRUCTIONS: Transfer records dated prior to 1994 to the State Records Center after 6 years. Records will be held for agency in the State Records Center 24 additional years and then transferred to the custody of the Archives. Transfer records dated 1994 and later to the State Records Center after 6 years. Records will be held for agency in the State Records Center 24 additional years and then destroyed. (For records created after 1994, see the electronic versions in the Drinking Water System Database (Electronic) File (Item 47335), portions of which are maintained in office permanently.)

Item 8052. PRIVATE LABORATORIES BACTERIOLOGICAL REPORTS FILE. Bacteriological reports concerning the Safe Drinking Water Act.

DISPOSITION INSTRUCTIONS: Records transferred to Microbiological Analyses File (Item 47336).

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Item 8053. PUBLIC WATER SUPPLY BRANCH LOG SHEETS FILE. Water plant reports received by the State Health Director.

DISPOSITION INSTRUCTIONS: Records transferred to Monthly Operating Reports File (Item 47333).

Item 8059. SPECIFICATIONS FILE. Specifications for construction, improvement, or additions to public water supply systems reviewed by the department for compliance with regulations and public health standards.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after plans have been approved.

Item 8060. APPROVED PLANS CARD FILE. Cards concerning each approved public water system plan. Information on each card includes the name of the owner, location of system, project information, name of architect/engineer, and other related information concerning the plan.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 8061. NOT APPROVED CARD FILE. White cards concerning projects not approved.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 8063. ACTIVE WATER PROJECT FILE. Records concerning loans and grants. File includes applications, offers from the department, certificates of eligibility, correspondence, Attorney General's opinions, reports, project review logs, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 10 years after completion of project. Records will be held for agency in the State Records Center 20 additional years and then destroyed.

Item 8064. WATER GRANT APPLICATIONS FILE. Copies of grant applications.

DISPOSITION INSTRUCTIONS: Records transferred to Active Water Project File (Item 8063).

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Item 8066. ADMINISTRATIVE (WATER SUPPLY GRANTS) FILE. Attorney General's opinions, Clearinghouse reports, memorandums, and correspondence concerning the Environmental Health Division. File includes project review logs, newspaper clippings, and equipment inventories.

DISPOSITION INSTRUCTIONS: Records transferred to Active Water Project File (Item 8063).

Item 8067. WATER GRANTS REPORTS FILE. Annual Report of Award of Grants listing grant commitments and expenditures for each county.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

Item 47346. PLAN REVIEW CORRESPONDENCE FILE. Records in paper and electronic formats concerning general plan reviews. File includes correspondence between engineers and owners, applications for system approvals, engineers' reports, design calculations, chemical analyses, engineer certifications, applicant certifications, approval letters, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer paper records to the State Records Center after 10 years. Records will be held for agency in the State Records Center 30 additional years and then destroyed.

Item 47347. PLAN REVIEW TECHNICAL REPORTS FILE. Engineering reports for treatment systems. File includes complicated projects, pilot testing, uprating studies, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 47348. LOCAL DELEGATED PLAN REVIEW FILE. Records concerning approved documents for professional engineering staff. File includes protocol and procedures, local ordinances, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after delegation is terminated or revoked. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

Item 47349. WATER SYSTEM MANAGEMENT PLANS FILE. Records concerning water system management. File includes water system management plans, approvals, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.