



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 13-38

DEPARTMENT Public Health and Environment	DIVISION Water Quality Control	SECTION Drinking Water	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Facility Design and Build Records 1. Process Design Report Submittal Package, Plans and Specifications 2. Final Design Submittal Package 3. Constructed-As-Approved Certification 4. Inspection Reports and Related Documentation 5. Other Engineering Submittals and Documentation 6. Engineering Databases: Accomplishments, Spills, Inspection Follow-up, Drinking Water Sampling and Historical Site Application 7. Inspection Plan Database 8. Bimonthly Inspection Agenda 9. US Forest Service / WQCD Meeting Notes and Agendas	Permanent  Permanent  Permanent  Permanent  Permanent  (25) years from final entry  (2) years from date of meeting  (10) years from date of meeting	No records shall be destroyed so long as they pertain to any pending legal case, claim, action or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer.  Electronically Stored Information (ESI), including databases, shall be retained according to the equivalent physical record retention period.  Duplicates are retained until no longer needed, then destroyed.

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I will comply with all conditions in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>[Signature]</i>	Date 02/25/2013	Records Liaison Officer's Signature <i>[Signature]</i>	Date 2-25-13
Attorney General's Signature <i>[Signature]</i>	Date 6/10/13	State Auditor's Signature <i>[Signature]</i>	Date 5-10-13



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 13-38

DEPARTMENT Public Health and Environment	DIVISION Water Quality Control	SECTION Drinking Water	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	10. Records of Written Notices of Significant Deficiencies	(12) years from document date	
2.	General 1. Approved Treatment Design  2. Records of Approvals, Decisions and Determinations by the State covering: Monitoring Plans, Schedules and Requirements, Approved Labs, Systems Required to Test and GW Systems do not Conduct Triggered Source Monitoring  3. Inventory Forms  4. Certified Operator (Decisions that an Individual is a Qualified Operator of a System using Surface Water or Ground Water Under the Direct Influence of Surface Water)  5. Annual Certifications Received from Systems Pursuant to Part 141, Subpart K, Demonstrating the System's Compliance with the Treatment Techniques for Acrylamide and/or Epichlorohydrin	Permanent  (12) years from document date  (12) years from document date  Lesser of (40) years from date of decision or the when qualification is withdrawn  (12) years from document date	<p><i>No records shall be destroyed so long as they pertain to any pending legal case, claim, action or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer.</i></p>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 13-38

DEPARTMENT Public Health and Environment	DIVISION Water Quality Control	SECTION Drinking Water	PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
2.	6. Decisions and Documents Waiving a Requirement or Invalidating a Test Result  7. Decisions and Documents Granting a Variance or Exemption  8. Decisions on Ground Water Under the Direct Influence of Surface Water (GWUDI), on Alternate Locations to Sample for Residual Disinfectant and to Allow Reduced Reporting  9. Decisions on the Control of Disinfectant and Disinfectant Byproducts (DBP) and the Minimum Residual Disinfectant Concentration  10. Decisions on the Automatic Shut-Off of Delivery to a System  11. Decisions on Unusual Conditions Causing Failure to Meet Required Residual Disinfectant Concentration Limits	(12) years from document date  (5) years following expiration  (40) years from document date  (12) years from document date  Permanent  Permanent	<p><i>No records shall be destroyed so long as they pertain to any pending legal case, claim, action or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer.</i></p>



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 13-38

DEPARTMENT Public Health and Environment		DIVISION Water Quality Control	SECTION Drinking Water	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
2.	12. Decisions on the use of Chloramines or Non-Chlorine Disinfectants to Achieve Viral Inactivation Rates	Permanent			
3.	Field Compliance 1. Compliance Advisories 2. Technical Assistance Visit Documentation	(12) years from document date Permanent			
4.	Total Coliform/Ground Water Rule (GWR) Compliance 1. Coliform (Bacti) Data: Routine, Repeat/Special Samples or Disinfectant Residual Measurement 2. Records of Decisions Related to Circumstances Surrounding Violations of the GWR (not that Violations Occurred) 3. Records of Decisions to Modify GWR Monitoring Frequency for Community or Non-Community Systems Outside Regulatory Requirements or to Invalidate a Positive Total Coliform Finding	Current year + (3) prior calendar years  (4) years from decision date  (5) years from decision date	<i>No records shall be destroyed so long as they pertain to any pending legal case, claim, action or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer.</i>		



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 13-38

DEPARTMENT Public Health and Environment		DIVISION Water Quality Control	SECTION Drinking Water	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
4.	4. Records of Decisions that a Non-Community Water System may be Inspected less than Once Every 5 Years	Permanent	<p><i>No records shall be destroyed so long as they pertain to any pending legal case, claim, action or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer.</i></p>		
	5. Decisions to Forgo Coliform Testing	Permanent			
	6. Records that Significant Deficiencies have been Corrected or Fecal Contamination Addressed	(12) years from document date			
	7. Systems with Multiple Wells Considered to be One Treatment Plant	(12) years from document date			
5.	Long Term 2 Enhanced Surface Water Treatment (SWT) Compliance Documents	(12) years from document date			



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 13-38

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Public Health and Environment	Water Quality Control	Drinking Water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
6.	Disinfectant Byproducts (DBP) Compliance 1. DBP Data  2. Initial Distribution System Evaluation (IDSE) Monitoring Plan  3. IDSE Reports and 40/30 Certifications (40/30: <0.040mg/L TTHM and <0.030mg/L HAA5 During 8 Consecutive Quarters)  4. Operation Evaluations Submitted by a System	(12) years from document date  Permanent (or until replaced by an approved IDSE report)  Permanent (until replaced or revised in their entirety)  (10) years from submittal date		
7.	Chemical/Radiological Compliance 1. Chem/Rad Data	(12) years from document date		
8.	Turbidity (Turb) Compliance 1. Turb Data  2. Investigations of Turb Data Exceeding Limits	Current year + (3) prior calendar years  (12) years from document date	<i>No records shall be destroyed so long as they pertain to any pending legal case, claim, action or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer.</i>	



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 13-38

DEPARTMENT Public Health and Environment		DIVISION Water Quality Control	SECTION Drinking Water	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
8.	3. Filter Backwash Recycling Rule (FBRR) Documents  4. Unusual Event Causing Turb Result to Exceed 5 NTU  5. Decisions Regarding Filtration Need or Alternative Filtration Technology  6. Records of 4-log Treatment and Determination to Discontinue  7. Decisions that a System is Unable to Transport Samples for Heterotrophic Plate Count (HPC)  8. Decisions on System Turbidity Limits, Frequency and/or Location of Measurement and Reporting	Permanent  (10) years from document date  Permanent  (12) years from document date  Permanent  Permanent	<i>No records shall be destroyed so long as they pertain to any pending legal case, claim, action or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer.</i>		



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 13-38

DEPARTMENT Public Health and Environment		DIVISION Water Quality Control		SECTION Drinking Water		PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS			
9.	Lead and Copper (L&C) Compliance						
	1. Materials Evaluations	(12) years from document date					
	2. Designations of Optimal Corrosion Control Treatment (OCCT)	(12) years from document date					
	3. Water Quality Parameter Requirements	(12) years from document date					
	4. Tap Sampling Sites	(12) years from document date					
	5. I.&C Data	(12) years from document date					
	6. 90 <sup>th</sup> Percentile Calculations (Calculations by the State of the 90th Percentile for L&C During the Sampling Period)	(12) years from document date					
	7. Public Education	(12) years from document date					
10.	8. Records of Compliance with Lead and Copper Control Rules	(12) years from document date					
	Correspondence						
	1. From the Division	Permanent		No records shall be destroyed so long as they pertain to any pending legal case, claim, action or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer.			
2. To the Division	Permanent						



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 13-38

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Public Health and Environment	Water Quality Control	Drinking Water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
11.	Sanitary Surveys 1. Survey Documentation	(12) years from document date		
	2. Any Decision that a Party other than the State is Approved to Conduct On-Site Inspections (May be Kept in the Form of a Periodically Updated List)	Permanent		
12.	Action Plans and Approvals	(12) years from document date		
13.	Public Reporting 1. Public Notices	(3) years from document date		
	2. Consumer Confidence Reports (CCR)	(3) years from document date		
<p><i>No records shall be destroyed so long as they pertain to any pending legal case, claim, action or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer.</i></p>				



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
 STATE ARCHIVES AND PUBLIC RECORDS  
 RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.  
 13-38

DEPARTMENT	DIVISION	SECTION	PERMANENT	NON-PERMANENT
Public Health and Environment	Water Quality Control	Drinking Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
14.	Other PWS Documents 1. Documents Not Covered in Other Schedule Items, Including Division Decisions, Vulnerability Assessments, Asbestos Monitoring and Primacy Records  2. Maps, Drawings and Photographs  3. Worksheets, Checklists and Other Working Documents  4. Decisions on Watershed Control	Permanent   Retained according to the document type with which they are received, attached or otherwise associated  Until administrative need ends  Permanent		
15.	County Files: Documents with no Associated Public Water Supply Identification (PWSID) or Permit. 1. Complaints  2. Spill Reports and Related Documentation (Filed with the Permit or PWSID, if Available)	(10) years from document date  Permanent	<i>No records shall be destroyed so long as they pertain to any pending legal case, claim, action or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer.</i>	

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
1. Facility Design and Build Records					
1.1 Process Design Report Submittal Package, Plans and Specifications	R		Permanent	Business process	
1.2 Final Design Submittal Package	R		Permanent	Business process	
1.3 Constructed-As-Approved Certification	R		Permanent	Business process	
1.4 Inspection Reports, Related Documentation	R		Permanent	Business process	
1.5 Other Engineering Submittals and Documentation	R		Permanent	Business process	
<i>No record shall be destroyed that pertains to any pending legal case, claim, action or audit.</i>					

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>†</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
1.6 Engineering Databases: Accomplishments, Spills, Inspection Follow-Up, Drinking Water Sampling and Historical Site Application	R		Permanent	Business process	
1.7 Inspection Plan Database	R		(25) years date of final entry	Business process	
1.8 Bimonthly Inspection Agenda	R		(2) years from date of meeting	Business process	
1.9 US Forest Service / WQCD Meeting Notes and Agendas	R		(10) years from date of meeting	Business process	
1.10 Records of Written Notices of Significant Deficiencies	R	40 CFR §142.14(d)(17)(i)	(12) years from document date	Section 142.16(o)(2)(v). Records of written notices of significant deficiencies	

<sup>†</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program:</b> Drinking Water					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale*</b>	<b>Special Instructions</b>
2. General					
2.1 Approved Treatment Design	R	40 CFR §142.14(a)(4)(ii)	Permanent	Records of decisions made on a system-by-system and case-by-case basis under provisions of part 141, subpart H, subpart P, or subpart T of this chapter, must be made in writing and kept by the State.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
2.2 Records of Approvals, Decisions and Determinations by the State covering: Monitoring Plans, Schedules and Requirements, Approved Labs, Systems Required to Test and GW Systems do not Conduct Triggered Source Monitoring	R	40 CFR §142.14(d)(2), §142.14(d)(11), §142.14(d)(14), §142.14(d)(15), §142.14(d)(16), §142.14(d)(17)(ii), §142.14(d)(17)(iv) and §142.14(d)(17)(vi)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years, files which shall include for each such public water system in the State: §142.14(d)(2) Records of any State approvals, §142.14(d)(11) Records of each system's currently applicable or most recently designated monitoring requirements. If, for the records identified in paragraphs (d)(8)(i) through (d)(8)(xvii) of this section, no change is made to State determinations during a 12-year retention period, the State shall retain the record until a new decision, determination, or designation has been issued, §142.14(d)(14) Monitoring plans for subpart H systems serving more than 3,300 persons in accordance with §141.132(f) of this chapter, §142.14(d)(15) List of laboratories approved for analyses in accordance with §141.131(b) of this chapter, §142.14(d)(16) List of systems required to monitor for disinfectants and disinfection byproducts in accordance with part 141, subpart L of this chapter. The list must indicate what disinfectants and DBPs, other than chlorine, TTHM, and HAA5, if any, are measured, §142.14(17)(ii) Section 141.403(a)(5)(ii) of this chapter. Records of corrective action plans, schedule approvals, and State-specified interim measures, §142.14(d)(17)(iv) Section 141.402(a)(5) of this chapter. Records of State determinations and records of ground water system's documentation for not conducting triggered source water monitoring, §142.14(d)(17)(iv) Section 141.402(a)(5) of this chapter. Records of State determinations and records of ground water system's documentation for not conducting triggered source water monitoring, and §142.14(d)(17)(vi) Section 141.402(a)(2)(ii) of this chapter.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
2.3 Inventory Forms	R	40 CFR §142.14(c)	(12) years from document date	Each State which has primary enforcement responsibility shall maintain current inventory information for every public water system in the State and shall retain inventory records of public water systems for not less than 12 years.	
2.4 Certified Operator (Decisions that an Individual is a Qualified Operator of a System using Surface Water or Ground Water Under the Direct Influence of Surface Water)	R	40 CFR §142.14(a)(4)(ii)(C)(4)	Lesser of (40) years from date of decision or the when qualification is withdrawn	Any decision that an individual is a qualified operator for a public water system using a surface water source or a ground water source under the direct influence of surface water shall be maintained until the qualification is withdrawn.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
2.5 Annual Certifications Received from Systems Pursuant to Part 141, Subpart K, Demonstrating the System's Compliance with the Treatment Techniques for Acrylamide and/or Epichlorohydrin	R	40 CFR §142.14(d)(7)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years	
2.6 Decisions and Documents Waiving a Requirement or Invalidating a Test Result (including Fecal Indicator Positive GW Source Samples)	R	40 CFR §142.14(a)(5)(i) and §142.14(d)(17)(v)	(12) years from document date	Business process and §142.14(a)(5)(i) Records of the following decisions must be retained for 5 years decisions to waive 24-hour time limit repeat total coliform sampling, five routine samples the month following a coliform-positive sample, decision to invalidate a total coliform-positive sample and for not less than 12 years §142.14(d)(17)(v) Section 141.402(d) of this chapter. Records of invalidations of fecal indicator-positive ground water source samples	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
2.7 Decisions and Documents Granting Variances and Exemptions	R	40 CFR §142.14(e)	(5) years following expiration	Each State which has primary enforcement responsibility shall retain records pertaining to each variance and exemption granted by it for a period of not less than 5 years following the expiration of such variance or exemption.	
2.8 Decisions on Ground Water Under the Direct Influence of Surface Water (GWUDI), on Alternate Locations to Sample for Residual Disinfectant and to Allow Reduced Reporting	R	40 CFR §142.14(a)(4)(ii)(C)(14), §142.14(a)(4)(ii)(A)(4) and §142.14(a)(4)(ii)(A)(8)	(40) years from document date	§142.14(a)(4)(ii)(C)(14) Any decision that a system using a ground water source is under the direct influence of surface water, §142.14(a)(4)(ii)(A)(4) Any decision to allow an unfiltered public water system to sample residual disinfectant concentration at alternate locations if it also has ground water source(s) and §142.14(a)(4)(ii)(A)(8) Any decision to allow reduced reporting by a filtered public water system	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
2.9 Decisions on the Control of Disinfectant and Disinfectant Byproducts (DBP) and the Minimum Residual Disinfectant Concentration	R	40 CFR §142.14(d)(12) and §142.14(d)(17)(vii)	(12) years from document date	§142.14(d)(12) Records of the currently applicable or most recent State determinations, including all supporting information and an explanation of the technical basis for each decision, made under the following provisions of 40 CFR part 141, subpart L for the control of disinfectants and disinfection byproducts. These records must also include interim measures toward installation, §142.14(d)(17)(vii) Records of notices of the minimum residual disinfection concentration (when using chemical disinfection) needed to achieve at least 4-log virus inactivation before or at the first customer	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale<sup>*</sup></b>	<b>Special Instructions</b>
2.10 Decisions on the Automatic Shut-Off of Delivery to a System	R	40 CFR §142.14(a)(4)(ii)(C)(8)	Permanent	Any decision that automatic shut-off of delivery of water to the distribution system of an unfiltered public water system would cause an unreasonable risk to health or interfere with fire protection shall be kept until rescinded	
2.11 Decisions on Unusual Conditions Causing Failure to Meet Required Residual Disinfectant Concentration Limits	R	40 CFR §142.14(a)(4)(ii)(C)(2)	Permanent	Any decision by the State that failure to meet the disinfectant residual concentration requirements of §141.72(a)(3)(i) was caused by circumstances that were unusual and unpredictable, shall be kept unless filtration is installed. A copy of the decision must be provided to the system	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

<sup>\*</sup> This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>†</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
2.12 Decisions on the use of Chloramines or Non-Chlorine Disinfectants to Achieve Viral Inactivation Rates	R	40 CFR §142.14(a)(4)(ii)(C)(12) and §142.14(a)(4)(ii)(C)(13),	Permanent	§142.14(a)(4)(ii)(C)(12) Any decision that a system using either preformed chloramines or chloramines formed by the addition of ammonia prior to the addition of chlorine has demonstrated that 99.99 percent removal and/or inactivation of viruses has been achieved at particular CT values, and a list of those values, shall be kept until the decision is reversed or revised. A copy of the list of required values must be provided to the system, §142.14(a)(4)(ii)(C)(13) Any decision that a system using a disinfectant other than chlorine may use CT <sub>99,9</sub> values other than those in tables 2.1 or 3.1 and/or other operational parameters to determine if the minimum total inactivation rates required by §141.72(a)(1) are being met, and what those values or parameters are, shall be kept until the decision is reversed or revised. A copy of the list of required values or parameters must be provided to the system	

<sup>†</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale*</b>	<b>Special Instructions</b>
3. Field Compliance					
3.1 Compliance Advisories	R	40 CFR §142.14(d)(3)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years, files which shall include for each such public water system in the State: (3) Records of any enforcement actions.	
3.2 Technical Assistance Visit Documentation	R		Permanent	Business process	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
4. Total Coliform / Ground Water Rule (GWR) Compliance					
4.1 Coliform (Bacti) Data: Routine, Repeat / Special Samples or Disinfectant Residual Measurement	R	40 CFR §142.14(a)(1), (2), and (4)(i)	Current year + (3) prior calendar years	(1) Records of microbiological analyses shall be retained for not less than 1 year. (2) Records of microbiological analyses of repeat or special samples shall be retained for not less than one year in the form of actual laboratory reports or in an appropriate summary form. (4)(i) Records of disinfectant residual measurements and other parameters necessary to document disinfection effectiveness ... must be kept for not less than one year.	
4.2 Records of Decisions Related to Circumstances Surrounding Violations of the GWR (not that Violations Occurred)	R	40 CFR §142.14(a)(4)(ii)(B)	(4) years from decision date	Records of decisions made under the following provisions shall be kept for one year after the decision is made	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
4.3 Records of Decisions to Modify GWR Monitoring Frequency for Community or Non-Community Systems Outside Regulatory Requirements or to Invalidate a Positive Total Coliform Finding	R	40 CFR §142.14(a)(5)(i)	(5) years from decision date	Records of the ... decisions must be retained for 5 years.	
4.4 Records of Decisions that a Non-Community Water System may be Inspected less than Once Every 5 Years	R	40 CFR §142.14(a)(5)(ii)(E)	Permanent	Records of ... decisions must be retained in such a manner so that each system's current status may be determined.	
4.5 Decisions to Forgo Coliform Testing	R	§142.14(a)(5)(ii)(G)	Permanent	Any decision to allow a public water system to forgo fecal coliform or E. coli testing on a total coliform-positive sample if that system assumes that the total coliform-positive sample is fecal coliform-positive or E. coli-positive, as provided in §141.21(e)(2).	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale<sup>*</sup></b>	<b>Special Instructions</b>
4.6 Records that Significant Deficiencies have been Corrected or Fecal Contamination Addressed	R		(12) years from document date	Records of confirmations under §141.403(a) of this chapter that a significant deficiency has been corrected or the fecal contamination in the ground water source has been addressed.	
4.7 Systems with Multiple Wells Considered to be One Treatment Plant	R		(12) years from document date	Records of systems with multiple wells considered to be one treatment plant in accordance with §141.132(a)(2) of this chapter and §142.16(h)(5)	
5. Long Term 2 Enhanced Surface Water Treatment (SWT) Compliance Documents	R		(12) years from document date	Business process	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

<sup>\*</sup> This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale<sup>*</sup></b>	<b>Special Instructions</b>
6. Disinfectant Byproducts (DBP) Compliance					
6.1 DBP Data	R	40 CFR §142.14(a)(6)	(12) years from document date	Records of analysis for other than microbiological contaminants (including total coliform, fecal coliform, and heterotrophic plate count), residual disinfectant concentration, other parameters necessary to determine disinfection effectiveness (including temperature and pH measurements), and turbidity shall be retained for not less than 12 years and shall include at least the following information	
6.2 Initial Distribution System Evaluation (IDSE) Monitoring Plan	R	40 CFR §142.14(a)(8)(i)	Permanent (or until replaced by approved IDSE plan)	IDSE monitoring plans, plus any modifications required by the State, must be kept until replaced by approved IDSE reports.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

<sup>\*</sup> This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
6.3 IDSE Reports and 40/30 Certifications (40/30: <0.040mg/L TTHM and <0.030mg/L HAA5 During 8 Consecutive Quarters)	R	40 CFR §142.14(a)(8)(ii)	Permanent (until replaced or revised in their entirety)	IDSE reports and 40/30 certifications, plus any modifications required by the State, must be kept until replaced or revised in their entirety.	
6.4 Operational Evaluations Submitted by a System	R	40 CFR §142.14(a)(8)(iii)	(10) years from submittal date	Operational evaluations submitted by a system must be kept for 10 years following submission.	
7 Chemical / Radiological Compliance					
7.1 Chem / Rad Data	R	40 CFR §142.14(a)(6)	(12) years from document date	Records of analysis for other than microbiological contaminants (including total coliform, fecal coliform, and heterotrophic plate count), residual disinfectant concentration, other parameters necessary to determine disinfection effectiveness (including temperature and pH measurements), and turbidity shall be retained for not less than 12 years.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale*</b>	<b>Special Instructions</b>
8 Turbidity (Turb) Compliance					
8.1 Turb Data	R	40 CFR §142.14(a)(3)	Current year + (3) prior calendar years	Records of turbidity measurements must be kept for not less than one year.	
8.2 Investigations of Turb Data Exceeding Limits	R		(12) years from document date	Business process	
8.3 Filter Backwash Recycling Rule (FBRR) Documents	R	40 CFR §142.14(a)(4)(ii)(C)(9)	Permanent	Any decisions made to approve alternate recycle locations, require modifications to recycle return locations, or require modifications to recycle practices	
8.4 Unusual Event Causing Turb Result to Exceed 5 NTU	R	40 CFR §142.14(a)(4)(ii)(C)(1)	(10) years from document date	Any decision that an event in which the source water turbidity which exceeded 5 NTU for an unfiltered public water system was unusual and unpredictable shall be kept for 10 years	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
8.5 Decisions Regarding Filtration Need or Alternative Filtration Technology	R	40 CFR §142.14(a)(4)(ii)(C)(6), §142.14(a)(4)(ii)(C)(7), §142.14(a)(4)(ii)(C)(11) and §142.14(a)(4)(iii)	Permanent	§142.14(a)(4)(ii)(C)(6) Section 141.71(b)(4)—Any decision that an unfiltered public water system has been identified as the source of a waterborne disease outbreak, and, if applicable, that it has been modified sufficiently to prevent another such occurrence shall be kept until filtration treatment is installed. A copy of the decision must be provided to the system, §142.14(a)(4)(ii)(C)(7) Section 141.72—Any decision that certain interim disinfection requirements are necessary for an unfiltered public water system for which the State has determined that filtration is necessary, and a list of those requirements, shall be kept until filtration treatment is installed. A copy of the requirements must be provided to the system, §142.14(a)(4)(ii)(C)(11) Section 141.73(d)—Any decision that a public water system, having demonstrated to the State that an alternative filtration technology, in combination with disinfection treatment, consistently achieves 99.9 percent removal and/or inactivation of <i>Giardia lamblia</i> cysts and 99.99 percent removal and/or inactivation of viruses, may use such alternative filtration technology, shall be kept until the decision is reversed or revised. A copy of the decision must be provided to the system and §142.14(a)(4)(iii) Records of any determination that a public water system supplied by a surface water source or a ground water source under the direct influence of surface water is not required to provide filtration treatment shall be kept for 40 years or until withdrawn, whichever is earlier. A copy of the determination must be provided to the system.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale*</b>	<b>Special Instructions</b>
8.6 Records of 4-log Treatment and Determination to Discontinue	R	40 CFR §142.14(d)(17)(viii), §142.14(d)(17)(ix) and §142.14(d)(17)(x)	(12) years from document date	§142.14(d)(17)(viii) Sections 142.16(o)(4)(iv) and 142.16(o)(4)(v) Records of notices of the State-specified monitoring and compliance requirements (when using membrane filtration or alternative treatment) needed to achieve at least 4-log treatment of viruses (using inactivation, removal, or a State-approved combination of 4-log inactivation and removal) before or at the first customer, §142.14(d)(17)(ix) Sections 141.403(b)(1) and 141.403(b)(2) of this chapter. Records of written notices from the ground water system that it provides at least 4-log treatment of viruses (using inactivation, removal, or a State-approved combination of 4-log virus inactivation and removal) before or at the first customer for a ground water source and §142.14(d)(17)(x) Section 142.16(o)(4)(vi). Records of written determinations that the ground water system may discontinue 4-log treatment of viruses (using inactivation, removal, or a State-approved combination of 4-log inactivation and removal).	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
8.7 Decisions that a System is Unable to Transport Samples for Heterotrophic Plate Count (HPC)	R	40 CFR §142.14(a)(4)(ii)(C)(9) and §142.14(a)(4)(ii)(C)(10)	Permanent	§142.14(a)(4)(ii)(C)(9) Section 141.72(a)(4)(ii)— Any decision by the State, based on site-specific considerations, that an unfiltered system has no means for having a sample transported and analyzed for HPC by a certified laboratory under the requisite time and temperature conditions specified by §141.74(a)(3) and that the system is providing adequate disinfection in the distribution system, so that the disinfection requirements contained in §141.72(a)(4)(i) do not apply, and the basis for the decision, shall be kept until the decision is reversed or revised. A copy of the decision must be provided to the system and §142.14(a)(4)(ii)(C)(10) Section 141.72(b)(3)(ii)— Any decision by the State, based on site-specific conditions, that a filtered system has no means for having a sample transported and analyzed for HPC by a certified laboratory under the requisite time and temperature conditions specified by §141.74(a)(3) and that the system is providing adequate disinfection in the distribution system, so that the disinfection requirements contained in §141.72(b)(3)(i) do not apply, and the basis for the decision, shall be kept until the decision is reversed or revised. A copy of the decision must be provided to the system.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
8.8 Decisions on System Turbidity Limits, Frequency and/or Location of Measurement and Reporting	R	40 CFR §142.14(a)(4)(ii)(A)(1), §142.14(a)(4)(ii)(A)(2), §142.14(a)(4)(ii)(A)(3), §142.14(a)(4)(ii)(A)(5), §142.14(a)(4)(ii)(A)(6) and §142.14(a)(4)(ii)(A)(7)	Permanent	§142.14(a)(4)(ii)(A)(1) Section 141.73(a)(1)—Any decision to allow a public water system using conventional filtration treatment or direct filtration to substitute a turbidity limit greater than 0.5 NTU, §142.14(a)(4)(ii)(A)(2) Section 141.73(b)(1)—Any decision to allow a public water system using slow sand filtration to substitute a turbidity limit greater than 1 NTU, §142.14(a)(4)(ii)(A)(3) Section 141.74(b)(2)—Any decision to allow an unfiltered public water system to use continuous turbidity monitoring, §142.14(a)(4)(ii)(A)(5) Section 141.74(c)(1)—Any decision to allow a public water system using filtration treatment to use continuous turbidity monitoring; or a public water system using slow sand filtration or filtration treatment other than conventional treatment, direct filtration or diatomaceous earth filtration to reduce turbidity sampling to once per day; or for systems serving 500 people or fewer to reduce turbidity sampling to once per day, §142.14(a)(4)(ii)(A)(6) Section 141.74(c)(3)(i)—Any decision to allow a filtered public water system to sample disinfectant residual concentration at alternate locations if it also has ground water source(s) and §142.14(a)(4)(ii)(A)(7) Section 141.75(a)(2)(ix)—Any decision to allow reduced reporting by an unfiltered public water system.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
9. Lead and Copper (L&C) Compliance					
9.1 Materials Evaluations	R	40 CFR §142.14(d)(8)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years, files which shall include for each such public water system in the State: (8) Records of the currently applicable or most recent State determinations, including all supporting information and an explanation of the technical basis for each decision.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale*</b>	<b>Special Instructions</b>
9.2 Designations of Optimal Corrosion Control Treatment (OCCT)	R	40 CFR §142.14(d)(8)(iii) and (ix)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years, files which shall include for each such public water system in the State: (8) Records of the currently applicable or most recent State determinations, including all supporting information and an explanation of the technical basis for each decision: (iii) designations of optimal corrosion control treatment; (ix) determinations of additional monitoring requirements and/or other actions required to maintain optimal corrosion control by systems monitoring for lead and copper at the tap less frequently than once every six months that change treatment or add a new source of water.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
9.3 Water Quality Parameter Requirements	R	40 CFR §142.14(d)(8)(iv)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years, files which shall include for each such public water system in the State: (8) Records of the currently applicable or most recent State determinations, including all supporting information and an explanation of the technical basis for each decision: (iv) designations of optimal water quality parameters.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale*</b>	<b>Special Instructions</b>
9.4 Tap Sampling Sites	R	40 CFR §142.14(d)(8)(xii)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years, files which shall include for each such public water system in the State: (8) Records of the currently applicable or most recent State determinations, including all supporting information and an explanation of the technical basis for each decision: (xii) system-specific designations of sampling locations for systems subject to reduced monitoring.	
9.5 L&C Data	R	40 CFR §142.14(a)(6)	(12) years from document date	Records of analysis for other than microbiological contaminants (including total coliform, fecal coliform, and heterotrophic plate count), residual disinfectant concentration, other parameters necessary to determine disinfection effectiveness (including temperature and pH measurements), and turbidity shall be retained for not less than 12 years.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale*</b>	<b>Special Instructions</b>
9.6 90 <sup>th</sup> Percentile Calculations (Calculations by the State of the 90 <sup>th</sup> Percentile for L&C During the Sampling Period)	R	40 CFR §142.14(d)(9)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years, files which shall include for each such public water system in the State: (9) Records of reports and any other information submitted by PWSs under §141.90 of this chapter, including records of any 90th percentile values calculated by the State.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale*</b>	<b>Special Instructions</b>
9.7 Public Education	R	40 CFR §142.14(d)(8)(x)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years, files which shall include for each such public water system in the State: (8) Records of the currently applicable or most recent State determinations, including all supporting information and an explanation of the technical basis for each decision: (x) system-specific decisions regarding the content of written public education materials and/or the distribution of these materials.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
9.8 Records of Compliance with Lead and Copper Control Rules	R	§142.14(d)(10)	(12) years from document date	...retain, for not less than 12 years...Records of State activities, and the results thereof, to: (i) Verify compliance with State determinations issued under §§141.82(f) of this chapter, 141.82(h) of this chapter, 141.83(b)(2) of this chapter, and 141.83(b)(4) of this chapter; (ii) Verify compliance with the requirements related to partial lead service line replacement under §141.84(d) of this chapter and compliance with lead service line replacement schedules under §141.84(e) of this chapter; and (iii) Invalidate tap water lead and copper samples under §141.86(f) of this chapter.	
10. Correspondence					
10.1 From the Division	R		Permanent	Business process	
10.2 To the Division	R		Permanent	Business process	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale*</b>	<b>Special Instructions</b>
11. Sanitary Surveys					
11.1 Survey Documentation	R	40 CFR §142.14(d)(1)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years, files which shall include for each such public water system in the State: (1) Reports of sanitary surveys.	
11.2 Any Decision that a Party other than the State is Approved by the State to Conduct On-Site Inspections (May be kept in the Form of a Periodically Updated List)	R	40 CFR §142.14(a)(5)(ii)(F)	Permanent	Records of each of the following decisions must be retained in such a manner so that each system's current status may be determined. (F) Section 141.21(d)(2)—A list of agents other than the State, if any, approved by the State to conduct sanitary surveys.	
12. Action Plans and Approvals	R	40 CFR §142.14(d)(17) and (17)(ii)	(12) years from document date	Each State which has primary enforcement responsibility shall retain, for not less than 12 years (17) Records of the currently applicable or most recent State determination, including all supporting information and an explanation of the technical basis of each decision, made under the following provisions of 40 CFR part 141, subpart S and 40 CFR part 142.(i) Section 142.16(o)(2)(v). Records of written notices of significant deficiencies.(ii) Section 141.403(a)(5)(ii) of this chapter. Records of corrective action plans, schedule approvals, and State-specified interim measures.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
13. Public Reporting					
13.1 Public Notices	R	40 CFR §142.14(f)	(3) years from document date	Public notification records under subpart Q of part 141 of this chapter received from public water systems (including certifications of compliance and copies of public notices) and any state determinations establishing alternative public notification requirements for the water systems must be retained for three years.	
13.2 Consumer Confidence Reports (CCR)	R	40 CFR §141.155(h)	(3) years from document date	Any system subject to this subpart must retain copies of its Consumer Confidence Report for no less than three years.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

Unit/Program: Drinking Water					
Record	Copy <sup>+</sup>	Statute/Regulation/ Guidance	Retention Period	Rationale*	Special Instructions
14. Other PWS Document					
14.1 Documents Not Covered in Other Items, Including Division Decisions, Vulnerability Assessments, Asbestos Monitoring and Primacy Records	R	§142.14(d)(4), §142.14(d)(5) and §142.14(d)(6)	Permanent	Business process and §142.14(d)(4) A record of the most recent vulnerability determination, including the monitoring results and other data supporting the determination, the State's findings based on the supporting data and any additional bases for such determination; except that it shall be kept in perpetuity or until a more current vulnerability determination has been issued, §142.14(d)(5) A record of all current monitoring requirements and the most recent monitoring frequency decision pertaining to each contaminant, including the monitoring results and other data supporting the decision, the State's findings based on the supporting data and any additional bases for such decision; except that the record shall be kept in perpetuity or until a more recent monitoring frequency decision has been issued and §142.14(d)(6) A record of the most recent asbestos repeat monitoring determination, including the monitoring results and other data supporting the determination, the State's findings based on the supporting data and any additional bases for the determination and the repeat monitoring frequency; except that these records shall be maintained in perpetuity or until a more current repeat monitoring determination has been issued.	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.
--------------

<b>Unit/Program:</b> Drinking Water					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale<sup>*</sup></b>	<b>Special Instructions</b>
14.2 Maps, Drawings, Photographs	R		Retained according to the document type with which they are received, attached or otherwise associated	Business process	
14.3 Worksheets, Checklists and Other Working Documents	R		Until administrative need ends	Business process	These include notes temporarily affixed to records, such as Post-It® and “sticky” notes
14.4 Decisions on Watershed Control	R	§142.14(a)(4)(ii)(C)(3)	Permanent	Any decision that a public water system's watershed control program meets the requirements of this section shall be kept until the next decision is available and filed	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

<sup>\*</sup> This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.

**WATER QUALITY CONTROL DIVISION RECORDS DISPOSITION RATIONALE**  
**Colorado Department of Public Health and Environment**  
**January 2013**

ARCHIVES NO.

<b>Unit/Program: Drinking Water</b>					
<b>Record</b>	<b>Copy<sup>+</sup></b>	<b>Statute/Regulation/ Guidance</b>	<b>Retention Period</b>	<b>Rationale*</b>	<b>Special Instructions</b>
15. County Files: Documents with no Associated Public Water Supply Identification (PWSID) or Permit					
15.1 Complaints	R		(10) years from document date	Business process	
15.2 Spill Reports and Correspondence Related to the Spill (Filed with the Permit or PWSID File, if Available)	R		Permanent	Business process	

<sup>+</sup> This column should indicate whether the retention pertains to the Record copy (R) or Duplicate copy (D).

\* This column should reflect the interpretation of the statute, condition specific epidemiology or other considerations used to determine the retention period and special instructions.