

Records Retention for All Public Water Systems		
Record	Citation	Minimum Retention Time
Monthly Operational Reports	§ 109.701(b)(1); For Bottled Water and Vended Water Systems § 109.1008(a)(1)(iii)	2 Years
Residual disinfectant monitoring	§ 109.701(d)(2)	3 Years
Public Notices and Public Notice Certification	§ 109.701(d)(8)	
Customer Complaints	§ 109.701(b)(3)	
Violation Corrective Actions	§ 109.701(d)(3)	
Bacteriological Analyses	§ 109.701(d)(1)	5 Years
Total Coliform Assessments and Corrective Action Documents	§ 109.701(d)(9)	
Stage 2 Disinfection Byproduct Rule Monitoring Plan	§ 109.701(g)(2)(iv)(B)	12 Years
Chemical Analyses	§ 109.701(d)(1)	
Sanitary Survey Reports	§ 109.701(d)(4)	
Lead and Copper Monitoring Reports	§ 109.1107(a)(7)	
Plans, specifications and permits	§ 109.701(d)(6)	Life of the Facility
Lead and Copper Siting Plan	§ 109.1107(a)(7)	

Records Retention for Public Water Systems using Surface and GUDI Sources		
Record	Citation	Minimum Retention Time
Filter Backwash Recycling Records	§ 109.701(h)(2)	1 Year
Alarm and Shutdown Testing Records	§ 109.701(b)(1)	2 Years
Log Inactivation Calculations	§ 109.701(d)(2)	3 Years
Long Term 2 Source Water Monitoring	§ 109.1206(l)	
Long Term 2 Source Water Bin Class Determination	§ 109.1206(j)	
Turbidity Analyses	§ 109.701(d)(1)	5 Years
Calibration Records for Turbidimeters	§ 109.7(d)(1)	
Filter Inspection Records and Results	§ 109.703(b)(5)	