

State of Nevada Bureau of Safe Drinking Water

Version Date: 10/16/2013

2003081 AB 198 and CDBG Files

Reviewed: 2/13/2013

Description: This records series is used to review grant applications under the 1991 AB 198 (Statutes of Nevada Chapter 559 "Board for Financing Water Projects") and the authority of NRS 349.961, as well as the review of grant applications from the Economic Development Commission, Community Development Block Grant Program (CDBG) which involve water projects. Staff review the grant applications for their impact of drinking water laws and regulations. The files may include, but are not limited to: Copy of grant application; Report to the granting authority, and Related correspondence

Retention: Retain records for three (3) fiscal years from the end of the fiscal year to which they pertain.

Disposition: Destroy Securely

2003082 Clearinghouse and Environmental Review Files

Reviewed: 8/12/2013

Description: This records series is used to review grant proposals sent from the Department of Administration, Budget and Planning Division, Clearinghouse and Planning Program and environmental assessments from other sources. The Bureau receives these review requests for comment of impact of water systems. The files may consist of, but are not limited to: Copies of grant applications; Form response letter; Emails with and without comments; Comment letter file. and: Related correspondence.

Retention: Retain these records for a period of one (1) calendar year from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2003083 Engineering Log

Reviewed: 2/12/2013

Description: This records series is a computer software program used to reference information and monitor the receipt of maps and payment of fees associated with the review of subdivision plans. Data includes the name of the project, site address, code number (alpha numeric code assigned to the plans when they are received using a county code, a sequential number and fiscal year designation such as DO-0361-03), engineering company, project type, project code, receipt data for fees collected, date received, date assigned to Bureau, date of response to the plan review, status of review (approved, disapproved/denied, awaiting response), a note field and fields for resubmit.

Retention: Update the database as needed.

Disposition: Destroy Securely

2005063 Environmental Laboratory Records

Reviewed: 5/9/2013

Description: This record series documents the application and certification of environmental laboratories for analysis of drinking water and wastewater in accordance with NRS 445A.860 to 445A.863, NAC Chapter 445A, 40 CFR Parts 136 & 141 and the Safe Drinking Water Act (See 42 U.S.C. § 300g-9 and 300j-12). The files may contain, but are not limited to: (a) application, renewal application, receipts, laboratory performance data (See NAC 445A.54268), statement of deficiencies, inspection reports, on-site assessments, corrective action plans, revocation/suspension documentation (hearing records and supportive documentation) and related correspondence; (b) laboratory standard operating procedures, quality assurance plans and similar documents (See NAC 445A.54278); (c) personnel information (resumes, copies of diplomas & certifications, personnel lists. etc.). copies of transcripts and similar documents.

Retention: Retain documents described in item (a) of the description for a period of ten (10) calendar years from the date of the expiration, revocation or suspension of the certification. Retain documents described under item (b) until superseded with a newer version. Retain documents described under item (c) until the certification or renewal process has been completed.

Disposition: Destroy Securely

2005064 Environmental Laboratory Records - Denied (Never Certified)

Reviewed: 5/9/2013

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- Description:** This record series documents the applications that were denied (never certified) of environmental laboratories for analysis of drinking water and wastewater in accordance with NRS 445A.860 to 445A.863, NAC Chapter 445A, 40 CFR Parts 136 & 141 and the Safe Drinking Water Act (See 42 U.S.C. § 300g-9 and 300j-12). The files may contain, but are not limited to: (a) application, receipts, laboratory performance data (See NAC 445A.54268), inspection reports, on-site assessments, reapplication (See NAC 445A.54284) & associated documentation and related correspondence; (b) personnel information (resumes, copies of diplomas & certifications, personnel lists, etc.), copies of transcripts and similar documents.
- Retention:** Retain documents described in item (a) of the description for a period of three (3) calendar years from the date of the last action in the file (See NAC 445A.54282). Retain documents described under item (b) until the application process has been completed.
- Disposition:** Destroy Securely

2003105 EPA Quarterly and Annual Reports

Reviewed: 2/12/2013

- Description:** This records series is used to document and administrate the Safe Drinking Water Act reporting requirements as detailed in 40 CFR 142.15 and elsewhere. The files may consist of: (a) Quarterly reports of (1) new violations, (2) new enforcement actions and (3) notification of variances and exemptions; (b) Annual reports of (1) additions and corrections to the inventory of public water systems and (2) a summary of the variances and exemptions, and; [c] Special reports including (1) those related to the Surface Water Rule (40 CFR 142.15 [c]), (2) total coliforms, (3) Quarterly reports on lead and copper, and many others, as well as; (d) printouts from the SDWIS database, related correspondence and similar documents.
- Retention:** Retain for a period of five (5) calendar years from the end of the calendar year to which they pertain.
- Disposition:** Permanent: Transfer to State Archives

2003106 Potable Water Haulers (Trucks)

Reviewed: 2/12/2013

- Description:** This records series is used to document the review and issuing process for permits to haul potable water in accordance with NAC 445A.67275 et seq. The files may contain, but are not limited to: Applications with associated documentation; Copy of permit; Inspection reports; Orders for corrective action with related documents, and; Related correspondence.
- Retention:** Retain these records for five (5) fiscal years from the end of the fiscal year to which they pertain.
- Disposition:** Destroy Securely

2003110 Private Well Lab Reports

Reviewed: 2/21/2013

- Description:** This records series contains copies of reports from laboratories on water samples of private wells. The Bureau has no jurisdiction over private wells but retains these records as a public service.
- Retention:** Retain these records for three (3) calendar years from the end of the calendar year to which they pertain.
- Disposition:** Destroy

2003107 Public Water System Files

Reviewed: 9/18/2013

- Description:** This records series is used to document the State's oversight functions of public water systems as the primacy agency for the Federal Safe Drinking Water Act (and other related acts), established by 42 U.S.C. § 300g-2 et seq. and 40 CFR Parts 141 and 142. The files may contain, but are not limited to: Applications, engineering plan review documents with supportive records (see NRS 445A.885 and 445A.920); Permit information; Operation and maintenance plans; Emergency response plans; Cross-connection Control Plans; Ownership information; Site location information; Decisions and determinations regarding Surface Water Treatment Rules (see 40 CFR 142.14 (a)(4)(ii) and 142.14 (a)(4)(iii)), and; Related correspondence.
- Retention:** Retain records of inactivated public water systems for forty (40) calendar years from the end of the calendar year in which they were inactivated.
- Disposition:** Permanent: Transfer to State Archives

2003101 Public Water System Files: Bacteriological Report File

Reviewed: 8/13/2003

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Description: This records series consists of bacteriological analysis reports on water quality for public water systems (See 40 CFR 142.14 (a)). The records consist of laboratory reports of microbiological analysis which are absent of bacteria.

Retention: Retain these records for five (5) calendar years from the end of the calendar year to which they pertain.

Reference: 40 CFR 142.14 (a) and 40 CFR 141.33 (a).

Disposition: Destroy Securely

2003102 Public Water System Files: Chemical and Turbidity Reports

Reviewed: 6/12/2013

Description: This records series consists of chemical and turbidity analysis reports on water quality for public water systems (see 40 CFR 142.14 (a)). The records may include but are not limited to: Chemical water quality analyses (see 40 CFR 142.14 (a)(4)(C)(1)); Turbidity reports; Decisions made in accordance with 40 CFR Part 141, and; Related correspondence

Retention: Retain these records for a period of twelve (12) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

2013005 Public Water System Files: Compliance Monitoring Records

Reviewed: 9/18/2013

Description: These records document the compliance monitoring of public water systems (see 40 CFR 142.14 (d)). The files may include, but are not limited to: sanitary surveys; approvals; enforcement actions; vulnerability determinations; Source Water Assessment files; monitoring records (Waiver Determinations); annual certifications; and related correspondence.

Retention: Retain these records for a period of fifty (50) calendar years from the receipt or creation of the information.

Disposition: Destroy Securely

2003103 Public Water System Files: Consumer Confidence Reports

Reviewed: 2/20/2013

Description: This records series consists of copies of "Consumer Confidence Reports" from community water systems and certifications as required by 40 CFR 141.155 (c). The files contain, but are not limited to: Consumer Confidence Reports; Original certifications (that the report has been distributed to their customers); Reports of violations, and; Related correspondence

Retention: Retain these records for a period of five (5) calendar years from the end of the calendar year to which they pertain.

Disposition: Permanent: Transfer to State Archives

2013007 Public Water System Files: Incomplete or Denied

Reviewed: 9/18/2013

Description: These records document applications and plans that were incomplete and/or denied (see NRS 445A.885 and 445A.920). The files may include, but are not limited to: Applications and plans, blueprints, etc. (see NRS 445A.885 and 445A.920); ownership information; operator information; operation and maintenance plans; emergency response plans; determination and appeal documentation; and related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the end of the calendar in which final action was taken.

Disposition: Destroy Securely

2013038 Public Water System Files: Superseded Records

Reviewed: 9/18/2013

Description: These records are documents that have been superseded and are no longer needed (See RDA 2003-107). The files may contain, but are not limited to: Applications and approved plans, engineering designs, etc. (see NRS 445A.885 and 445A.920); permit information; operation and maintenance plans; emergency response plans; cross-connection control plans; ownership information; site location information; decisions and determinations (see 40 CFR 142.14 (a)(4)(ii) and 142.14 (a)(4)(iii)); and Related correspondence.

Retention: Retain superseded documents for twelve (12) calendar years from the end of the calendar year to which they

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pertain.

Disposition: Permanent: Transfer to State Archives

2003112 Public Water System Files: Variances and Exemptions

Reviewed: 6/12/2013

Description: This records series consists of copies of the variances and exemptions granted to public water systems by the State Environmental Commission (see 40 CFR 142.14 (e)). The files may contain, but are not limited to: A copy of the variance or exemption with associated attachments, and; related correspondence.

Retention: Retain for a period of five (5) calendar years from the expiration of the variance or exemption.

Disposition: Destroy Securely

2003115 SDWA Program Files

Reviewed: 6/12/2013

Description: This records series is used to document the SDWA (Safe Drinking Water Act) state primacy responsibility and requirements as outlined in 42 U.S.C. § 300g-2, 40 CFR 142.10, 142.11 and 142.16. The files may consist of, but are not limited to: Safe Drinking Water / EPA (Federal Environmental Protection Agency) agreement with coversheet & attachments; State application with related documentation (see 40 CFR 142.11 (a)); State SDWA policy and procedures (including enforcement procedures); State Plan for Provision of Water Under Emergency Conditions (40 CFR 142.10 (a)(5)); State Plan for Sanitary Surveys (40 CFR 142.16 (b)(3)); EPA Determination (that the state has met all requirements for the SDWA), and; related correspondence .

Retention: Retain for a period of ten (10) calendar years from the end of the calendar year in which they are superseded by an updated plan or agreement.

Disposition: Permanent: Transfer to State Archives

2003113 Water Operators Certification File

Reviewed: 8/13/2003

Description: This records series is used to document the certification process for operators of water systems (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to: Original applications with associated documentation; Disciplinary actions, and; related correspondence.

Retention: Retain these records for a period of twelve (12) calendar years from the date they are no longer certified.

Disposition: Destroy Securely

2013009 Water Operators Certification File: Incomplete and/or Withdrawn

Reviewed: 6/12/2013

Description: This records series is used to document the applicants for operators of water systems that submitted incomplete applications or that withdrew their applications (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to: Applications with associated documentation; Examinations, test scores and related records, and; related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date of the last action in the file.

Disposition: Destroy Securely

2013012 Water Operators Certification File: Renewals and Reinstatements

Reviewed: 6/12/2013

Description: This records series is used to document the renewal and/or reinstatement of applicants for operators of water systems (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to: Renewal applications with associated documentation; Examinations, test scores and related records; Continuing education documentation; Reinstatement related records, and; related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the end of the two year renewal cycle or from the date of reinstatement.

Disposition: Destroy Securely

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2013010 Water Operators Certification Files: Denied and/or Disciplinary Actions

Reviewed: 6/12/2013

Description: This records series is used to document the operators of water systems whose certifications were revoked due to disciplinary action or denied by agency determination (See 40 CFR 142.14 (d)(12)(iv), 40 CFR 142.16 (h)(2), NRS 445A.875 et seq. and NAC 445A.617 to 445A.652). The files may contain, but are not limited to: Copies of the Certification file documents; Disciplinary action records, including copies of criminal history records and court documents. and: related correspondence.

Retention: Retain these records for a period of one hundred (100) years from the birth date or until the known death of the individual, whichever occurs first.

Disposition: Destroy Securely