

# State of Nevada Approved Records Retention and Disposition Schedule

Bureau of Safe Drinking Water

Schedule ID # 220417

Version Date: 8/12/2020

This version supersedes all previous versions.

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## 2003082 Clearinghouse and Environmental Engineering Proposal Review Files

Description: These records document the engineering proposal reviews sent from the Department of Administration, Budget and Planning Division, Clearinghouse and Planning Program, or environmental assessments from other sources. The Bureau receives these review requests and comment as to the impact on water systems. The records may include but are not limited to: summary of the projects, form response letters, comment letters, associated documentation, and related correspondence.

Retention: Retain for three (3) fiscal years from the end of the fiscal year in which the review was submitted.

Disposition: Destroy Securely

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## 2003083 Engineering Log Report

Description: This records series contains reports to various entities of the receipt of maps and payment of fees associated with the review of subdivision plans. The records may include but are not limited to: reports to counties, municipalities, or private entities of current status, associated documentation, and related correspondence.

Retention: Retain for forty (40) calendar years from the end of the calendar in which the report was created.

Disposition: Destroy Securely

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## 2003107 Engineering: Public Water System Files

Description: These records 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 records may include but are not limited to: applications for use of a potable water truck, 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 (40 CFR 142.14 (a)(4)(ii) and 142.14 (a)(4)(iii)), associated documentation, and related correspondence.

Retention: Retain for forty (40) calendar years from the end of the calendar year in which the record becomes inactivated.

Disposition: Permanent: Transfer to State Archives

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## 2005063 Environmental Laboratory Records

Description: These records document the application and certification of environmental laboratories for analysis of drinking water, wastewater, hazardous waste, and mining in accordance with NRS 445A.860 to 445A.863, NAC Chapter 445A, 40 CFR Parts 136 and 141, and the Safe Drinking Water Act (See 42 U.S.C. § 300g-9 and 300j-12). The records may include but are not limited to: applications, renewal applications, receipts, laboratory performance data (NAC 445A.54268), statement of deficiencies, inspection reports, on-site assessments, corrective action plans, revocation/suspension documentation, laboratory standard operating procedures, quality assurance plans, (NAC 445A.54278), personnel information transcripts, associated documentation, and related correspondence.

Retention: Retain for twelve (12) calendar years from the end of the calendar year in which the certification expired, was revoked, or suspended.

Disposition: Destroy Securely

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## 2005064 Environmental Laboratory Records - Denied (Never Certified)

Description: These records document the applications that were denied (never certified) to environmental laboratories for the analysis of drinking water, wastewater, hazardous waste, and mining in accordance with NRS 445A., NAC Chapter 445A, 40 CFR Parts 136 and 141, and the Safe Drinking Water Act (42 U.S.C. § 300g-9 and 300j-12). The records may include but are not limited to: applications, receipts, laboratory performance data, inspection reports, on-site assessments, re-applications, personnel information, transcripts, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year of the last action in the record (NAC 445A.54282).

Disposition: Destroy Securely

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## 2003081 Grant Proposal Review Files

Description: These records document the review of grant applications to the Board for Financing Water Projects, Economic Development Commission, Community Development Block Grant Program (CDBG), or any other granting agency whose water projects affects drinking water. The records may include but are not limited to: grant applications, reports to the granting authority, associated documentation, and related correspondence.

Retention: Retain for three (3) fiscal years from the end of the fiscal year in which the final review was submitted to the grantor.

Disposition: Destroy Securely

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## 2003106 Potable Water Haulers (Trucks)

Description: These records document the review and issuing process for permits to haul potable water in accordance with NAC 445A. The records may include but are not limited to: permits, inspection reports, orders for corrective action, associated documentation, and related correspondence.

Retention: Retain for five (5) fiscal years from the end of the fiscal year in which the permit expired.

Disposition: Destroy Securely

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## 2013007 Public Water System Applications: Incomplete or Denied

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

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

Disposition: Destroy Securely

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## 2003102 Public Water System Files: Chemical and Turbidity Reports

Description: These records consist of chemical and turbidity analysis reports on water quality for public water systems (40 CFR 142.14 (a)). The records may include but are not limited to: chemical water quality analyses (40 CFR 142.14 (a)(4)(C)(1)), turbidity reports, decisions made in accordance with 40 CFR Part 141, associated documentation, and related correspondence.

Retention: Retain for twelve (12) calendar years from the end of the calendar year in which the report was filed.

Disposition: Destroy Securely

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## 2003103 Public Water System Files: Consumer Confidence Reports

Description: These records consist of "Consumer Confidence Reports" from community water systems and certifications as required by 40 CFR 141.155 (c). The records may include but are not limited to: Consumer Confidence Reports, original certifications (that the report has been distributed to their customers), reports of violations, associated documentation, and related correspondence.

Retention: Retain for five (5) calendar years from the end of the calendar year in which the report was submitted.

Disposition: Permanent: Transfer to State Archives

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## 2003112 Public Water System Files: Variances and Exemptions

Description: These records consist of recommendations to the State Environmental Commission for the variances and exemptions granted to public water systems by the State Environmental Commission (40 CFR 142.14 (e)). The records may include but are not limited to: recommendations for variances, or exemptions, associated documentation, and related correspondence (NRS 445A.935 and NAC 445A.487-491).

Retention: Retain for five (5) calendar years from the end of the calendar year in which the variance or exemption expired.

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## 2003101 Public Water System: Bacteriological Report File

Description: These records consist of bacteriological analysis reports on water quality for public water systems (40 CFR 142.14 (a)). The records may include but are not limited to: laboratory reports of microbiological analysis which are absent of bacteria, associated documentation, and related correspondence.

Retention: Retain for five (5) calendar years from the end of the calendar year in which the report was submitted.

Disposition: Destroy Securely

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## 2013005 Public Water System: Compliance Monitoring Records

Description: These records document the compliance monitoring of public water systems (40 CFR 142.14 (d)). The records may include but are not limited to: sanitary surveys, laboratory reports which are present for coliform, approvals, enforcement actions, vulnerability determinations, source water assessment files, monitoring records (waiver determinations), annual certifications, variances and exemptions (NRS 445A.935), associated documentation, and related correspondence.

Retention: Retain for fifty (50) calendar years from the end of the calendar year in which the record is received.

Disposition: Destroy Securely

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## 2003115 Safe Drinking Water Act (SDWA) Program Files

Description: These records document the Safe Drinking Water Act (SDWA) state primacy responsibility and requirements as outlined in 42 U.S.C. § 300g-2, 40 CFR 142.10, 142.11 and 142.16. The records may include but are not limited to: Safe Drinking Water / EPA (Federal Environmental Protection Agency) agreement, state applications with related documentation (40 CFR 142.11 (a)), state SDWA policy and 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 determinations, associated documentation, and related correspondence.

Retention: Retain for twelve (12) 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

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## 2013009 Water Operators Certification Application: Incomplete and/or Withdrawn

Description: These records document the applicants for operators of water systems that submitted incomplete applications or that withdrew their applications. The records may include but are not limited to: applications, examinations, test scores, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the last action in the record occurred.

Disposition: Destroy Securely

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

Description: These records document the operators of water systems whose certifications were revoked due to disciplinary action or denied by agency determination (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 records may include but are not limited to: certification file documents, disciplinary action records, criminal history records, court documents, associated documentation, and related correspondence.

Retention: Retain for sixty (60) years from the end of the calendar year in which the certification was revoked or denied.

Disposition: Destroy Securely

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