

Record Maintenance Information

Any owner or operator is responsible for records maintenance at the facility or at a convenient location near the facility.¹ These records and their retention schedules include, but are not limited to:

- **Keep for the life of the plan**
 - Copies of monitoring/sample plans
- **Keep for 3 years**
 - Copies of public notices
 - Records of action taken by system to correct violations
- **Keep for 5 years**
 - Microbiological analyses
 - Turbidity analyses
 - Records concerning a variance or exemption granted to system
- **Keep for 10 years**
 - Chemical analyses
 - Copies of any written reports, summaries or communication relating to sanitary surveys

¹40 Code of Federal Regulations (CFR) §141.33



Keep in Mind!

The following tips:

- **Designate a specific, accessible, onsite area (e.g., filing cabinet, file boxes, safe deposit boxes, electronic filing with frequent backups, etc.) to store data records.**
- **Be sure to collect records prior to any changes in personnel.**

Questions?

We're here to help. For more information, including contacts, visit:
[azdeq.gov/DWComplianceAssistance](https://www.azdeq.gov/DWComplianceAssistance) or [azdeq.gov/Operator-Certification](https://www.azdeq.gov/Operator-Certification)

**For more drinking water compliance tips and to request future tips,
visit: [azdeq.gov/DWComplianceTips](https://www.azdeq.gov/DWComplianceTips)**

About ADEQ

Under the Environmental Quality Act of 1986, the Arizona State Legislature established the Arizona Department of Environmental Quality in 1987 as the state agency for protecting and enhancing public health and the environment of Arizona. For more information, visit [azdeq.gov](https://www.azdeq.gov).