



**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:  
All Arizona Municipalities  
Public Works - Water & Sewer**

**Schedule Number:  
GS-1069**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule dated October 10, 2001.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

**RECORDS MANAGEMENT CENTER**

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)

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<b>Record Series Number</b>	<b>Record Series Title</b>	<b>Retention Period</b>	<b>Retention Remark</b>	<b>Legal Citation(s)</b>	<b>Approval Date</b>
21053	<b>Water and Sewer Construction and Improvement Records, Federally Funded Projects Expenditure Records</b>	3 Years	After final payment (Check record keeping requirements of funding agency).		10/10/2001
21054	<b>Water and Sewer Construction and Improvement Records, Locally Funded Projects Expenditure Records</b>	3 Years	After project completed.		10/10/2001
21055	<b>Water and Sewer Construction and Improvement Records, As-Built Plans</b>		Retain until plant is abandoned or demolished.		10/10/2001
21056	<b>Water and Sewage Treatment System Maintenance Records</b>	10 Years	After calendar year maintenance performed.		10/10/2001
21057	<b>Sewage Treatment Plant Sludge Incinerator Records Required Pursuant To 40 CFR 153</b>	2 Years	After calendar year created (40 CFR 153).	40 CFR 153	10/10/2001
21058	<b>Sewage Treatment</b> Copy of semi-annual report to EPA.	10 Years	After period reported.		10/10/2001
21059	<b>Sewage Treatment Plant Monthly Operational Reports</b>	5 Years	After calendar year created.		10/10/2001
21060	<b>Sewage Treatment Plant Discharge Monitoring Reports</b>	10 Years	After calendar year of report.		10/10/2001

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21061	<b>Individual Sewage Disposal Systems</b> Including applications, permits, plot plans, engineering reports, etc.		Retain for the life of the facility.		10/10/2001
21062	<b>Sewer System Plans</b> ACC certified companies.		Retain for the life of the system.		10/10/2001
21063	<b>Water Treatment Plant</b> (ACC certified companies) records including permits, applications, plans, engineering reports, etc.		Retain for the life of the plant.		10/10/2001
21064	<b>Water System Plans</b> ACC certified companies.		Retain for life of facility.		10/10/2001
21065	<b>Water System Records of Bacteriological Analyses Made Pursuant To 40 CFR 141</b>	5 Years	After calendar year of analysis (40 CFR 141.33).	40 CFR 141.33	10/10/2001
21066	<b>Water System Records of Chemical Analyses Made Pursuant To 40 CFR 141</b>	10 Years	After calendar year of analysis.		10/10/2001
21067	<b>Water Treatment Records of Action Taken To Correct Violations of Federal Primary Drinking Water Regulations</b>	3 Years	After the last action taken on a particular violation (40 CFR 141.33).	40 CFR 141.33	10/10/2001
21068	<b>Water Treatment Reports, Summaries and Correspondence Relating To Sanitary Surveys of The Water System</b>	10 Years	After completion of the sanitary survey (40 CFR 141.33).	40 CFR 141.33	10/10/2001

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21069	<b>Water Treatment Records of Any Variance or Exemption Granted To The Water System</b>	5 Years	After expiration of variance or exemption (40 CFR 141.33).	40 CFR 141.33	10/10/2001
21070	<b>Water Treatment Sampling Data and Analysis, Reports, Surveys, Letters, Evaluations, Schedules, State Determinations, etc. Required Pursuant To 40 CFR 141.81 Through 141.88</b>	12 Years	After calendar year of creation or receipt (40 CFR 141.91).	40 CFR 141.91	10/10/2001
21071	<b>Water and Sewer Billing Records</b>	3 Years	After fiscal year prepared.		10/10/2001