



**LIBRARY OF VIRGINIA**

Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

**RECORDS RETENTION AND DISPOSITION SCHEDULE**

**GENERAL SCHEDULE NO. GS-07**

**COUNTY AND MUNICIPAL GOVERNMENTS**

**Public Utilities**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

APPROVED:

EFFECTIVE SCHEDULE DATE: 12/10/2020

**POLICIES FOR RECORDS RETENTION AND DISPOSITION**

- 1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
- 2. This schedule supersedes previously approved applicable schedules.
- 3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
- 4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM3 Form when it is submitted to LVA.
- 5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
- 6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.

- 7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
- 8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
- 9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
- 10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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<p><u>A. General Utilities Records Abandoned Utility Line Records</u></p> <p>This series documents the location of abandoned utility lines, excluding service lines connected to single-family dwellings. This series may include, but is not limited to: location information, status of line, site condition reports, notice of abandoned line, and proposals to excavate or demolish. COV 56-265.19(G)</p>	005520	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<p><u>A. General Utilities Records Fuel Accounting Records</u></p> <p>This series documents the control of fuel received by public utilities. This series may include, but is not limited to: receipts, consumption records, measuring records, stock control records and related supporting documentation.</p>	005522	3 Years after end of state fiscal year	Non-confidential Destruction
<p><u>A. General Utilities Records Meter History Records</u></p> <p>This series documents the service and repair history of individual meters. This series may include, but is not limited to: maintenance records and reports.</p>	005524	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<p><u>A. General Utilities Records Meter Reading Records</u></p> <p>This series documents utility usage by individual consumers collected for assessment and billing purposes. This series may include, but is not limited to: meter readings.</p>	005523	3 Years after event	Non-confidential Destruction
<p><u>A. General Utilities Records Meter Testing and Calibration</u></p> <p>This series documents that utility meters are calibrated and functioning properly. This series may include, but is not limited to: calibration tests, test results, and reports.</p>	005525	3 Years after last action	Non-confidential Destruction



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<u>A. General Utilities Records Miss Utility Records</u>  This series documents notification of approaching excavation work by a contractor to the operator of utility lines. This series may include, but is not limited to: notification by the contractor, specific location of proposed work, type and extent of work, individual for whom the work is being performed, and records of surveying and marking lines. COV 56-265.14, et seq	005526	5 Years after project completion	Non-confidential Destruction
<u>A. General Utilities Records Plant Equipment and Maintenance History Records</u>  This series documents the service and repair history of all equipment, including water and sewer pipelines, specific to wastewater and waterworks treatment plants, pumping stations, water towers and distribution systems. This series may include, but is not limited to: maintenance records and reports.	005527	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>A. General Utilities Records Right of Way Files</u>  This series documents rights of way obtained or given by a public utility. This series may include, but is not limited to: maps, surveys, agreements, and reports.	005528	5 Years after expiration	Non-confidential Destruction
<u>A. General Utilities Records Utility Billing Records</u>  This series documents the calculation and payment of utility bills for individual customers. This series may include, but is not limited to: utility billing registers and bill payment stubs.	005529	3 Years after end of calendar year	Non-confidential Destruction
<u>A. General Utilities Records Utility Customer Applications</u>  This series documents customer applications for utility service. This series may include, but is not limited to: applications and responses.	005530	1 Year after termination	Non-confidential Destruction
<u>A. General Utilities Records Utility Customer Complaint Files</u>  This series documents utility customer complaints about billing or service. This series may include, but is not limited to: contact information of individual customer, nature of complaint, and response to complaint.	005531	3 Years after last action	Non-confidential Destruction



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<u>A. General Utilities Records Utility Customer Deposit Records</u>  This series documents required deposits made for obtaining utility service as well as any refunds given. This series may include, but is not limited to: Deposits, receipts, notices of refunds, and correspondence.	005532	3 Years after event	Non-confidential Destruction
<u>A. General Utilities Records Utility Customer Service Records</u>  This series documents requests for service by utility customers for work to be performed by utility department personnel. This series may include, but is not limited to: service requests, maintenance records, and reports.	005533	3 Years after decision	Non-confidential Destruction
<u>A. General Utilities Records Utility Locator Training Records</u>  This series documents the training of utility locators. This series may include, but is not limited to: training records, attendance, certifications, and exam results. COV 56-265.19(E)	005534	5 Years after termination	Non-confidential Destruction
<u>A. General Utilities Records Utility Repair and Maintenance Records</u>  This series documents repairs and maintenance work completed on customer lines, valves, and meters as part of regularly scheduled service or to restore utility service to customers. This series may include, but is not limited to: work orders, radio dispatch logs, and other supporting documentation.	005535	5 Years after project completion	Non-confidential Destruction
<u>A. General Utilities Records Utility Service Termination Records</u>  This series documents the involuntary discontinuation of utility service to a customer. This series may include, but is not limited to: termination notice, work orders, dispatch logs, and other supporting documentation.	005536	3 Years after termination	Non-confidential Destruction



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<p><u>A. General Utilities Records Weigh Tickets/Scale Records</u></p> <p>This series documents the control of bulk shipments (coal/refuse) moving in or out of public utility property. This series may include, but is not limited to: weigh tickets, logs, readings, calibrations, reports, correspondence and related supporting documentation.</p>	005537	3 Years after termination	Non-confidential Destruction
<p><u>B. Dams and Impounding Structures Dam Construction Files</u></p> <p>This series documents the design, construction, and modification of impounding structures such as dams and spillways. This series may include, but is not limited to: Dam/Impoundment Construction Permit and Design Report for the Construction/Alteration of Impounding Structures (Form DCR 199-101) which describes the proposed construction/alteration along with detailed plans and specifications for the proposed project, erosion and sediment control plans, an approved emergency action plan, a proposed operation and maintenance plan, and a detailed engineering design report with drawings and specifications. 4VAC50-20-70 (B)</p>	005538	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<p><u>B. Dams and Impounding Structures Dam Operation and Maintenance Certificate Files</u></p> <p>This series documents the initial issuance and subsequent Operation and Maintenance Certificates for Class I, II, and III Impounding Structures. This series may include, but is not limited to: certificate application form (DCR 199-099), complete set of as-built drawings certified by a professional engineer, as-built report, approved operation and maintenance plan, approved emergency action plan, and copy of the construction inspection certificate. 4VAC50-20-euc</p>	005539	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction



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<u>B. Dams and Impounding Structures Dam Owners Annual Inspection Report</u> This series documents the dam owner's compliance with annual inspection requirements when no professional certification is required. This series may include, but is not limited to: dam owner's report of annual inspection (DCR 199-098) for class I, II, III, IV impounding structures. 33CFR222.6; 4VAC50-20-100	005540	6 Years after last action	Non-confidential Destruction
<u>B. Dams and Impounding Structures Dam Owners Certified Re-Inspection Report</u> This series documents annual inspections of class I and II impounding structures as certified by a professional engineer. This series may include, but is not limited to: dam re-inspection report (DCR 199-105) for class I and II impounding structures, update of conditions based on a previous safety inspection, re-inspection report, and as-built report. 4VAC50-20-120; 33CFR222.6	005541	6 Years after last action	Non-confidential Destruction
<u>B. Dams and Impounding Structures Dam Owners Inventory Report</u> This series documents the dam owner's inventory report for class III and IV impounding structures. This series may include, but is not limited to: identification of the owner, name and location of the impounding structure; and the description, dimensions, history, and condition of the structure. 4VAC50-20-100(G) +; 4VAC50-20-120	005542	6 Years after last action	Non-confidential Destruction



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<u>C. Permit Records Permit Files: Applications and Approval Documentation</u> This series documents the application for and approval various types of water permits issued by the State Water Control Board and/or other regulatory body, not listed elsewhere on this schedule, such as the Virginia Pollution Discharge Elimination System (VPDES) Permit, Virginia Water Protection Permit, Virginia Pollution Abatement Permit, Surface Water Withdrawal Permit, and Ground Water Withdrawal Permit. This series may include, but is not limited to: application, review materials, approval or disapproval notice.	005543	3 Years after event	Non-confidential Destruction
<u>C. Permit Records Permit Files: Monitoring Records and Reports - Life of Permit</u> This series documents the monitoring activities required for various types of water permits issued by the State Water Control Board and/or other regulatory body not listed elsewhere on this schedule, such as the Virginia Water Protection Permit, Virginia Pollution Abatement Permit, Surface Water Withdrawal Permit, and Ground Water Withdrawal Permit, that must be retained for the life of the permit. This series may include, but is not limited to: monitoring information, equipment calibration and maintenance records; original strip chart or electronic recordings for continuous monitoring activities; reports; and all data used to complete the permit application.	005544	3 Years after event	Non-confidential Destruction



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<p><u>C. Permit Records Permit Files: Monitoring Records and Reports - Others</u></p> <p>This series documents the monitoring activities required for various types of water permits issued by the State Water Control Board and/or other regulatory body not listed elsewhere on this schedule; that do not require maintenance for the life of the permit. This series may include, but is not limited to : monitoring information, equipment calibration and maintenance records; original strip chart or electronic recordings for continuous monitoring activities; reports; and all data used to complete the permit application.</p>	005545	3 Years after event	Non-confidential Destruction
<p><u>D. System Design and Construction Drawings and Plans</u></p> <p>This series documents the design, construction, and ownership of public utility systems. This series may include, but is not limited to: final plans, as-built drawings, highway agreements or permits, construction permits, and title documentation.</p>	005546		Permanent, In Agency
<p><u>D. System Design and Construction Supporting Documentation</u></p> <p>This series documents support for system design and construction plans. This series may include, but is not limited to: correspondence, specifications, working plans and drawings.</p>	005547	5 Years after project completion	Non-confidential Destruction
<p><u>E. Wastewater Systems Records Operating Permit Files</u></p> <p>This series documents the operators' receipt of a Virginia Pollutant Discharge Elimination System (VPDES) permit issued by the Virginia Department of Environmental Quality. This series may include, but is not limited to: permit application, correspondence, and other supporting documentation.</p>	005549	5 Years after event	Non-confidential Destruction





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<u>E. Wastewater Systems Records Operations Records</u>  This series documents the operation, maintenance, and laboratory testing of wastewater treatment systems. This series may include, but is not limited to: monitoring information such as laboratory testing data, chemical records, flow and loading data; equipment/instrument calibration records, original strip chart recordings, and reports. 9VAC25-110-80	005550	3 Years after end of calendar year	Non-confidential Destruction
<u>E. Wastewater Systems Records Sludge Application Records</u>  This series documents sewage sludge use and disposal activities. This series may include, but is not limited to: certification statements, descriptions of pathogen requirement compliance, and pollution concentration records. 9VAC25-31-580	005548	5 Years after end of calendar year	Non-confidential Destruction
<u>F. Waterworks System Records Cross Connection and Backflow Records</u>  This documents cross-connection control and backflow prevention in water systems. This series may include, but is not limited to: reports of annual backflow prevention device inspections and operational tests; data, documentation, and reports for the cross-connection control and backflow prevention program. 12VAC5-590-580; 12VAC5-590-550(I); 40CFR141.81 - 88	005555	10 Years after end of calendar year	Non-confidential Destruction
<u>F. Waterworks System Records Individual Filter Monitoring Records</u>  This series documents the monitoring of turbidity in individual filters in the water treatment process. This series may include, but is not limited to: data, documentation, and report. 12VAC5-590-550(C); 12VAC5-590-530	005556	3 Years after end of calendar year	Non-confidential Destruction



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<u>F. Waterworks System Records Operation and Maintenance Manuals</u> This series documents the prescribed operation and maintenance for all waterworks facilities and water treatment/pumping equipment. This series may include, but is not limited to: operation and maintenance manuals. 12VAC5-590	005563	0 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>F. Waterworks System Records Operator Continuing Professional Education Records</u> This series documents training and education required to maintain individual Waterworks Operator Certification. This series may include, but is not limited to: training records, attendance, certifications, and exam results. 18VAC160-20-109; 18VAC160-20-109E	005557	1 Year after event	Non-confidential Destruction
<u>F. Waterworks System Records Sanitary Survey Records</u> This series documents sanitary surveys required by permit to locate and identify health hazards to local waterworks. This series may include, but is not limited to: reports, summaries, or communications related to the survey. 12VAC5-590-350; 40CFR141.33(c); 12VAC5-590-550(G)	005559	10 Years after last action	Non-confidential Destruction
<u>F. Waterworks System Records System Inspection Records</u> This series documents the bi-annual inspection of individual water treatment systems conducted by the Virginia Department of Health, Division of Drinking Water. This series may include, but is not limited to: water quality compliance monitoring data, raw water intake/source evaluation, and unit process evaluations.	005560	10 Years after last action	Non-confidential Destruction



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<u>F. Waterworks System Records System Monitoring and Regulatory Reports</u> This series documents regulatory and permit compliance for waterworks systems as required by the Virginia Department of Health. This series may include, but is not limited to: Monthly Plant Operating Reports, Quarterly Disinfectant Byproducts Reports, and Yearly Chemical Analysis Reports. 12VAC5-590-530	005561	10 Years after event	Non-confidential Destruction
<u>F. Waterworks System Records System Operating Permits</u> This series documents the issuance of operator's permits to individual utilities department by the Virginia Department of Health, Office of Water Programs. This series may include, but is not limited to: permit, cover letter from issuer, correspondence with regulator, certified copy of maps, plans, and specifications for treatment plant construction, and the engineering description sheet describing the system's water supply treatment processes. 12VAC5-590; COV 32.1-172	005562	5 Years after event	Non-confidential Destruction
<u>F. Waterworks System Records System Operations Records</u> This series documents the actual operation of water treatment systems. This series may include, but is not limited to: daily, weekly, and monthly logs/reports, filter and flow charts, pump charts, reports, and supporting documentation. 12VAC5-590-550 (J)	005564	5 Years after end of calendar year	Non-confidential Destruction
<u>F. Waterworks System Records Variance and Exemption Records</u> This series documents any variance or exemption granted to a local water system. This series may include, but is not limited to: application for variance, analytical results of water quality sampling, statement of hardship to the owner, impact statements for public health and welfare, notice of commissioner's decision, schedule for compliance, and supporting documentation. 40CFR141.33(d); 12VAC5-590-550 (H)	005565	5 Years after event	Non-confidential Destruction



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<u>F. Waterworks System Records Violation Correction Records</u> This series documents actions taken by a local water system to correct violations of primary drinking water regulations. This series may include, but is not limited to: notice of violations, reports of corrective actions taken, and inspections. 12VAC5-590-550 (F); 40CFR141.33(b)	005566	3 Years after last action	Non-confidential Destruction
<u>F. Waterworks System Records Waterworks Bacteriological Records</u> This series documents bacteriological analyses for local drinking water supplies. This series may include, but is not limited to: data, documentation, and reports for total coliform evaluation and other bacteriological monitoring. 12VAC5-590-370(A); 40CFR141.33a; 12VAC5-590-550(A)	005551	5 Years after end of calendar year	Non-confidential Destruction
<u>F. Waterworks System Records Waterworks Chemical Analysis Records</u> This series documents chemical analyses for local drinking water supplies. This series may include, but is not limited to: data, documentation, and reports for inorganic/organic/disinfectant residuals monitoring; disinfection byproducts and byproduct precursors monitoring; disinfectant residual monitoring; disinfection byproducts and byproduct precursors monitoring plan; unregulated contaminants monitoring; and filtration/disinfection monitoring. 12VAC5-590-370(B); 40CFR141.33a; 12VAC5-590-550(A)	005552	10 Years after end of calendar year	Non-confidential Destruction
<u>F. Waterworks System Records Waterworks Consumer Confidence Reports</u> This series documents water quality as provided to individual customers. This series may include, but is not limited to: annual water quality reports. 12VAC5-590-545	005553	3 Years after event	Non-confidential Destruction



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<u>F. Waterworks System Records Waterworks Copper/Lead Records</u> This series documents copper and lead analyses for local drinking water supplies. This series may include, but is not limited to: data, documentation, and reports for monitoring copper and lead in tap water, water quality parameters, and copper and lead in water supplies (source water). 12VAC5-590-550E; 12VAC5-590-370B6; 40CFR141.18 - .88; 40CFR 141.91	005554	12 Years after end of calendar year	Non-confidential Destruction
<u>G. Water Well Records Well Completion Reports: Locality Owned</u> This series documents the excavation and completion of water wells that are owned or operated by the locality. This series may include, but is not limited to: inspections and monitoring and testing reports. 12VAC5-590-550(J)(2)	005567	5 Years after last action	Non-confidential Destruction
<u>G. Water Well Records Well Completion Reports: Not Locality Owned</u> This series documents the excavation and completion of water wells that are not owned or operated by the locality. This series may include, but is not limited to: inspections and monitoring and testing reports.	005568	5 Years after end of calendar year	Non-confidential Destruction
<u>Industrial Pretreatment Permit Program: Guidance</u> This series documents current guidance for the Industrial Pretreatment Permit Program oversight procedures. This series may include, but is not limited to: the Pretreatment Permit Manual and program guidance/advice memoranda.	200689	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<u>Industrial Pretreatment Permit Programs: Records &amp; Reports</u> This series documents reports submitted to the locality pertaining to the publicly-owned treatment works (POTW) and their permits, which carry the pretreatment program requirements. This series may include, but is not limited to: fact sheets, permits, transmittal letters, meeting memoranda, tax exemption requests, certification letters, industrial user discharge monitoring reports (DMRs), operator bench and lab sheets, annual audit, quarterly program status reports, categorical industrial user and significant industrial user inspections, pollution complaints, pollution response (PReP) inspection reports, warning letters, notices of violations (NOVs), and enforcement actions.	200690	12 Years after expiration	Non-confidential Destruction
<u>Local Review Program Agreements</u> This series documents agreements between a locality and water-system customers regarding the delegation of review approval for connections to, or extensions from, existing sewerage system projects. This series may include, but is not limited to: signed agreements.	200691	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Wastewater Engineering Reports</u> This series documents wastewater engineering reports not included in other series. This series may include, but is not limited to: Infiltration and Inflow (I&I) studies, planning documents, and system analyses.	200692	10 Years after end of calendar year	Non-confidential Destruction
<u>Waterworks System Records Radiological Records</u> This series documents radiological monitoring for local drinking water supplies. This series may include, but is not limited to: data and reports. 12VAC5-590-400	005558	5 Years after end of calendar year	Non-confidential Destruction