

# Bacteriological quality analyses reports (GRS-1110)

## Utah General Retention Schedule

### Description

These forms record water samples taken from various locations throughout the distribution system and sources of supply (raw or processed) for bacteriological tests. They include location, date of collection, name of person taking sample, type of sample taken, date of analysis, name of lab, person responsible for performing analysis, analytical method used, and results of the analysis. The State Health Department receives copies of these test forms and retains them for 40 years.

### Retention and Disposition

Retain for 5 years after superseded, and then destroy records.

### Appraisal

These records have administrative value(s).

### Appraisal Note

Value of records based on their usefulness for carrying out the agency's current business.

### Categories

Public Utilities

### Effective

12/1997

### Previous Schedule Number

MUN-22-2