

Retention and Classification Report

Agency: Department of Environmental Quality. Division of Water Quality (1268)

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Records Officer: _____

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AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7785

3

TITLE: Administrative Rule analysis proposed rule/change notices

DATES: i 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are proposals by this agency to adopt a new administrative rule or change an existing one. Many of these rules regard changes to state water pollution regulations.

Included in these records are name and address of the department and division; name and telephone number of the contact person; title of the rule, summary of the rule or change and reason; anticipated cost impact of the rule; type of notice (proposed rule; change in proposed rule including the rule number; 120 day rule, or a five year review/continuation); a justification for a 120 day rule; if rule is authorized by state code or required by federal mandate and the applicable citations; how public may comment on proposed rule (at a public hearing, by appearing at the agency, or by written comment) and time frame for making comments; name and signature of agency head or designee, date notice was signed; date and time notice was received in the Office of Administrative Rules and person receiving it; date rule becomes effective; and the Office of Administrative Rules and agency file numbers.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer administratively valuable and then transfer to State Archives with authority to weed.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7785

TITLE: Administrative Rule analysis proposed rule/change notices

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This record has historical value; it documents development of state policies regarding water pollution and control. This record should be retained in the office for as long as it is needed, and then be transferred (to where?) for permanent retention.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16860

3

TITLE: Ambient water quality database

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This system is designed to aid the department in the input, storage and reporting of water quality analysis data from water samples collected in the state. The data consist of organic and inorganic elements including water temperature, flow, tri-chlor ethylenes, dioxins, and several hundred other elements. These data are obtained from the State Laboratory and other laboratories and entered into the appropriate data file. These data are used to generate reports on water quality on an as needed basis and are also sent to the federal government using the Water Quality Control Information System (STORET).

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2000

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the continued use of the information contained in this database by the agency.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16869

3

TITLE: Analysis group description files

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This is a current listing of the descriptive names of each analysis group. It includes the analysis group number and the water analysis group name.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

These records have administrative value(s).

This information is useful only as long as it is current. Once it changes, there is not a need to keep it.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81513

3

TITLE: Animal concentrations inventory

DATES: 1970-

ARRANGEMENT: none

DESCRIPTION:

This is an inventory of concentrations of agricultural animals in the state done between 1970 and 1979. This was part of a federal program to locate agricultural waste storage facilities. The information was used by the federal government to identify where these facilities could best be located. The information recorded includes name and address of the farm owner, the date of the inventory, the number and type of animals, the type of feed used, the water source, and the wastewater disposal methods.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative needs end and then destroy.

APPRAISAL:

This record has lost all value and may be destroyed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81525

3

TITLE: Bear River compact files

DATES: 1972-

ARRANGEMENT: none

DESCRIPTION:

These are files relating to the bureau's activities in the Bear River Compact between Utah, Wyoming, and Idaho. The compact was designed to remove the causes of the present and future controversy over the distribution and use of the waters of the Bear River; to provide for efficient use of water for multiple purposes; to permit additional development of the water resources of Bear River; and to accomplish an equitable apportionment of the waters of the Bear River among the compacting states. These files include reports, work plans, studies, contracts, maps, and other background material used for the planning, implementing, monitoring, and upgrading of the monitoring plan for the Bear River drainage system.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until it outlives administrative value and then destroy.

APPRAISAL:

These records have administrative value(s).
These records are working papers and have administrative value. Those relating to a specific grant should be kept with that file. Those not relating to the grant need not be kept for a specific commission was established under UCA 73-16-4 to carry out the compact and should have a record of this activity.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81525

TITLE: Bear River compact files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81527

3

TITLE: Clean lakes project files

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

These are files created in the administration and planning of water management projects at Panguitch, Scofield, and Deer Creek. These activities are carried out under a federal grant under the Clean Water Act. These files include contracts, work plans, financial statements, copies of vendor invoices, and correspondence.

RETENTION:

Permanent. Retain until final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper copy: Retain in Office until administrative needs end and then destroy.

Paper: Retain in Office for 1 year and then transfer to State Records Center provided it is merged with related grant file. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).
These records should all be related to grant activities by the bureau. As such they should be merged with the grant files, after duplicates have been eliminated, to ensure that all documentation is kept in one location.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81527

TITLE: Clean lakes project files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81875

3

TITLE: Delegation files

DATES: 1973-

ARRANGEMENT: none

DESCRIPTION:

This is the record of agreements between the federal government and the state in which the federal government delegates regulatory authority to the state to enforce federal laws.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until the agreement is updated or obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This agreement documents federal state relations and is of long-term value.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 3470

3

TITLE: Discharge monitoring report files

DATES: i 1972-

ARRANGEMENT: None

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records are required by CFR 40-122.41 (1987). They document the amount of pollution discharged into the waters of the state from National Pollutant Discharge Elimination System (NPDES) permit holders. They help to ensure that permit holders do not exceed their discharge limits. Included are permittee's name, address, and permit number; monitoring period covered by the report; discharge number, type of pollutant(s) covered in the report; average and maximum quantity of the sample measurement and permit limit; minimum, average, and maximum concentration of pollutants in sample and the permit limit, frequency of analysis, sample type, name and title of principal executive officer, signature of principal executive officer, date of report, and an explanation of any violation of the permit requirements.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This disposition is based on the records' value to researchers of environmental history. The information is not duplicated elsewhere.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 3470

TITLE: Discharge monitoring report files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81883

3

TITLE: Employee awards files

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

Based on General Retention Schedule 1 Item 12.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81884

3

TITLE: Employee training records

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until superseded or obsolete and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 1 Item 29.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81512

3

TITLE: Engineering plans and specifications

DATES: 1960-

ARRANGEMENT: Alphabetical by facility name

DESCRIPTION:

These are plans and specifications submitted to the division as part of the process of securing state approval for construction. These plans are reviewed by the division and suggestions for modifications are sent back to the submitter. New plans and specifications are then drawn up and resubmitted to the division. The information includes the name and address of the system, and the name and address of the engineering firm. Final plans incorporated into the issuance of a construction permit or other state approval are kept. All other plans and specifications are considered draft documents and are weeded as they are updated or become obsolete.

RETENTION:

Retain for 20 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until approval expires or construction is completed and then transfer to State Records Center. Retain in State Records Center for 20 years and then destroy.

Microfilm master: Retain in Archives for 20 years and then destroy.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81512

TITLE: Engineering plans and specifications

(continued)

APPRAISAL:

These records have administrative value(s).

Once updated plans are received, the preliminary plans have no further value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81876

3

TITLE: Environmental Protection Agency agreements file

DATES: 1979-

ARRANGEMENT: none

DESCRIPTION:

This is an administrative file established by the bureau to monitor grant programs and to be used as a budget tool. It includes copies of grant applications.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
All information in this file is duplicated elsewhere. As a result, it has only administrative value.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81878

3

TITLE: Executive correspondence

DATES: 1977-

ARRANGEMENT: Chronological.

DESCRIPTION:

These records document the decisions and policies of the division and the activities of the director. Records include correspondence and internal memoranda to other bureaus / divisions in the department, department management, other state agencies, the general public, and federal agencies. Subject matter includes policy, grants, loans, and wastewater treatment.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years after executive director leaves and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Records that document the activities of the bureau and show its policies, achievements, and activities are of long-term value and should be retained. These records document how the office is organized and how it functions, its pattern of action, its policies, procedures, and achievements.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81878

TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7796

3

TITLE: Federal projects' environmental review

DATES: 1979-

ARRANGEMENT: Alphabetical by project name

DESCRIPTION:

These are copies of plans and projects sent to the bureau from federal agencies such as the National Park Service, the Forest Service, and the Bureau of Land Management. These are projects on federal land in Utah and they are sent to allow the bureau to evaluate and comment on them. These records include correspondence, a copy of the federal plan, environmental impact statements, and the bureau's response, the agency preparing the plan (i.e., road reconstruction), the location that will be affected, and a description of how the project will impact the environment.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). As record of federal activities in the state and projects that affect the environment, this record has potential research value. Although copies of this record are also kept at the federal level, permanent retention is recommended because this record will be of greatest interest to Utah researchers.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7796

TITLE: Federal projects' environmental review

(continued)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16872

3

TITLE: Field data records

DATES: 1980-

ARRANGEMENT: Numerical by lab number

DESCRIPTION:

These are the field data documents collected by the department of water samples for analysis. These records are used as input documents into the Water Pollution Control System. The records include the initials of the sampler, the date the sample was collected, the storet number of the site, the description of the site, the time the sample was collected, and the conditions under which the sample was collected.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record is used as an input document into the data system and only should be kept long enough to ensure that the data was accurately entered into the system. A year is sufficient for that purpose.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81515

3

TITLE: Field station quality assurance files

DATES: 1980-

ARRANGEMENT: Chronological

DESCRIPTION:

These are test results for monitoring equipment set up by the bureau to sample water in the state. It is used to verify the accuracy of the equipment, to make any needed adjustments to the equipment, and to analyze the data generated by the equipment. These files include the name and location of the station, the date and time of the test, the initials of the tester, the beginning and ending times of the tests, the initial and final readings, and a procedural checklist.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). Action against polluters in state courts must be taken within four years. For federal purposes, the EPA keeps discharge monitoring reports for five years. Based on these retentions, any issue involving the accuracy of test data would come up within a five year period. See also appraisal note for Discharge Monitoring Report.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81515

TITLE: Field station quality assurance files

(continued)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7791

3

TITLE: Flood files

DATES: 1984-

ARRANGEMENT: Alphabetical by applicant name

DESCRIPTION:

These are the records of grants to counties and cities authorized by the Flood Relief Act of 1984 for construction projects to help protect wastewater treatment plants from flooding. They include Application for State Assistance of Dike Construction, Contract Agreement, Request for funds, a list of applicants for wastewater facilities flood protection, and correspondence. Information includes the applicant's name and address, the name and title of the contact person, the work category, if the work is necessary to repair damages to an existing dike, the scope and description of the proposed work, the estimated cost of the proposed work, the length of the contract, the terms of the contract, the amount of the request, the amount of funds granted, and the signatures of the contracting officials.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7791

TITLE: Flood files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
The retention period for the contract is set by General Records
Schedule 3 item 4. The remainder of the records have research
value and should be retained permanently. Office retention is
recommended due to the small volume of the records.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81902

3

TITLE: Great Salt Lake water quality files

DATES: 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the record of studies of the Great Salt Lake, primarily relating to pollution of the lake, but there is some information concerning the lake's rise. The files include information on monitoring stations and sampling sites, elevation statistics, climatological records, biological and hydrological reports, study proposals, and study reports.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Records on the quality of water in the Salt Lake and the lake's rise are of long-term interest and should be retained. Reference Bureau can later review the file and weed out any non-essential information.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81902

TITLE: Great Salt Lake water quality files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 25419

3

TITLE: Ground water contamination spills case files

DATES: ca. 1989-

ARRANGEMENT: Alphanumerical by facility name or spill location, thereunder chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains files documenting the agency response to petroleum and chlorinated solvent spills that could result in ground water contamination. This includes Above Ground Storage Tank (AST) spills, leaks, removals, as well as Underground Storage Tank (UST) spills, leaks (LUST), and removals. The agency produces these records in the process of the investigation and remediation of such spills. Records in the series include work plans, subsurface investigation reports, corrective action plans(CAP) and correspondence related to the investigation and remediation process. Case files remain active until investigation and remediation activities are completed.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 25419

TITLE: Ground water contamination spills case files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 21113

3

TITLE: Ground water discharge monitoring report files

DATES: 1990-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These reports are required by R317-6-6.9, Utah Administrative Code (1998). They document compliance by facilities that have been issued ground water discharge permits. They ensure that permit holders are not contaminating the state's ground water supply. Information in the records includes name of the permit holder, address, and permit number; the monitoring period covered by the report; average and maximum quantity of the sample measurements and permit limit, the minimum average and maximum concentration of sample type; name and title of the principal executive officer; date of the report; and explanations of any violations of the permit requirements.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2005

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

Computer magnetic storage media: Retain in Office for 8 years and then erase.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 21113

TITLE: Ground water discharge monitoring report files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This disposition is based on the value of the discharge reports, sample measurements, and permit violations for researching the environmental effects of discharges into the state's ground water supply.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 24484

3

TITLE: Ground water discharge permit files

DATES: 1988-

ARRANGEMENT: Alphabetical by facility name.

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

The agency issues permits under Utah Administrative Code R317-6 (1998) to a facility for an activity which causes or may cause a discharge of pollutants to the ground water. This series includes all records related to that ground water discharge permitting process.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2017

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives provided records have been scanned.

Computer data files: Retain in Office for 15 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s). The permits in series 24484 document the agreements and the company's efforts to qualify for a permit to discharge waste. The monitoring reports in series 21113 document discharge performance and compliance with the agreement and the law. When combined they

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 24484

TITLE: Ground water discharge permit files

(continued)

create a fuller historical record.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 25428

3

TITLE: Ground water general correspondence

DATES: ca. 1989-

ARRANGEMENT: Alphanumerical by facility name or address, thereunder chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 25428

TITLE: Ground water general correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81517

3

TITLE: Hatchery and bird refuge wastewater facility files

DATES: 1968-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a record of the design, construction, operation, maintenance, or expansion of wastewater facilities at hatcheries and bird refuges as required by UCA 26-15-2(16). The bureau deals with wastewater systems with a capacity over 5,000 gallons. These files include facility plans, water analysis reports, construction permit letter, and correspondence.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

The facility plans and permit letter are needed in case any problems with the system would occur and an inspection would be necessary. Any water analysis would be useful for only five years. Routine matter may be weeded out annually.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81508

3

TITLE: Industrial wastewater systems files

DATES: 1935-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is the record of the review and approval of plans, specifications, and other data relating to disposal systems and the issuance of construction permits for the installation or modification of treatment works. This file deals with privately owned wastewater systems. It includes plan reviews, activity reports, water chemical analysis reports, notice of approval, construction permits, and correspondence. Information includes the name of the system, the type of industry or activity, a description of the septic system and water supply, and a record of the bureau's activity in approving the system.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81508

TITLE: Industrial wastewater systems files

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s). Records of the wastewater system from 1935 to 1945 are of historical interest because they deal with WPA projects in Utah. The record of the approval of the wastewater system and information about the system itself should be kept as long as the system is active; the information is needed for inspections and for reference in later system modifications. Activity and water analysis reports should be kept for five years; this is the period in which enforcement action may be taken. These should mostly be old records; monitoring information is now done through the NPDES files. All routine correspondence should be weeded out annually for administrative efficiency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81510

1

TITLE: Industrial wastewater systems inventory files

DATES: 1965-

ARRANGEMENT: none

DESCRIPTION:

This is an inventory of the industrial wastewater systems in the state taken to help construct an automated system data base. The information includes the name and address of the plant, the principal products of the plant, the name of the contact person, the hours of operation, the number of employees, the quantity of materials used, the water source, the wastewater control methods, the wastewater discharge, the wastewater characteristics, the solid waste disposal amount and methods, and the capital expenditures and costs.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until information is duplicated elsewhere and then destroy.

Paper: Retain in Office until merged with Industrial Wastewater Systems Files and then destroy.

APPRAISAL:

These records have administrative value(s).

This information should be reviewed to see if it exists elsewhere. If it does, then this file is redundant. If it does not, then this file should be consolidated with the Industrial Wastewater File to keep all of the information on each system in one location.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81889

3

TITLE: Inventory files

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

Based on General Retention Schedule 3 Item 10.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81529

3

TITLE: Jordan River files

DATES: 1982-

ARRANGEMENT: none

DESCRIPTION:

These are files relating to the establishment of water quality standards for the Jordan River and the Central Valley. The file also contains study proposals and plans submitted to the bureau either for approval, review, or comment. These files include study proposals, correspondence, classification summaries, and laboratory analysis results.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Studies sent to the bureau for comment originate in other government entities and should be preserved there. All other documentation has only short-term value.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81877

3

TITLE: Jordanelle Dam project files

DATES: 1980-

ARRANGEMENT: none

DESCRIPTION:

This is a duplicate copy of records involving the Jordanelle Dam project. This is sent to the bureau management to keep them advised as to the progress of the project planning. The files include copies of minutes of technical advisory committee, record of communication, copies of EPA grant applications, and correspondence and memoranda.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until it outlives administrative value and then destroy.

APPRAISAL:

These records have administrative value(s).
As this record is preserved elsewhere, this copy can be destroyed when it is no longer needed.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81528

3

TITLE: Jordanelle reservoir contract file

DATES: 1982-

ARRANGEMENT: Numerical by contract number

DESCRIPTION:

This is a multi-agency project for the Jordanelle and Deer Creek Reservoir projects. The agencies involved are Wasatch County, Mountainland Association of Governments, and two water districts. The water districts provide the funds and the bureau administers them. These files include correspondence, copies of the contract, and a record of payments made.

RETENTION:

Retain for 3 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Paper: Retain in Office for 3 years and then destroy.

Paper: Retain in State Records Center for 3 years after contract completion and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This record is subject to audit. Routine correspondence should be weeded out annually. Financial records should be kept for the audit period.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16877

3

TITLE: Lab analysis report file

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This is a report of the data from laboratory analysis for specific samples for the previous two years. This differs from the lab analysis inquiry report in the completeness of the information given. It includes the storet number, the sample site description, the laboratory code and number, the source of the sample, the sample date, the sample time, the sample type, the parameter values of the field test data, and the parameter values of the laboratory analysis.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file in the system that is being constantly updated as new information is received. According to the staff, most of the reference is done through the terminals. Printouts are only made upon request. Once the report has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16877

TITLE: Lab analysis report file

(continued)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16875

3

TITLE: Lab analysis results inquiry report file

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

These are reports of the results of laboratory analysis in columnar format. These reports can be generated for a range of dates, storet numbers, counties, hydrologic basins, and selected parameters. They include the storet number, the county code, the dates and times of the samples in the data files within the ranges chosen, the laboratory numbers, the sample types, the parameter values, and the average of each item in each column.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file in the system that is being constantly updated as new information is received. According to the staff, most of the reference to the information is done through the terminals. Printouts are only made upon request. Once the report has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16875

TITLE: Lab analysis results inquiry report file

(continued)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16867

3

TITLE: Laboratory code file

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This is a current listing of those labs doing water quality analysis for the state. It includes the code number of the laboratory and the name of the laboratory.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

These records have administrative value(s).

This is a reference file which is only valuable as long as the information is current. Once the information changes, it need not be retained.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16883

3

TITLE: Laboratory code report file

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This is a list of the laboratories in the state that analyze water samples and the related code number used in other reports. It includes the name of the laboratory and the related code number.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file in the system that is constantly updated as new information is received. According to the staff, most of the reference to the information is done through the terminals. Printouts are only made upon request. Once the report has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16861

3

TITLE: Laboratory data file

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This file contains information about each water sample taken and the results of the laboratory analysis. Separate data files are maintained for each year. This allows access to the information for each year as well as the production of reports listing and comparing data from different years. Information in this file includes the number and code of the laboratory conducting the analysis; the Storet number; the type of source from which the sample was taken; the date and time the sample was taken; the type of sample analyzed; the description of the location where the sample was taken; the name of the laboratory conducting the analysis; and the data for field tests, wastewater analysis, chemical analysis-cations, chemical analysis-anions, chemical analysis-total metal analysis, radiologics, special parameters, chlorinated hydrocarbons, organophosphates, herbicides, carbamates, organohalocarbons, and pesticides.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then transfer to magnetic tape.

Computer magnetic storage media: Retain in Tape Library permanently.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16861

TITLE: Laboratory data file

(continued)

APPRAISAL:

These records have administrative value(s).

This information is of long term value as it gives the most complete and comprehensive year by year picture of the quality of the water in the state of Utah. This information is of value to the bureau to chart out long range trends. It would also be of value to researchers. Therefore, a permanent retention is called for.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16884

3

TITLE: Laboratory data header report file

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This report shows the activity of each laboratory for the previous two years. It includes the laboratory code, the laboratory number, the storet number, the source code, the date and time the sample was taken, and the sample type.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file in the system that is constantly updated as new information is received. According to the staff, most of the reference to the information is done through the terminals. Printouts are only made upon request. Once the report has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 6612

3

TITLE: Laboratory number report file

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This report associates laboratory numbers in the data files with the storet numbers. This report is used when the staff needs to know which records in the data files contain data for a specific storet site. It includes the storet number, the source code, the laboratory code, the laboratory number, the date when the sample was taken, and the time the sample was taken.

RETENTION:

Retain for 30 day(s) or for 0

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file in the system that is being constantly updated as new information is received. According to the staff, most of the reference to the information is done through the terminals. Printouts are only made upon request. Once the report has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81514

3

TITLE: Laboratory quality assurance audit files

DATES: 1980-

ARRANGEMENT: Numerical by laboratory number

DESCRIPTION:

This is a record of performance audits of the work conducted by the State Health Laboratory. This audit sample is used to document the accuracy of the laboratory's test results. This information could be needed in a court case if the accuracy of the state's data was ever challenged. The information includes the sample number, the constituent pollutant, the true value of the sample, the acceptance limits for the test results, and the laboratory reported value.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). Action against polluters in state courts must be taken within four years. For federal purposes, the EPA keeps discharge monitoring reports for five years. Based on these retentions, any issue involving the accuracy of test data would come up within a five year period. See also appraisal note for Discharge Monitoring Report.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81514

TITLE: Laboratory quality assurance audit files

(continued)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16881

4

TITLE: Local health department file reports

DATES: i 1985-

ARRANGEMENT: Alphabetical by local department name

DESCRIPTION:

These files document current lists of local health departments and their locations. Information includes names of local health departments, code names used in reports, and department addresses.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file that is updated as new information is received. According to the staff, information is accessed through terminals. Printouts are only made upon request. Once the report has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16881

TITLE: Local health department file reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81509

3

TITLE: Municipal wastewater systems files

DATES: 1955-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These records contain information on wastewater treatment and disposal systems. Information includes operating permits, activity reports, water chemical analysis reports, photographs, and correspondence. Also included are the name of the wastewater system, the type of industry or activity, a description of the septic system and water supply, and a record of the division's activity in approving the system. This series does not include engineering plans and specification, as those are covered in series 81512: Engineering plans and specifications.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until end of the life of the wastewater system and then destroy.

Paper copy: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

The record of the approval of the wastewater system and information about the system itself should be kept as long as the system is active as the information is needed for inspection and for reference in later system modifications. The activity reports and water analysis reports should be kept for five years as this is the period in which enforcement action may be taken. These

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81509

TITLE: Municipal wastewater systems files

(continued)

should mostly be old records as monitoring information is now done through the NPDES files. All routine correspondence should be weeded out annually for administrative efficiency.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7768

4

TITLE: National pollutant discharge elimination system (NPDES) industrial permit files

DATES: 1972-

ARRANGEMENT: Numerical by permit number, or alphabetical.

DESCRIPTION:

These are permits issued under the Clean Water Act to industries permitting them to discharge specific pollutants under controlled conditions. Industries that exceed the limits set forth in the permit, or pollute waters without a permit, are subject to legal action. Included in this record series are NPDES Permit, Application for Permit Renewal, Notice of Violation, Affidavit of Publication, Public Notice Mailing List, Public Notice, Fact Sheet, Statement of Basis, Correspondence, Industrial Waste Report, Compliance Inspection Report, Water Analysis, Application for Permit, Operation and Maintenance Report, Consent Decrees, Bypass Report, Facility Map and Diagrams, Press Release, Response to Administrative Order, Administrative Order, and Summary of Rationale. Information includes the permit number; effective date and expiration date of the permit; the name and address of the permittee; the name and title of the authorized permitting official; the type and amount of pollution the permittee is allowed to discharge; the monitoring requirements of the permit; the dates and reason for findings of violation, the place and date of publication of public notices; a description of the industrial facility; a record of the findings of inspection conducted by the bureau, an analysis of the water samples tested; the name and type of stream of the receiving water; a description of events when pollution control equipment was bypassed, the reason for the bypass, the steps taken to avoid the problem in the future, and the anticipated effect on downstream users; the steps that polluters must take to come into compliance with the Clean Water Act; and the dates that those steps will be taken.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7768

TITLE: National pollutant discharge elimination system (NPDES) industrial permit files

(continued)

APPROVED: 01/2004

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 9 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Retention is based on discussions with the bureau staff and with the EPA office in Denver. The permit, applications, statement of basis, and fact sheet have historical value documenting which industry was polluting state waters; they describe what was discharged, how much was discharged, and why a permit was issued. The other records have legal value for the State against polluters violating permits. State action could be taken in accordance with UCA 78-38-1 (1990), UCA 26-11-16 (1990), UCA 76-8-504 (1990), or UCA 76-10-801 (1990). The maximum statute of limitation is 4 years. The Environmental Protection Agency keeps its files open for 9 years.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7769

3

TITLE: National pollutant discharge elimination system agricultural permit file

DATES: 1986-

ARRANGEMENT: None

DESCRIPTION:

These are permits issued under the Clean Water Act to agricultural businesses. This permit authorizes them to discharge specific pollutants under controlled conditions. Businesses that exceed the limits specified by the permit, or pollute waters without a permit are subject to legal action.

Included are correspondence, statement of basis, permit, public notice, permit renewal application, and application for permit. Information includes the name and address of the facility owner, the discharge permit number, a description of the facilities covered by the permit, a description of the pollutant discharge, the name and use classification of the receiving water, the basis for the effluent limitations, a description of the effluent limitations, the self-monitoring requirements, the effective and expiration dates of the permit, the date of public notice, and the dates of application and renewal application.

RETENTION:

Permanent. Retain for 4 year(s) after expiration of permit or license

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years after license is revoked, terminated, or deactivated and then transfer to State Archives with authority to weed.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7769

TITLE: National pollutant discharge elimination system agricultural permit file

(continued)

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Retention is based on discussions with the bureau staff and with the EPA office in Denver. The permit, applications, and statement of basis have historical value; they document which industries were was polluting state waters, what was discharged, how much was discharged, and why permits were issued. Other records are legally valuable for taking action against a polluter for violating the permit. State action can be taken under UCA 78-38-1, 26-11-16, 76-8-504, or 76-10-801. The maximum statute of limitation is 4 years. However, the EPA keeps its files open for 9 years.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7772

3

TITLE: National pollutant discharge elimination system municipal permit file

DATES: i 1972-

ARRANGEMENT: None

DESCRIPTION:

There are permits issued under the Clean Water Act to municipalities which permit them to discharge specific pollutants under controlled conditions. Municipalities that exceed the limits established in the permit, or that pollute waters without a permit, are subject to legal action.

Included in this record series are NPDES Permit, Application for Permit Renewal, Notice of Violation, Affidavit of Publication, Public Notice Mailing List, Public Notice, Fact Sheet, Statement of Basis, Correspondence, Industrial Waste Report, Compliance Inspection Report, Water Analysis, Application for Permit, Operation and Maintenance Report, Consent Decrees, Bypass Report, Facility Map and Diagrams, Press Release, Response to Administrative Order, Administrative Order, and Summary of Rationale. Information includes the permit number; effective date and expiration date of the permit; the name and address of the permittee; the name and title of the authorizing official; the type and amount of pollution the permittee is allowed to discharge; the monitoring requirements of the permit; dates and findings of violations if any, place and date of publication of public notices; a description of the industrial facility; a record of findings of inspection conducted by the bureau, an analysis of water samples tested; name and type of stream into which pollutant is discharged; a description of events when pollution control equipment was bypassed, reason for bypass, steps taken to avoid the problem in the future, and the anticipated effect on downstream users; actions polluters must take to be in compliance with the Clean Water Act; and the dates actions will be taken.

RETENTION:

Permanent. Retain for 9 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7772

TITLE: National pollutant discharge elimination system municipal permit file

(continued)

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This retention is based on discussions with the bureau staff and the EPA office in Denver. The permit, applications, statement of basis, and fact sheet have historical value which document who was polluting state waters, what was discharged, the quantity discharged, and why permission was granted. They have legal values well; they can be used in court when taking action against a polluter for permit violations. State action can be taken under 78-38-1, 26-11-16, 76-8-504, or 76-10-801. Maximum statute of limitations is 4 years, but the EPA keeps its files open for 9 years. This standard has been adopted for these records.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2015.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7797

4

TITLE: Non-point source pollution technical assistance files

DATES: i 1978-

ARRANGEMENT: Alphabetical by correspondence type

DESCRIPTION:

These records are correspondence between the bureau and local, state and federal governments regarding pollution of water from sources that are not traceable to a specific point, but which may result from runoff. These records document the strategy and planning necessary to control agricultural pollution. Included in these records are copies of the Agricultural Non-point Source Control Strategy report by the EPA; the report to Congress of Non-point Source Pollution in the U.S. by the EPA, the Non-point Source Task Force Strategy Report, and a draft of the EPA report on implementation planning for control of agricultural pollution.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office until information is no longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).
This record series is mainly records are used by the bureau for reference in daily activities. A specific retention for these records cannot be established for these records because their length of usefulness is not known. But, permanent retention is not recommended because this information is duplicated elsewhere. But where? The federal government should maintain copies of its reports and comments received. These records are created by

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7797

TITLE: Non-point source pollution technical assistance files

(continued)

national programs and no specific applications to Utah warranting duplication of these records exist.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7783

4

TITLE: Notice of public hearings files

DATES: i 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

These are notices of public hearings held by this bureau to establish water pollution regulations; pass administrative rules; develop and implement plans, programs, standards, construction projects, and other activities; and to take action against polluters. This public participation is required by CFR 40-25 (1987). Included in these records are time and location of the meeting, subject of meeting, legal requirements for having a hearing, authority by which meeting is held, location where the public can review proposed rules or plans, address to which written statements should be sent, and date of notice.

RETENTION:

Retain for 3 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after the submission of the final expenditure report and then destroy.

APPRAISAL:

These records have administrative value(s).
This record is required by CFR 40-25.5(b) (1987). Although the EPA does review state records of public notifications, a copy of the notice of public hearings, when federal funding is involved, should be retained while the grant is in effect.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7783

TITLE: Notice of public hearings files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81879

1

TITLE: Oil spill case files

DATES: 1971-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the records of the investigations into oil spills in the state. The files include notice of intention to drill; abandon; or convert; reports of site inspection; notice of violations; summary of oil and hazardous material spills; and the response to the notice of violation. Information includes the date and nature of the violation, the amount of the maximum and proposed penalty, any written explanations provided by the violator, the location of the spill, the quantity spilled, the cause of the spill, the live water affected, and information on cleanup effected.

RETENTION:

Permanent. Retain for 1 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

The discharge of oil into navigable waters is prohibited by 40 CFR 110.5. UCA 26-14-19 requires the bureau to investigate reports of oil spills and issue an order requiring the person responsible to take necessary abatement action.

These records could be used to take civil or criminal action against a polluter. In this state, it could involve a nuisance action (UCA 76-10-801 and 76-1-302(1)(b)) or a negligence suit (78-12-25(2)).

These records may also be needed for long term environmental research to assess impacts to water quality for decades beyond normal retention schedules. These records have a great historical

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81879

TITLE: Oil spill case files

(continued)

value that would be beneficial for future environmental research or inquiries.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81894

3

TITLE: Operations and maintenance manuals

DATES: c. 1960-

ARRANGEMENT: None.

DESCRIPTION:

The Division of Water Quality requires that operation and maintenance manuals be submitted as a condition of a construction permit (see Utah Administrative Code R317-3-1.9. Operation and Maintenance Manual). The manuals ensure effluent quality standards are met in compliance with the provisions of the Utah Water Quality Act, Utah Code Title 19, Chapter 5.

The operation and maintenance manuals provide a guide for the personnel responsible for the daily operations of the wastewater treatment plant for understanding safety, operation, maintenance, troubleshooting, startup, shut-down, and sampling requirements. The manuals present procedures to facilitate operation and maintenance of the plant under all conditions, technical guidance for troubleshooting, and requirements for compliance with the permits and approvals issued.

Records contain a description of the functioning of the wastewater treatment facilities, an outline of routine maintenance procedures, and all checklists and maintenance logs needed for proper operation of the system.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Operation manuals, GRS-1406.

AUTHORIZED: 06-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81894

TITLE: Operations and maintenance manuals

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81896

3

TITLE: Organizational files

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

Includes organizational charts and reorganization studies.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or obsolete and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 16 Item 13.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16864

3

TITLE: Parameter number file

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This is the file listing acceptable parameters of pollution in the water samples. It includes the parameter number, a description of the parameter, the storet code number, and the number of the group to which the parameter belongs.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

APPRAISAL:

These records have administrative value(s).

This information has only an administrative value. Once it has been updated, there is no further need for its retention.

According to the staff, there is no way of determining when an update will occur.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16880

3

TITLE: Parameter number file report

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This is a listing of the current parameters in the state used to determine whether water in Utah meets the minimum standards. It includes the parameter number, the storet code number, a description of the parameter, and the abbreviated name for the parameter used in other reports.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file in the system that is being constantly updated as new information is received. According to the staff, most of the reference to the information is done through the terminals. Printouts are only made upon request. Once the report has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7799

3

TITLE: Phase II cooperative agreement for protecting and restoring publicly owned freshwater lakes grant files

DATES: i 1978-

ARRANGEMENT: Alphabetical by lake name

DESCRIPTION:

This is a grant to the state to be used to implement recommended methods and procedures for controlling pollution entering a lake and restoring that lake. The files include a copy of the grant application, assurance of compliance with the Civil Rights Act, monitoring and implementation plans, quarterly progress reports, and diagnostic/feasibility information. Information includes the grant number, the area of project impact, the estimated number of persons who will benefit from the grant, the amount requested, a breakdown of where the money will be spent, the amount that will come from non-federal sources, the name and location of the lake affected, and the project period.

RETENTION:

Retain for 3 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after submission of final financial expenditure report and then destroy.

APPRAISAL:

These records have administrative value(s).

The retention for this record is set by 40 CFR 30.501 (1987).

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7799

TITLE: Phase II cooperative agreement for protecting and restoring publicly owned freshwater lakes grant files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81506

3

TITLE: Program planning and guidance files

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are records used by the bureau to plan its goals and activities for the upcoming year and longer. These files include copies of federal regulations, copies of minutes from the Water Quality Management Committee received from EPA, grant guidelines, internal work plans, and EPA work plans.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This information is used strictly for administrative purposes and may be disposed of after its administrative use ends.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7784

4

TITLE: Public hearings minutes

DATES: i 1967-

ARRANGEMENT: Chronological

DESCRIPTION:

These are minutes of public hearings held to establish water pollution regulations; pass administrative rules; and develop and implement plans, programs, standards, construction projects. Included in these records are copies of written comments received from the public; date, time, and location of the hearing, people present; and a transcript of the proceedings.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). CFR 40-25.5(f) (1987) requires the creation of this record. Permanent retention is required because this record has research value. It has administrative and historical values, as well.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7784

TITLE: Public hearings minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81893

3

TITLE: Public relations files

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Based on General Retention Schedule 14 Item 1.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81895

3

TITLE: Publications

DATES: 1958-

ARRANGEMENT: Chronological by date of publication

DESCRIPTION:

Records created by the agency, including pamphlets, reports, newsletters, and other published or processed documents. These records include information on state and federal water quality standards and the enforcement of such by the Division of Water Quality. Consists primarily of isolated publications not part of a more specific series.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until no longer needed and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until no longer needed and then destroy.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81895

TITLE: Publications

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
Publications help document the activities of the bureau and
should be retained for that reason.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16882

3

TITLE: Reviewer report file

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This is the current list of the individuals in the state who may review the water quality data. It includes the reviewer's name, code number, and job title.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file in the system that is being constantly updated as new information is received. According to the staff, most of the reference to the information is done through the terminals. Printouts are only made upon request. Once the report has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16866

3

TITLE: Reviewers file

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This is the record of those individuals authorized to review the results of the water quality analysis data. It includes the code number for the reviewer, the name of the reviewer, and the job title of the reviewer.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

These records have administrative value(s).

This is a reference file associating the name of the reviewer with the reviewer code. This is a control item, to allow accountability for the work of the reviewer. This information is useful only as long as the reviewer has his/her position. Once an individual no longer reviews the data, the information need not be retained.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7794

3

TITLE: Revisions of water quality standards records

DATES: 1978-

ARRANGEMENT: None

DESCRIPTION:

This is the record of the actions of the bureau to group the waters of the state into classes according to their use. Standards of quality are then set for each class of water. It includes notices of public hearings, minutes of public hearings, and comments received in writing from the public concerning the issue to be considered at the meeting. Information includes the waters being classified, the proposed standards, the date and location of the meeting, the individuals present, and the results of the meeting.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The record of these public hearings is of permanent value and should be reserved. The "in-office" retention is set at three years because the standards are revised at three year intervals.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81504

1

TITLE: Sewage treatment plant reports

DATES: 1978-

ARRANGEMENT: Alphabetical by name, thereunder chronological

DESCRIPTION:

These are reports submitted to the bureau as part of the bureau's requirement to oversee treatment plants to ensure compliance with all environmental laws. These reports include the name of the plant, the report period, and a daily tally of the sewage flow, chlorination, depth of water in cells, and analytical results.

RETENTION:

Retain for 9 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based on that of the National Pollutant Discharge Elimination System permits. Similar records are kept in the permit files and can be used for enforcement. State action could be taken under UCA 78-38-1, 26-11-16, 76-8-504, or 76-10-801. The maximum statute of limitation under these provisions is four years. Federal statutes are vaguer. However, EPA keeps its files open for nine year. That standard is being followed here.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16863

3

TITLE: Site description file

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This file contains the current information about the location and use designation of the sample sites. It includes the storet number assigned to the site, the type of source from which the sample was taken, the county where the site is located, the hydrologic basin identification number, the latitude and longitude of the sample site, the water use designation of the site, and a description of the location of the sample point.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

These records have administrative value(s).
This information has only an administrative value. Once it has been updated, there is no further need for its retention.
According to the staff, there is no way of determining when an update will occur.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16878

3

TITLE: Site file report file

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This is a report of the water sampling sites in the state by county, hydrologic basin, and storet number. It includes the county code, the hydrologic basin code, the storet number, the sample point description, the latitude and longitude of the sample point, and the use class for the site.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file in the system that is being constantly updated as new information is received. According to the staff, most of the reference to the information is through the terminals. Printouts are only made upon request. Once the report has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16862

3

TITLE: Storet address file

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This file contains a complete listing of the current Storet sites. It includes the storet number assigned to the specific site, the contact person's name, the name and address of the company, the telephone number of the storet company, the pollution discharge number assigned to the site, the code identifying the person who reviews the data for the site, and the local health department associated with the site.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

These records have administrative value(s).
This record has only an administrative value. Once information about a site has been changed, the previous information need not be retained. As long as the information is current, however, the staff must have access to it. According to discussion with the staff, there is no way of knowing when an update will occur.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16879

3

TITLE: Storet address report file

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This is a report of the current locations of the storet sites by address rather than by longitude and latitude. It includes the storet number, the telephone number, the pollution discharge permit number, the reviewer code, the name of the local health department, and the address of the storet site.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file in the system that is being constantly updated as new information is received. According to the staff, most of the reference to the information is through the terminals. Printouts are only made upon request. Once the request has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16868

3

TITLE: Storet number changes file

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This is a record of changes to the Storet numbers. It includes the old storet number, the new storet number, the date of the last update, and whether the change was input into all of the files.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 10 years and then transfer to magnetic tape for permanent storage.

Computer magnetic storage media: Retain in Tape Library permanently.

APPRAISAL:

These records have administrative value(s).

This information is needed permanently because the water sample data is also kept permanently to identify long term trends. This type of analysis cannot be done, however, if the site identification numbers are changed and no record is kept of those changes. This data file keeps that record.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16873

3

TITLE: System guide

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

a) This document is used primarily by programmer/analysts to reprogram the computer and to ascertain whether the system is operating according to design. b) These are deletions, updates, and changes to the documentation which occur frequently on many files within the system so that these file are properly documented. This documentation should be kept for files which have retentions on magnetic diskettes longer than one year. These records include a listing of procedures, a definition of the system including a listing and explanation of all programs; system/subsystem specifications; definitions of the logical and physical arrangement of the characteristics of each record, element, or item of data in the file, including names and tags or labels (record layout); specifications of all codes used; and validity characteristics.

RETENTION:

Permanent. Retain for 1 year(s) after final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until system is no longer in use and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16873

TITLE: System guide

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).

This information is necessary for programmers to ensure that the program is functioning correctly. As long as the program is being used, the guide should be retained.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81524

3

TITLE: Technical assistance files

DATES: 1981-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These records contain information from meetings between the Health Department, the Division of Water Resources, the Division of Wildlife Resources, the Bureau of Land Management and the Forest Service. The aforementioned agencies and divisions have overlapping responsibilities, and these meetings are held to discuss their program and monitoring plans.

Included in this record are copies of minutes, correspondence, and study plans.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has administrative value only. All information contained in this record is duplicated on both the state and federal levels; this is not the record copy of the meetings.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81524

TITLE: Technical assistance files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81502

3

TITLE: Training assistance grants

DATES: 1979-

ARRANGEMENT: Chronological

DESCRIPTION:

These are grants authorized under section 104(g) of the Clean Water Act to train pollution control and abatement personnel. The files include correspondence, area-wide clearinghouse review, notice of intent, and grant applications and related files. Information includes the reason for the grant, the area of project impact, the amount of the grant, the duration of the project, the goals of the grant, and authorizing signatures.

RETENTION:

Retain for 3 year(s) after completion of publication or report

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the submission of the Financial Status Report and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
The retention is set by 40 CFR 30.501.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81502

TITLE: Training assistance grants

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-201(2023)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81892

3

TITLE: Travel vouchers

DATES: 1987-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 9 Item 5.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81505

3

TITLE: Underground injection control program files

DATES: 1986-

ARRANGEMENT: Numerical by identification number.

DESCRIPTION:

These records contain underground injection control (UIC) information required by federal statute to be collected for class I, III, IV, and V injection wells. Information includes UIC permit applications, UIC compliance monitoring data, UIC program primacy materials, and other UIC project data collected by the division. The information in these files includes the name and address of the facility, the facility identification number, the name and address of the owner or operator, the type of well, and the well operation status.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).
The data system was set up in such a way that there is not adequate room to add the comments from the field personnel. These comments may be useful in an enforcement action against the well owner or operator. As a result, they should be kept for the

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81505

TITLE: Underground injection control program files

(continued)

period of enforcement action.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Exempt

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81492

3

TITLE: Underground injection control program grant files

DATES: 1979-

ARRANGEMENT: Chronological

DESCRIPTION:

These are grants to the states to implement underground water source protection programs under section 1443(b) of the Safe Drinking Water Act. These files include correspondence, studies of well contamination, and grant applications and related files. Information includes the reason for the grant, the area of project impact, the amount of the grant, the duration of the project, the goals of the grant, and authorizing signatures.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the date of final disposition of the property and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper: Retain in Office for 1 year after submission of the Financial Status Report and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
The retention is set by 40 CFR 30.501.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81492

TITLE: Underground injection control program grant files

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-201(2023)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16874

3

TITLE: User's guide

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This is a reference and training manual which is to be used by personnel who are familiar with the system's operations. It leads the reader, step-by-step, through each process, so the he/she can input and retrieve information or create reports as necessary. It includes a system overview, a copy of all the different screens displayed by the system, instructions on how to enter data and retrieve data, printing instructions, and explanations about the different reports that are generated and how to create them.

RETENTION:

Permanent. Retain for 1 year(s) after final action

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until system is no longer in use and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This record is used by anyone who wants to access the information in the system. Keeping the information permanently will not do any good if they have no means to access it.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81890

3

TITLE: Warrant requests

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after end of fiscal year and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Retention Schedule 6 Item 1.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81503

3

TITLE: Wastewater bonding and loan program files

DATES: 1984-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is the file of the bonding program designed to provide funds through the Water Pollution Control Committee to local governments to finance all or part of costs for approved wastewater projects. This is authorized by UCA 73 Chapter 10b. These files include approving resolution, bond resolution, bond purchase agreement, escrow agreement, insurance information, closing certificates, bond counsel opinions, letter of credit, and consent of the Water Pollution Control Committee.

RETENTION:

Retain for 6 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

Paper: Retain in State Records Center for 6 years after the loan has been repaid and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on the statute of limitations for actions upon an instrument in writing, UCA 78-12-23.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81503

TITLE: Wastewater bonding and loan program files

(continued)

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-201(2023)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 6217

3

TITLE: Wastewater Loan and Credit Enhancement Program files

DATES: 1982-

ARRANGEMENT: Alphabetical by project name.

DESCRIPTION:

These are files of loans made to political subdivisions of the state to finance in full or in part the costs of wastewater treatment and control projects. They include loan application form, certificate of insurance, bank statements, disbursement request form, project inspection report, disbursement request log, bid tabulation form, loan authorization, evidence of public support for the project (includes copy of notice of public hearing for the project, citizen correspondence, agenda for public hearing, and minutes of public hearings and town council meetings), and correspondence. Information includes the name and address of the of the political subdivision; the name and title of the presiding officer; the name, address, and telephone number of the contact person; the name and address of the treasurer or recorder of the applicant; the name, address, and telephone number of the consulting engineer; the location of the project; a description of the project; the estimated cost and year of completion; the reason why the project is needed; the state and federal regulations that will be addressed by the project; the public fees and user charges; the type of planning document prepared; the amount requested from the program; the past, current, and projected population of the area affected; the major industries in the area; the potential expanded employments opportunities; the costs of the new facilities; the sources of funding; the methods to finance the loan; the interest rate and term of maturity; the applicant's insurance company; a record of the amounts disbursed and what they were spent on; the dates of inspection and the results of the inspections; and a record of the bids submitted and the terms of the bids.

RETENTION:

Retain for 6 year(s) after final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 6217

TITLE: Wastewater Loan and Credit Enhancement Program files

(continued)

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after the loan has been repaid and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s). The bureau needs these records to monitor the progress of construction and the expenditure of funds. While the file as a whole should be kept in the office while construction is going on, unnecessary records can and should be weeded out from the files. The files should be kept until the loan has been paid and until the limitations of actions on contracts has expired.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2023)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 21148

3

TITLE: Wastewater project facility plans

DATES: 1980-

ARRANGEMENT: Alphabetical by name of facility owner

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

The facility plans provide an environmental review, a record of public commentary, a study of possible alternatives, and an implementation plan for wastewater treatment facilities. The records include public comments (responsiveness summary), environmental reviews and comments in the form of Findings of No Significant Impact (FNSI) or Environmental Impact Statements (EIS), alternative evaluations, and the implementation plans for each facility.

RETENTION:

Permanent. Retain until administrative value has been met

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1999

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). The permanent office retention of this series allows for the continued active use of the facility plans by the Division of Water Quality.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 21148

TITLE: Wastewater project facility plans

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81511

3

TITLE: Wastewater treatment construction plans

DATES: 1955-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are the plans of Wastewater Treatment plants used by the bureau to approve construction and later as a reference to deal with problems in the system and in inspection activities. The information includes name and location of plant and the name of the engineering firm.

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office until the plant is no longer in operation and then destroy.

APPRAISAL:

These records have administrative value(s).

As long as the plant is in operation, these plans will be needed by the bureau. Microfilming will enable them to maintain the record with the least possible space costs.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7782

3

TITLE: Wastewater treatment plant reports

DATES: i 1953-

ARRANGEMENT: alphabetical by plant name

DESCRIPTION:

These records document the operations of wastewater treatment plants in the state and water quality samples.

Included in these records are Treatment and Disposal of Industrial Wastes and Wastewater Information Sheet; Inventory of Municipal Wastewater Treatment Facilities; Special Sampling Studies; and Summary of Wastewater Treatment Plant Operation. Information includes name and address of treatment plants; industrial plant's principal product or process; dates and hours of operation; water source and gallons per operating day and month; wastewater control methods; amount of wastewater discharge; municipal connections, entities, and population equivalents of wastes; results of laboratory tests; design data of treatment facilities; results of wastewater tests for a specific plant; a summary of the operations of wastewater treatment plants including the amount of plant effluent and raw sewage discharge; and dates of water tests.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 7782

TITLE: Wastewater treatment plant reports

(continued)

APPRAISAL:

These records have administrative value(s).

The Clean Water Act requires the state to monitor water quality without setting a specific retention period for the records (40 CFR 130.4) As a result, the retention for the discharge monitoring report under the National Pollution Discharge Elimination System previously scheduled is applicable in this instance.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81532

3

TITLE: Wastewater treatment works construction priority lists

DATES: 1966-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a list of construction projects ranked by priority for which federal funds will be allocated during the upcoming five year planning period. The priority list and related system is designed to achieve optimum water quality management. This is required by 40 CFR 35.915. The files include Priority Evaluation List, Construction Grants Project List, Five Year Need List, One Year Need List, and Wastewater Treatment Project Priority List. Information includes the name of the project, the project description, the name of the grant applicant, the grant identification number, the priority ranking, the number of priority points, the estimated total and eligible costs, the amount requested, and the amount granted.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). These priority planning lists are drawn up as five year plans. Retention in the office for the full period of the plan is recommended. As the record documents the distribution of grant money for pollution control in the state, it has long-term value.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81532

TITLE: Wastewater treatment works construction priority lists

(continued)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81874

3

TITLE: Wastewater Works Voluntary Certification Board meeting's minutes

DATES: 1981-

ARRANGEMENT: Chronological

DESCRIPTION:

This is the record of the meetings of the unofficial board that certifies wastewater treatment plant operators. The information recorded includes date and place of meeting, time of meeting, persons present, topics discussed, and decisions reached.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Although this is not an official board, it is the only board certifying wastewater treatment plant operators. Also, the board may be granted official status in the future. For these reasons, the minutes should be kept permanently.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81873

3

TITLE: Wastewater works operator certification files

DATES: 1966-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a record of the qualifications, experience, and educational levels of operators of wastewater treatment plants. This information is used by the division to certify that these individuals have met the certification requirements. Note that this certification process was voluntary in this state until March, 1991 when, according to R19-5-104, certification became mandatory. The files include applications for operator certificates, applications for renewals of operator certificates, actions of certification board, and test results. Information includes the operator's name, address, telephone number, Social Security Identification number, employer, job title, operator's other trade certificates or licenses, references, education record, and employment history.

RETENTION:

Retain for 3 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after expiration of operators' certifications and then destroy.

Computer data files: Retain in Office for 3 years after expiration of operators' certifications and then delete.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81873

TITLE: Wastewater works operator certification files

(continued)

APPRAISAL:

These records have administrative value(s).

Each certification is good for three years. As the renewal form does not include information from the previous application, all applications must be kept to have a complete history of the individual. A three year retention for all other records is consistent with the retention for a similar program in the Division of Drinking Water.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305(5)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81903

3

TITLE: Water monitoring program background files

DATES: 1978-

ARRANGEMENT: none

DESCRIPTION:

This is a record of the development of various aspects of the water monitoring program. The file includes background data for decisions such as where to locate sampling stations, and what pollution parameters to set.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This record can provide insight into why the state made specific decisions concerning the implementation of the water pollution control program. The file can be reviewed by Reference Bureau at a later date to weed out any unnecessary documents.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81495

3

TITLE: Water pollution control grants files

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These are grants awarded under section 106 of the Clean Water Act assisting states to administer programs for the prevention, reduction, and elimination of water pollution. See also 40 CFR 35.250. These files include correspondence, notice of intent, and grant applications and related files. Information includes the reason for the grant, the area of project impact, the amount of the grant, the duration of the project, the goals of the grant, and authorizing signatures.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the date of final disposition of the property and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper: Retain in Office for 1 year after the submission of the Financial Status Report and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81495

TITLE: Water pollution control grants files

(continued)

APPRAISAL:

These records have administrative value(s).

The retention is set by 40 CFR 30.501.

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-201(2023)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 24139

3

TITLE: Water Quality Project Assistance Program project files

DATES: 1983-

ARRANGEMENT: Alphabetical by project name

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These records document loans made to political subdivisions of the state to finance, in full or in part, the costs of wastewater treatment and water quality projects. The Utah Water Quality Project Assistance Program (WQPAP) was created by the State Legislature in 1983 to provide financial assistance and state participation with the needs and requirements associated with conserving, developing, treating, restoring and protecting the waters of the State. In 1987, the U.S. Congress replaced the Construction Grants program with the State Revolving Fund program. Rather than provide direct grants to communities, the federal government provides each state with a series of grants, then each state contributes a 20 percent state match. Grants from the federal government are combined with state funds in the WQPAP and are used to capitalize a perpetual source of funds to finance water quality construction control activities at below market interest rates. The loans are required to be repaid within twenty years. Information includes loan application form, bank statements, disbursement request form, project inspection report, disbursement request log, bid tabulation form, loan authorization, evidence of public support for the project (including copy of notice of public hearing for the project, citizen correspondence, agenda for public hearings, and minutes of public hearings and town council meetings), and correspondence. Information also includes the name and address of the political subdivision; the name and title of the presiding officer; the name, address, and telephone number of the contact person; the name and address of the treasurer or recorder of the applicant; the name, address, and telephone number of the consulting engineer; the location of the project; a description of the project; the estimated cost and year of completion; reason why the project is needed; the state and federal regulations that will be address by the project; the public fees and user charges; the type of planning document prepared; the amount requested from the program; the past, current, and projected population of the area affected; the costs of the new facilities; the sources of funding; the methods to finance the loan; the interest rate and term of maturity; the applicant's insurance company; a record of expenditures; the dates and results of inspections; and a record of the bids submitted and terms of those bids. Bond documents evidencing the loans are retained at the Division of Finance.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 24139

TITLE: Water Quality Project Assistance Program project files

(continued)

RETENTION:

Retain for 10 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/2002

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after completion of project and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
These records are governed by UCA 73-10c and UCA 73-10d(2001).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81899

3

TITLE: Water quality data

DATES: 1983-

ARRANGEMENT: none

DESCRIPTION:

This is a printout of the weekly water quality data on the automated system. This was produced to provide a backup for the information in case of a systems problem. This includes the station number, the location number, and a daily record of the readings every thirty minutes.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until data is transferred to the federal government and then destroy.

APPRAISAL:

These records have administrative value(s).

The bureau is in the process of transferring the data from the automated system to the federal government. Once this is done, there will no longer be a need to retain this backup information.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81493

3

TITLE: Water quality management planning grants

DATES: 1976-

ARRANGEMENT: Numerical by grant number

DESCRIPTION:

These are grants issued to the state under Sections 208 and 205(j) of the Clean Water Act to enable the state to carry out water quality management planning activities. See 40 CFR 35.350 and 40 CFR Part 130. The files include grant applications, correspondence, project plans, and objectives. Information includes the reason for the grant, the area of project impact, the amount of the grant, the duration of the project, the goals of the grant, and authorizing signatures.

RETENTION:

Retain for 3 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the date of final disposition of the property and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper: Retain in Office for 1 year after submission of annual or final Financial Status Rpt and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81493

TITLE: Water quality management planning grants

(continued)

APPRAISAL:

These records have administrative value(s).

The retention is set by 40 CFR 30.501.

PRIMARY DESIGNATION:

Public

Utah Code 63G-2-201(2023)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81494

3

TITLE: Water quality management plans

DATES: 1973-

ARRANGEMENT: Alphabetical by title

DESCRIPTION:

These are state or area-wide wastewater management plans and water quality planning grant designations developed and updated under the federal Clean Water Act. These plans are used to direct implementation of water quality controls. They include total maximum daily loads, effluent limitations, identification of anticipated municipal and industrial waste treatment works, nonpoint source management and control, implementation measures, identification of programs for control of dredge or fill material, basin plans, and identification of programs for control of ground-water pollution. The records also include grant files and correspondence between EPA and local agencies.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until updated and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81494

TITLE: Water quality management plans

(continued)

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

These records have a historical value to researchers as they document the efforts made to improve the water quality within the State of Utah. These records have a legal value as they are created according to the Clean Water Act: 33 USC Secs.205(j), 208, 303.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81900

3

TITLE: Water quality monitoring program files

DATES: 1976-

ARRANGEMENT: none

DESCRIPTION:

This is a record of the monitoring stations set up by the bureau to monitor Utah waters. It consists of a record of sampling stations, their location and a record of quality assurance tests on the sampling equipment. The information includes the station locations, the storet number, the date samples were taken, and the sample test results.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
The record of the sampling site locations may have a bearing on the water quality results. This information may have an impact on later research into water quality in the state.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81530

3

TITLE: Water quality sampling station catalog

DATES: 1980-

ARRANGEMENT: Numerical by hydrologic unit number

DESCRIPTION:

This is a list of the water sampling sites in the states. It also contains sampling information gathered in 1980. The catalog is used to identify where the sampling stations are and the sampling information is used in conjunction with later samples to form comparisons. The information recorded includes the hydrologic unit number, the stream segment where the sampling station is located, the sampling station number, the date of the sampling, and the test results.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until outlives administrative value and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This information should be kept in the office as long as it is useful for comparison purposes. After that it should be transferred to the Archives to be available for researchers.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81516

3

TITLE: Water quality standards background files

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the information that goes into the setting of water quality standards in the state as required by sections 106, 205(j), 205(g), 208, 303, and 305 of the Clean Water Act. This activity is part of the continuing planning process as set forth in 40 CFR 130.5. These files include correspondence, public comments, master documents of streams and water tables, and draft copies of standards.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This information documents the development of the state's water quality standards and as such has long-term value. A three year retention in office is needed as the standards are reviewed every three years.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16870

3

TITLE: Water quality standards file

DATES: 1974-

ARRANGEMENT: None

DESCRIPTION:

This compares the laboratory analysis data with the current water quality standards to ensure that the water sampled meets standards of water quality. It includes the parameter number, the name of the parameter, and the standards for domestic source class, for recreation and aesthetics class, for aquatic wildlife class, for agriculture class, and for industry class.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated or obsolete and then erase.

APPRAISAL:

These records have administrative value(s).
As this file is used to set the standards with which the water samples are compared. There is no need to keep this information once a change in the standards are set.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16876

3

TITLE: Water quality standards report file

DATES: 1987-

ARRANGEMENT: None

DESCRIPTION:

This report gives a comparison between lab analysis data for specified water samples and the established standards. The report lists those cases where water pollution exceeds the standards.

This allows the bureau to follow up to correct the problem. It includes the storet number, the sample point description, the laboratory number, the date and time the sample was taken, the use class of the water, the parameter number and name, the standard value, and the reported value.

RETENTION:

Retain for 30 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Computer data files: Retain in Office until updated and then erase.

Paper: Retain in Office for 30 days and then destroy.

APPRAISAL:

These records have administrative value(s).

This is a working file in the system that is being constantly updated as new information is received. According to the staff, most of the reference to the information is through terminals. Printouts are made only upon request. Once the report has been printed out, a 30 day retention is adequate for administrative purposes.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16876

TITLE: Water quality standards report file

(continued)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16871

3

TITLE: Water sample analysis records

DATES: 1974-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are of analyses of water sample for chemical, radiological, biological, and pesticide contamination. The information gathered in the samples is then used as an input document to the data system to form a data base to assist the bureau in setting water quality standards. These records include the water sample number, the date and time the sample was collected, the source of the water sample, the name of the individual collecting the sample, the description of the sampling point, the name and address where the sample was sent for testing, and the results of the tests.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).
Once this information is input into the data system, there is no further need for it other than to verify that the information was correctly input into the system. According to the staff, input errors are discovered within the first year. Once the information is verified, the paper copies need not be kept.

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 16871

TITLE: Water sample analysis records

(continued)

AGENCY: Department of Environmental Quality. Division of Water Quality

SERIES: 81526

3

TITLE: Weber Basin Water Management Council files

DATES: 1972-

ARRANGEMENT: none

DESCRIPTION:

These are files relating to the activities of the Weber Basin Water Management Council, an organization established to form a cooperative effort in the management of water in the Weber Basin. The bureau assists in the development of water quality management plans. These files include studies and recommendations used in the planning, implementing, and monitoring of the Weber Basin drainage system.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper copy: Retain in Office until administrative needs end and then destroy.

APPRAISAL:

These records have administrative value(s).
These records should all be related to grant activities by the bureau. As such they should be merged with the grant files, after duplicates have been eliminated, to ensure that all documentation is kept in one location.