

Retention and Classification Report

Agency: Salt Lake City (Utah). Water Reclamation (1564)

1365 West 2300 North
Salt Lake City, UT 84116

Records Officer: _____

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AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 3935

3

TITLE: Baseline monitoring reports

DATES: 1982-2015.

ARRANGEMENT: Alphabetical by company name

DESCRIPTION:

This report consists of completed questionnaires used to monitor the waste discharge of industries whose process involves metal finishing or chrome plating. These facilities are required to meet national and local pretreatment standards before discharging waste. The questionnaires include facility name, address of companies receiving services from a publicly owned treatment works (POTW) and address, required categorical pretreatment standards, brief description of products produced and manufactured, production rate, diagram of facility, wastewater flow measurements, analysis reports, generation of solid waste materials. The files also include periodic compliance reports to insure that operation has not changed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after final reading of water meter and then destroy.

APPRAISAL:

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

This disposition is based on the record's primary evidential value to the agency. These records are maintained in accordance with the provisions of the National Pollutant Discharge Elimination System (NPDES) (40 CFR 122.41 (1989)). These records are required under the city's authorization to discharge under NPDES, permit number UT-0021725.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8830

3

TITLE: Contract project files

DATES: 1980-2015.

ARRANGEMENT: Numerical by project number

DESCRIPTION:

These project files document the construction of sewer lines. They are used for litigation and reference purposes. These files include specifications, correspondence, bid documents, payment requests, and copy of contracts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This retention is based upon the administrative needs of the bureau.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8836

3

TITLE: Current inventory card file

DATES: 1981-2015.

ARRANGEMENT: Alphabetical by item name

DESCRIPTION:

This card file lists current inventory of the stock room. It is used to monitor amounts in stock, the date, the quantity of issue. This file includes vendor, date and amounts ordered and received, price, purchase order number, quantity received, and requisition number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after card is filled and removed from cardex and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8841

3

TITLE: Discharge monitoring report and Water Reclamation Plant (WRP) reports

DATES: 1974-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are a record of amounts of pollution discharged into the waters of the city from National Pollutant Discharge Elimination System (NPDES) permit holders. They document the daily operations of the Water Reclamation Plant such as: sewage flow, grit removal, chlorine usage, residuals, digester gas produced, and lab analytical results. A Discharge Monitoring Report is submitted monthly to the State Bureau of Water Pollution Control and to the Environmental Protection Agency (EPA). The reports are used to verify that compliance is being met and to ensure that permittees do not exceed their discharge limitations. These reports include the permittee's name; address, and permit number; the monitoring period covered by the report; the discharge number; the type of pollutant(s) covered in the report; the average and maximum quantity of the sample measurement and of the permit requirement; the minimum, average, and maximum concentration of pollutants in the sample measurement and the permit title of the principal executive officer; the date of the report; and the explanation of any violation of the permit requirements.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This report is required by 40 CFR 122.41. The retention for the permittee is 3 years (40 CFR 122.41(j2)). Since this record can be used for civil or criminal action against a polluter, it should be kept for the statute of limitations period. In Utah, this can involve a nuisance action, which is 2 years (UCA 76-10-801 and 76-1-302(1)(b)), an action for a false statement is 2 years (UCA 86-8-5A and 76-1-302(1)(b)) or a negligence suit which is 4 years (78-12-25(2)). Both the state's and the EPA's copies are maintained for 5 years.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8841

TITLE: Discharge monitoring report and Water Reclamation Plant (WRP) reports

(continued)

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 3950

3

TITLE: Flow charts

DATES: 1980-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These charts monitor the weekly flow of raw sewage coming into the plant and effluent water. They are used to monitor compliance with the city's wastewater ordinance and meet monitoring requirements under the National Pollutant Discharge Elimination System (NPDES). The charts show the amount of raw sewage entering and effluent water.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

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

APPRAISAL:

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

This disposition is based the record's primary informational value to the agency. These records are maintained as part of the NPDES system which indicates permittees are "to maintain records of all monitoring information" (40 CFR 122.41 (1989)).

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8840

3

TITLE: General ledgers

DATES: 1982-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These ledgers are records of bimonthly and monthly billings for monitoring analysis, sampling, penalties and assessments for sewer surcharge. They are used for audit purposes. These ledgers include company name, fiscal year, beginning balance monthly dates, and columns showing debit, credit, and balance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based on the basic three year audit period.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8838

3

TITLE: Industrial wastewater discharge permits

DATES: 1982-2015.

ARRANGEMENT: Alphabetical by company name

DESCRIPTION:

These permits are issued under the Clean Water Act and city ordinance to industries permitting them to discharge specific pollutants under controlled conditions into the city's system. Industries that exceed the limits set forth in the permit, or pollute waters without permit are subject to legal action. These permits include effective date; expiration date; permit number; name and address of official; type and amount of pollution the permittee is allowed to discharge; the monitoring requirements of the permit; compliance parameters with state allowable limits; type of waste to be monitored; frequency monitored; type of sample to be taken.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 years and then destroy.

APPRAISAL:

This retention is based upon the previously approved 9 year retention for the State Health Department. That retention was based on discussions with the EPA office in Denver. State action could be taken under UCA 78-38-1, 26-8-504, 76-10-801. The maximum statute of limitations under these provision is 4 years. Federal statutes are vaguer. However, the EPA keeps its files open for 9 years.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8837

3

TITLE: Industrial wastewater discharge permits applications

DATES: 1982-2015.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These application forms are filled out by industries to obtain discharge permits in compliance the with city's wastewater control ordinance (Salt Lake City Ordinance 53). These forms include name, address, phone, ownership, person authorized to apply for permit, type of business and description of services, business and processing information (such as strength of waste discharge, hours of operation, number of employees and shifts, chemicals used and stored, disposal methods type of equipment on property, type of process, annual production, and future expansion); water usage information; wastewater discharge information; spill control and countermeasures information; type, quantity, and ultimate disposal of solid, semi-solid, and containerized waste; signature of executive office and date; and signature of authorized representative and date; signature of executive office and date; and signature of authorized representative and date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 9 years and then destroy.

APPRAISAL:

This retention is based upon the previously approved 9 year retention for the State Health Department. That retention was based on discussions with the EPA office in Denver. State action could be taken under UCA 78-38-1, 26-11-16, 76-8-504, or 76-10-801. The maximum statute of limitations under these provisions is 4 years. Federal statutes are vaguer. However, the EPA keeps its files open for 9 years.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 3941

3

TITLE: Laboratory worksheets

DATES: 1982-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

These daily worksheets record all tests undertaken in the lab at the Water Reclamation Plant. They are used to monitor compliance with requirements under the National Pollutant Discharge Elimination System (NPDES). These worksheets include the following forms are: 'Bacteriological Water Examination', Solids Determination', TSS Determination, Chlorine residual worksheets, effluent temperature worksheets, TF/SC Worksheet, and quality assurance and quality control worksheets.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of sample or measurement and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This disposition is based on the record's primary evidential value to the agency. These records are maintained in accordance with the provisions of the National Pollutant Discharge Elimination System (NPDES) "to maintain records of all monitoring information" for "3 years from date of sample, measurement, report or application" (40 CFR 122.41 (1989)). These records are required under the city's authorization to discharge under NPDES, permit number UT-0021725.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8842

3

TITLE: Maintenance card file

DATES: 1981-2015.

ARRANGEMENT: Numerical by assigned number

DESCRIPTION:

These cards are a maintenance record of all equipment at the Water Reclamation Plant. They are used for inventory purposes. These cards include vehicle number, mileage or hours used, date last serviced, and type of service received.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based upon the administrative needs of the department.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8834

3

TITLE: Material issue files

DATES: 1979-2015.

ARRANGEMENT: Alphabetical by shift letter

DESCRIPTION:

These files consist of forms listing items used by individual employees. They are used to monitor personal items such as boots, coveralls, hard hats, safety goggles or glasses, wet gear and tools. These files include name, quantity, item (material), date issued, employee's signature, storekeeper, issuing item, and items.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until employee retires, terminates or transfers and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau. Records does not need to be kept after the termination of the employee.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8843

3

TITLE: Monthly vehicle and safety report

DATES: 1982-2015.

ARRANGEMENT: Numerical by assigned equipment number

DESCRIPTION:

These reports are a record of results of monthly checks on all vehicles to ensure that they are safe. They are used to verify that preventive maintenance checks were made on all equipment. These reports include date; speedometer readings; vehicle number; mileage at last service; safety inspection expiration date; driver's license expiration date; checklist of major items on vehicle needing repair; remarks; and supervisor and drivers signature.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after disposal of vehicle and then destroy.

APPRAISAL:

This retention is based upon the administrative need of the bureau

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8839

3

TITLE: Pre-treatment billings

DATES: 1982-2015.

ARRANGEMENT: Alphabetical by company name

DESCRIPTION:

These billings are for industrial pre-treatment monitoring analysis and sampling, penalties, and assessments for sewer surcharge. They are used for billing purposes. These billings include invoice number, company name and address, date, account number, analysis, labor and equipment costs surcharge, previous balance, adjustments, payments received, current charges, total due and name of person preparing bill.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based on the basic three year audit period.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 3943

3

TITLE: Pre-treatment sampling log

DATES: 1982-2015.

ARRANGEMENT: Chronological

DESCRIPTION:

This log records the results of test samples of waste water taken at various locations in the system. It is used to monitor compliance with local and federal requirements. This log includes time, date, name of person taking sample, any field testing done, observations or comments regarding sample, and lists of test to be done on each sample.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

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

This disposition is based on the record's primary evidential value to the agency. These records are maintained in accordance with the provisions of the National Pollutant Discharge Elimination System (NPDES) "to maintain records of all monitoring information" for "3 years from date of sample, measurement, report or application" (40 CFR 122.41 (1989)). These records are required under the city's authorization to discharge under NPDES permit number UT-0021725.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8833

3

TITLE: Rate calculator program printout

DATES: 1982-2015.

ARRANGEMENT: Numerical by account number

DESCRIPTION:

These computer printouts project meter readings to determine the average winter consumption (November through March) and the sewer charges for the coming year. They are used for billing and auditing purposes. These printouts include account number, customer name, service address, sewer coding, average monthly usage on which charges are based, winter read date, sewer charges, and previous charges for comparisons.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based on the basic three year audit period.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8831

3

TITLE: Sewer complaint files

DATES: 1981-2015.

ARRANGEMENT: Alphabetical by name in fiscal year

DESCRIPTION:

These files contain customer complaints concerning sewer charges which require research and a resolution. They are used to resolve problems and for reference purposes. These files include complaint, results of investigation, meter sheets, and method of resolution.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after date of resolution and then destroy.

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8829

3

TITLE: Sewer line television inspection reports

DATES: 1979-2015.

ARRANGEMENT: Numerical by area number

DESCRIPTION:

These are videotape reports taken by special monitoring cameras located at critical parts of the sewer lines. They are used to monitor conditions of the sewer lines. These reports include area; book number; location; manhole number; name of crew leader and date; whether sewer line was cleaned; inspected by TV; or repaired; remarks; conditions of pipe; manhole condition; grade; size and type of pipe; type of joint; and section length.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based upon the administrative needs of the bureau.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8828

3

TITLE: Sewer main location plat books

DATES: 1890-2015.

ARRANGEMENT: Numerical by book number

DESCRIPTION:

These large plat books contain maps for each city street detailing all sewer mains in city system by area number. It is used to locate sewer mains. These books include drawings of all city sewer mains in city system, showing depth of sewer mains, percentage of grade, where each lateral is connected, location of all sewer manholes and size of sewer main line.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

This retention is based on the administrative needs of the bureau. These books are critical in the locating of existing and abandoned sewer lines.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8832

3

TITLE: Sewer main locations index

DATES: 1986-2015.

ARRANGEMENT: Numerical by account number

DESCRIPTION:

This index is a 5' X 8' wall map of Salt Lake City showing the location of every sewer main. Each sewer main lists an assigned number for locating appropriate plat book. Map is updated as changes are made in sewer mains. This index includes maps showing wall map, assigned number, and list of streets.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Maps: Retain in Office permanently.

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8826

3

TITLE: Sewer survey notes

DATES: 1890-2015.

ARRANGEMENT: Numerical by permit or extension number

DESCRIPTION:

These are the original surveyor's notes containing information for sewer main lines and for laterals (sewer conditions from main line to buildings). Main lines are constructed by city bid contractors, while laterals are constructed by private contractors. This information was used for construction purposes, but is now used for reference purposes. These notes include lateral information: owner's name, address of building site, name of plumbing company employed; date of survey, names of personnel on survey crew, size and grades of main and lateral line pipe. Main sewer lines information: location, elevations, grades, size, type of sewer pipe, location of yes and laterals to property line, name of subdivision, date surveyed, and personnel on survey crew.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This retention is based upon the administrative needs expressed by the division. These notes are used in the construction of new sewer lines and the replacement of older lines.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8827

3

TITLE: Sewer survey notes index

DATES: 1890-2015.

ARRANGEMENT: Alphanumerical by address

DESCRIPTION:

This is an alpha-numerical index to survey notes. It is used to locate information in survey notes. This index includes address, date of survey, and page number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in Office permanently.

APPRAISAL:

This retention is based upon the administrative needs expressed by the division. It is used to reference survey notes.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 8835

3

TITLE: Tool issue record files

DATES: 1981-2015.

ARRANGEMENT: Alphabetical by assigned shift letter

DESCRIPTION:

These files contain forms recording tools issued to each of four work shifts. They are used to ensure responsibility of shifts for tools. These files include shift designation using tools, list of equipment used, and supervisor's signature.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1987

FORMAT MANAGEMENT:

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

APPRAISAL:

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Water Reclamation

SERIES: 3940

3

TITLE: Waste analysis result reports

DATES: 1982-2015.

ARRANGEMENT: Chronological, thereunder alphabetical by company name

DESCRIPTION:

These reports are the results of quarterly water analyses required of industries discharging waste into the city's sewer system. They are used to monitor compliance and to identify violations of wastewater city ordinances. These report forms include date, date of collection, sampling site, name of person making collection, parameter, results of analysis, comments, and person making approval. The files also contain related correspondence and yearly analysis results of waste concentration for sewer surcharge billing.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1990

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after sample, measurement, report or application and then destroy.

APPRAISAL:

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

This disposition is based on the record's primary evidential value to the agency. These records are maintained in accordance with the provisions of the National Pollutant Discharge Elimination System (NPDES) "to maintain records of all monitoring information" for "3 years from date of sample, measurement, report or application" (40 CFR 122.41 (1989)). These records are required under the city's authorization to discharge under NPDES, permit number UT-0021725.