**Section 611.860 Record Maintenance**

A supplier must retain on its premises or at a convenient location near its premises the following records:

a) Records of bacteriological analyses and turbidity analyses made pursuant to this Part must be kept for not less than five years. Records of chemical analyses made pursuant to this Part must be kept for not less than ten years. Actual laboratory reports may be kept, or data may be transferred to tabular summaries, provided that the following information is included:

1) The date, place, and time of sampling, and the name of the person who collected the sample;

2) Identification of the sample as to whether it was a routine distribution system sample, check sample, raw or process water sample, or other special purpose sample;

3) The date of analysis;

4) The laboratory and person responsible for performing analysis;

5) The analytical technique or method used; and

6) The results of the analysis.

b) Records of action taken by the supplier to correct violations of this Part must be kept for a period not less than three years after the last action taken with respect to the particular violation involved.

c) Copies of any written reports, summaries, or communications relating to sanitary surveys of the system conducted by the supplier itself, by a private consultant, by USEPA, the Agency, or a unit of local government delegated pursuant to Section 611.108, must be kept for a period not less than ten years after completion of the sanitary survey involved.

d) Records concerning a variance or adjusted standard granted to the supplier must be kept for a period ending not less than five years following the expiration of such variance or adjusted standard.

e) Copies of public notices issued pursuant to Subpart V and certifications made to the Agency pursuant to Section 611.840 must be kept for three years after issuance.

f) Copies of monitoring plans developed pursuant to this Part must be kept for the same period of not less than five years that applies to the records of analyses taken under the plan pursuant to subsection (a), except as specified otherwise elsewhere in this Part.

BOARD NOTE: Derived from 40 CFR 141.33 (2016).

(Source: Amended at 42 Ill. Reg. 1140, effective January 4, 2018)