

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE  
WATER AND WASTEWATER**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGWW-001	<p><b>MAPS AND PLATS</b></p> <p>Maps, plats, and as-builts of water and sewer lines, valve and meter locations, and other aspects of water and wastewater systems.</p>	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGWW-002	<p><b>FACILITIES PERMITS</b></p> <p>Wastewater disposal, waste disposal, well, water use, water district, environmental, and other permits and approvals concerning the operation of water and wastewater treatment facilities as required by law or regulation. Include reports, correspondence, and other documentation bearing directly upon the application, issuance, or renewal of the permit or approval.</p>		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGWW-003	<p><b>TRANSFER PERMITS</b></p> <p>Applications, copies of permits, and related documentation concerning the handling and transfer of water and wastewater.</p>		Retain at agency 3 yrs after expiration, cancellation, revocation, or denial of permit; destroy.
LGWW-004	<p><b>WASTEWATER SPREADING PERMITS</b></p> <p>Document application for and approval of permits allowing land application of wastewater.</p>		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGWW-005	<p><b>WATER POLLUTION CONTROL AND ABATEMENT FILES</b></p> <p>Studies, staff reports, surveys, and similar monitoring and planning records relating to the control and abatement of actual or potential water pollution.</p>		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGWW-006	<p><b>WATER AND WASTEWATER PLANNING STUDIES AND REPORTS</b></p> <p>Reports, studies, analyses, projections, and similar records concerning long-range water and wastewater planning, projected water needs, feasibility studies, contingency plans, meteorological projections, etc.</p>		Retain at agency until no longer needed; transfer to Archives for permanent preservation.

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LGWW-007	<p><b>WATER/WASTEWATER OPERATIONS REPORTS</b></p> <p>Logs, log sheets, or reports documenting the operations of supply, collection, treatment, and distribution facilities, stations, and systems.</p> <p><b>A. Daily Reports</b></p> <p><b>B. Monthly Reports</b></p> <p><b>C. Annual Reports</b></p>		<p>Retain at agency 3 yrs; destroy.</p> <p>Retain at agency 5 yrs; destroy.</p> <p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>
LGWW-008	<p><b>WATER/WASTEWATER OPERATIONS REPORTS (MONTHLY)</b></p>		<p>DELETED. See LGWW-007.</p>
LGWW-009	<p><b>WATER/WASTEWATER OPERATIONS REPORTS (ANNUAL)</b></p>		<p>DELETED. See LGWW-007.</p>
LGWW-010	<p><b>WASTEWATER MONITORING REPORTS</b></p> <p>Periodic monitoring reports submitted to the Delaware Department of Health and Social Services, Department of Natural Resources and Environmental Control, or other agencies as required by law or regulation. Document the collection, treatment, and disposal of waste and pollutants.</p> <p><b>A. Annual reports and any special reports that are not included in annual reports</b></p> <p><b>B. Interim or periodic reports on a less than annual basis that are recapitulated in an annual report or in a special report</b></p>	<p><b>VITAL</b></p>	<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p> <p>Retain at agency 5 yrs; destroy.</p>
LGWW-011	<p><b>CHEMICAL ANALYSIS REPORTS</b></p> <p>Reports of chemical analyses of water or wastewater systems.</p>		<p>Retain at agency 10 yrs; destroy.</p>
LGWW-012	<p><b>BACTERIOLOGICAL ANALYSIS REPORTS</b></p> <p>Reports of bacteriological analyses of water and wastewater systems.</p>		<p>Retain at agency 5 yrs; destroy.</p>

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LGWW-013	<p><b>LABORATORY REPORTS</b></p> <p>Laboratory reports and related materials concerning water quality, sludge dewatering, core sampling, and other aspects of water and wastewater operations other than Chemical and Bacteriological Analyses (LGWW-011 and LGWW-012).</p>		Retain at agency 5 yrs; destroy.
LGWW-014	<p><b>RECORDING INSTRUMENT CHARTS</b></p> <p>Records recording data on water pressure, pumpage, water levels, sewage flow, precipitation, water samplings, and other activities in water and wastewater operations.</p>		Retain at agency 3 yrs; destroy.
LGWW-015	<p><b>METER/EQUIPMENT RECORDS</b></p> <p>Registers, index cards, or similar records providing an inventory of all meters and related equipment installed or in use, showing location, date of installation, and similar data.</p>	VITAL	Retain at agency until superseded or equipment is replaced; destroy.
LGWW-016	<p><b>MAINTENANCE AND TESTING LOGS/REPORTS</b></p> <p>Logs, log sheets, reports, or similar records of meter installation, inspections, testing, maintenance, and repairs to pumps, mains, filters, conduits, turbines, pipes, and other equipment, machinery, and systems.</p>		Retain at agency for life of equipment; destroy.
LGWW-017	<p><b>WATER AND WASTEWATER PERMIT FILES</b></p> <p>Applications/permits relating to the installation of septic tanks; water and sewer taps and hook-ups; water meters for waste discharge; and other water or wastewater-related installations and activities required by ordinance, regulation, or statute.</p>		Retain at agency 5 yrs after final expiration, cancellation, revocation, or denial of the permit; destroy.
LGWW-018	<p><b>TAP AND HOOK-UP LOGS</b></p> <p>Logs, log sheets, or comparable documents providing a record of water or sewer tap and hook-up permits issued showing locations, date of installation, and similar data.</p>	VITAL	Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGWW-019	<p><b>SERVICE INTERRUPTION REPORTS</b></p> <p>Reports, logs, or similar records detailing location, time and cause of interruption of water or wastewater services or operations.</p>		Retain at agency 2 yrs; destroy.

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SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGWW-020	<p><b>COMPLAINTS</b></p> <p>Reports of complaints from the public or from other governmental agencies concerning any aspect of water and wastewater operations.</p>		Retain at agency 3 yrs; destroy.
LGWW-021	<p><b>INSPECTION REPORTS</b></p> <p>Reports of inspections of septic tanks, catch basins, or other private sector water-related facilities by water or wastewater personnel.</p>		Retain at agency 3 yrs; destroy.
LGWW-022	<p><b>VIOLATION REPORTS</b></p> <p>Reports, correspondence, and similar records relating to actions taken to correct violations of federal, state, or local water/wastewater regulations/laws or ordinances.</p>		Retain at agency 3 yrs; destroy.
LGWW-023	<p><b>ROAD, BRIDGE, AND DITCH RECORDS</b></p> <p>Document the establishment, alteration, or vacation of roads, bridges, and ditches. Include studies, reports, correspondence, petitions, resolutions, and similar records pertinent to roads, bridges, and ditches within the jurisdiction.</p>		Retain at agency until no longer needed; transfer to Archives for permanent preservation.
LGWW-024	<p><b>WORK ORDERS</b></p> <p>Show description of work requested; date; individuals or crew assigned to do work; and when completed. May include remarks concerning job results. Usually arranged alphabetically by work location.</p>		Retain at agency 3 yrs; destroy.