



DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT  
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# STATE OF ALASKA

Schedule No: 181101

Agency I.D: 416

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## RECORDS RETENTION SCHEDULE

### RETENTION KEY

### FORMAT KEY

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  DIVISION OF ENVIRONMENTAL HEALTH  DRINKING WATER PROGRAM	A - Audit	PA - Permanent (Transfer to State Archives)	H - Hardcopy
	C - Cut-off date/event	PO - Permanent (Retain in Office)	E - Electronic
	CY - Current Year	TO - Term of Office	D - Database
	CFY - Current Fiscal Year	Bus. Ess. - Business Essential Record	S - Scanned
			M - Microform

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRS), unless those records have been listed on this schedule.

Unless otherwise noted, all records series are retained on a Fiscal year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Unless otherwise indicated all records series are non-confidential. This records schedule supersedes #181100.

Statutory/Regulatory Authority: AS 44.46; AS 46.03; 18 AAC 70; 18 AAC 72; 18 AAC 80.

The Drinking Water Program requires public water systems to be in compliance with state and federal regulations, for drinking water, for the public health protection of the residents and visitors to the State of Alaska.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21, the records listed below are approved for retention and disposition as indicated.

Typed name of Division Director	State Archivist	Date	for Attorney General	Date
Kristin Ryan	<i>D. Nawar</i>	2/14/12	<i>Alan Blum</i>	4/23/2012
Signature of Division Director/Designee	Date	Records Analyst	Date	for Commissioner of Administration
<i>[Signature]</i>	2/13/12	<i>[Signature]</i>	2/14/12	<i>[Signature]</i>

Records Retention Schedule Continuation			Agency I.D: 416		Schedule No: 181101		Page 2 of 3	
Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
				Office	Records Center	Total Retention		
4, 5 & 6	1	<p><b>Public Water System (PWS) Files</b></p> <p>This series includes Drinking Water Program and public water system documentation and decisions on engineering, treatment, regulatory compliance, testing/analysis, monitoring, enforcement, waivers, sanitary surveys, watershed control programs, security and emergency response preparedness, source water protection, GWUDISW (Ground Water Under the Direct Influence of Surface Water) determinations, public notification, and variances and exemptions.</p>	H	C+40	-	C+40	X	<p>C = After facility is closed. Documents in this series and in the "Approved Lists" series include records required for primacy by EPA under 40 CFR 142. The Drinking Water Program is currently in a long-term project of scanning hard-copy PWS files to electronic format.</p>
-	2	<p><b>Approved Lists</b></p> <p>This series includes approved sanitary survey inspectors and on-site inspectors.</p>	H	CY+10	-	CY+10	X	<p>List of certified (qualified) PWS operators is maintained by the DEC Division of Water; list of approved laboratories for drinking water methods and analyses is maintained by the DEC EH Laboratory.</p>
1	3	<p><b>EPA-DEC Approvals/Agreements</b></p> <p>This series includes documents covering primacy for federal drinking water rules; federal drinking water rules extension agreements, EPA-CROMERR (Cross Media Electronic Reporting Rule) application and compliance with CROMERR, primacy-related policies, and correspondence.</p>	H	PO	-	PO		<p>See SDWA Sec. 1413; EPA Records Schedule 204 (State and Other Entity Program Authorization and Approval Files) with federal permanent retention; approvals and agreements with EPA are a matter of compliance with federal laws/codes and they undergo a formal legal review/approval process. This includes CROMERR.</p>

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Prev. Item No.	Item No.	Records Series Title & Description	Format	Retention			Bus. Ess.	Remarks
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-	4	<p><b>Regulations Files</b></p> <p>This series includes written public comments received after public notice of state regulation changes, Responsiveness Summary documents sent to commenter's, and "Dear Interested Person" List for distributing public notice of proposed regulations changes.</p>	H	PO	-	PO	X	<p>See AS 44.62.215; sec 6 ch 64 SLA 1995; sec 29 ch 92, SLA 2001; these don't specify a retention time, but our "Regulations Files" documents are part of the public record as they document the public process and therefore need to be retained in case of future public inquiries.</p> <p>Also see EPA Records Schedule 149 (Regulations, Standards, and Guidelines) specifying federal permanent retention of information that includes development/review of rules/regulations and public comments.</p>
-	5	<p><b>Drinking Water Information Databases</b></p> <p>These databases include the State Drinking Water Information System (SDWIS) database for information about Public Water Systems in Alaska; the Electronic Data Reporting System (EDRS) database for drinking water quality information from certified laboratories; the Engineering database for infrastructure information about Alaska public water systems; the Drinking Water Protection database for information about source water protection; and the Electronic Enhanced Sanitary Survey program, which interfaces with SDWIS for public water system inspection information.</p>	D	PO	-	PO	X	<p>All databases are administered on State of Alaska servers.</p> <p>As long as a public water system is in operation or has the capacity to open, records in the system are of business value. Infrastructure records, especially for underground installations, whether active or inactive, have historic value.</p> <p>Some information may be confidential under the Alaska Constitution, Article 1, Section 22.</p> <p>See EPA Records Schedules 205 (Permits/Licensing, including underground/abandoned wells), 207 (Enforcement), and 413 (SDWIS/ODS) in which electronic data is deemed "Permanent."</p>