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**Rules of**  
**Department of Natural Resources**  
**Division 60—Safe Drinking Water Commission**  
**Chapter 9—Record Maintenance**

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**Title 10—DEPARTMENT OF  
NATURAL RESOURCES**  
**Division 60—Safe Drinking Water  
Commission**  
**Chapter 9—Record Maintenance**

**10 CSR 60-9.010 Requirements for Main-  
taining Public Water System Records**

*PURPOSE: This rule sets out requirements for record maintenance by water suppliers at their premises for the indicated time periods.*

(1) All suppliers of water to a public water system must retain records on their premises or at a convenient location near their premises as follows:

(A) Records of microbiological analyses, turbidity analyses, and operational analyses must be retained for a minimum of five (5) years. Records of chemical analyses must be retained for a minimum of ten (10) years. Actual laboratory reports used in the previous analyses must be retained for the appropriate period given previously. In lieu of an original report or copy, laboratory data may be transferred to tabular summaries provided the following information is included: the date, address, place, and time of sampling; identification of the sample (that is, a routine distribution system sample, check sample, raw or other special purpose water sample); date of analysis; laboratory and person responsible for performing analysis; analytical method used and the results of the analysis;

(B) Records of action taken by the system to correct violations of these rules must be retained for a period of at least three (3) years after the last action taken to correct the violation;

(C) Copies of any written reports, summaries, or communications relating to sanitary surveys of the system conducted by the system itself, by a private consultant, or by any local, state, or federal agency must be retained for at least ten (10) years after completion of the sanitary survey;

(D) Records concerning a variance or exemption granted to the system must be retained for a period of at least five (5) years following the expiration of the variance or exemption;

(E) Original records of all sampling data and analyses, reports, surveys, letters, evaluations, schedules, state determinations, and any other information required by 10 CSR 60-5.010, 10 CSR 60-5.020, 10 CSR 60-7.020, and 10 CSR 60-15.010–10 CSR 60-15.090 must be retained for no fewer than twelve (12) years;

(F) Copies of public notices issued pursuant to 10 CSR 60-8.010 and certifications

issued to the department pursuant to 10 CSR 60-7.010(10) shall be kept for at least three (3) years after issuance; and

(G) Copies of monitoring plans shall be kept for the same period of time as the records of analyses taken under the plan are required to be kept under subsection (1)(A) of this rule, except as specified elsewhere in 10 CSR 60.

(2) Any records or reports pertaining to the water supply system must be furnished to the department upon request.

(3) Additional Record-Keeping Requirements under the Long-Term 2 Enhanced Surface Water Treatment Rule.

(A) Systems must keep results from the initial round of source water monitoring under 10 CSR 60-4.052(2)(A) and the second round of source water monitoring under 10 CSR 60-4.052(2)(B) until three (3) years after bin classification under 10 CSR 60-4.052(10).

(B) Systems must keep any notification to the department that they will not conduct source water monitoring due to meeting the criteria of 10 CSR 60-4.052(2)(D) for three (3) years.

(C) Systems must keep the results of treatment monitoring associated with microbial toolbox options under 10 CSR 60-4.052(14)–(18) for three (3) years.

(4) Record-Keeping Requirements for the Ground Water Rule. These requirements are in addition to any other applicable record-keeping requirements of this rule.

(A) Documentation of corrective actions shall be kept for a period of not less than ten (10) years.

(B) Documentation of notice to the public as required under 10 CSR 60-4.025(4)(A)7. shall be kept for a period of not less than three (3) years.

(C) Records of decisions under 10 CSR 60-4.025(3)(A)6.B. and records of invalidation of fecal indicator-positive ground water source samples under 10 CSR 60-4.025(3)(C). Documentation shall be kept for a period of not less than five (5) years.

(D) For consecutive systems, documentation of notification to the wholesale system(s) of total-coliform positive samples that are not invalidated under 10 CSR 60-4.022(3) shall be kept for a period of not less than five (5) years.

(E) For systems, including wholesale systems, that are required to perform compliance monitoring under 10 CSR 60-4.025(4)(B) shall maintain—

1. Records of the department-specified

minimum disinfectant residual for a period of not less than ten (10) years;

2. Records of the lowest daily residual disinfectant concentration and records of the date and duration of any failure to maintain the department-prescribed minimum residual disinfectant concentration for a period of more than four (4) hours. Documentation shall be kept for a period of not less than five (5) years; and

3. Records of department-specified compliance requirements for membrane filtration and of parameters specified by the department for department-approved alternative treatment and records of the date and duration of any failure to meet the membrane operating, membrane integrity, or alternative treatment operating requirements for more than four (4) hours. Documentation shall be kept for a period of not less than five (5) years.

(5) Recordkeeping requirements of the Revised Total Coliform Rule.

(A) The system must maintain Level 1 and Level 2 assessment forms, regardless of who conducts the assessment, and documentation of corrective actions completed as a result of those assessments, or other available summary documentation of the sanitary defects and corrective actions taken under 10 CSR 60-4.022(9) for department review. This record must be maintained by the system for a period not less than five (5) years after completion of the assessment or corrective action.

(B) The system must maintain a record of any repeat sample taken that meets department criteria for an extension of the twenty-four- (24-) hour period for collecting repeat samples as provided for under 10 CSR 60-4.022(8)(A)1.

*AUTHORITY: section 640.100, RSMo 2016.\* Original rule filed May 4, 1979, effective Sept. 14, 1979. Amended: Filed Aug. 4, 1992, effective May 6, 1993. Amended: Filed March 17, 2003, effective Nov. 30, 2003. Amended: Filed Feb. 27, 2009, effective Oct. 30, 2009. Amended: Filed April 14, 2010, effective Dec. 30, 2010. Amended: Filed Aug. 12, 2015, effective March 30, 2016. Amended: Filed June 13, 2018, effective Feb. 28, 2019.*

*\*Original authority: 640.100, RSMo 1939, amended 1978, 1981, 1982, 1988, 1989, 1992, 1993, 1995, 1996, 1998, 1999, 2002, 2006, 2012, 2014.*