



Rules of
Department of Natural Resources
Division 60—Public Drinking Water Program
Chapter 9—Record Maintenance

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**Title 10—DEPARTMENT OF
NATURAL RESOURCES**
**Division 60—Public Drinking Water
Program**
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 bacteriological 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; and

(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(9) shall be kept for at least three (3) years after issuance.

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

AUTHORITY: section 640.100, RSMo Supp. 2002. 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.*

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