

Capacity Development Filing System Format

1. T1-2 Security Vulnerability Assessment and Emergency Response Plan
2. T2 Water Tank File:
 - a. Inspection Records (Must be Inspected every 5 years)
 - b. Maintenance Records (Including Tank Painting)
3. T4-1 Water Accountability
 - a. Copies of Completed Monthly Operating Reports
4. M1 SDWA Records
 - a. Bacteriological Samples (Pink Slips) – Retain for 5 Years
 - b. Inorganic Samples – Retain for 10 Years
 - c. Nitrate / Nitrite – Retain for 10 Years
 - d. P-Chem – Retain for 10 Years
 - e. Radiological – Retain for 10 Years
 - f. Synthetic Organic Chemicals (Or Waiver) – Retain for 10 Years
 - g. Volatile Organic Chemicals (Or Waiver) – Retain for 10 Years
 - h. Lead / Copper – Retain for 12 Years
 - i. THM and HAA5's – Retain for 10 Years
 - j. Annual MDH Inspection Reports – Retain for 10 Years
 - k. Annual Operating Agreement – Retain for 1 Year
 - l. Annual PWS Report – Retain for 3 Years
 - m. Actions by system to correct violations – Retain for 3 Years
 - n. Records concerning a variance or exemption – Retain for 5 Years
 - o. CCR
 - p. All other MDH correspondence – Retain for 3 Years
5. M2-1 Policy File
 - a. Copy of Bylaws (Signed)
 - b. Copy of General Policy Manual (Signed)
6. M2-2 Board Training File
 - a. Copies of Certificates of Board Members who have completed BMT
7. M2-3 Board Minutes File
8. M4 Long Range Plan File
 - a. Hydraulic Analysis of System
 - b. Written Long Range Goals for System
9. M5-1 Cross Connection Control Program File:
 - a. Cross Connection Control Policy
 - b. CCCP Survey Records
 - c. CCCP Inspection Records
 - d. Copies of Correspondence / Educational Literature to Customers
 - e. BPAT Test Log / BPAT Test Results
10. M5-2 Sampling Site Plans
 - a. Copy of MDH Approved Sampling Site Plan (County Map with sampling sites denoted by numbers and sampling site plan form)
11. F1 Rate Schedule File
 - a. Copy of Current Rate Schedule (and date of implementation)
12. F3 Aged Accounts Receivable File
 - a. Copies of Current Cut off List
13. F4 Annual Budget
14. F5 Annual Financial Report File
 - a. Copies of Office of State Auditor Report