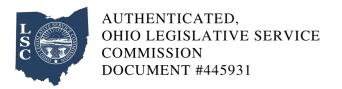


Ohio Administrative Code Rule 3745-81-33 Record maintenance.

Effective: October 31, 2025

Any owner or operator of a public water system subject to the provisions of this chapter shall retain on the premises or at a convenient location near the premises the following records:

- (A) Records of microbiological and turbidity analyses made pursuant to this chapter shall be kept for a minimum of five years. However the minimum retention period may be increased if authorized by the director. Records of chemical analyses made pursuant to this chapter shall be kept for a minimum of ten years. Actual laboratory reports may be kept, or data may be transferred to tabular summaries, provided that the following information is included:
- (1) The date, place, and time of sampling, and the name of the person who collected the sample.
- (2) Identification of the sample as to whether it was a routine distribution system sample, check sample, raw or process water sample or other special purpose sample.
- (3) Date of analysis.
- (4) Laboratory and person responsible for performing analysis.
- (5) The analytical technique/method used.
- (6) The results of the analysis.
- (B) Records of action taken by the system to correct violations of state primary drinking water rules shall be kept for a minimum of three years after the last action taken with respect to the particular violation involved.
- (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, shall be kept for a minimum of ten years after completion of the sanitary survey involved.

- (D) Copies of public notices issued pursuant to rule 3745-81-32 of the Administrative Code and certifications submitted to the director pursuant to paragraph (A)(3) of rule 3745-81-32 of the Administrative Code shall be kept for a minimum of three years after issuance.
- (E) Copies of any decisions, reports, monitoring plans or certifications developed by the system or an agent of the system shall be kept for a minimum of five years for microbiological and turbidity records and a minimum of ten years for chemical records.