



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.