

## ENVIRONMENTAL/SANITATION

<b>RECORD SERIES TITLES</b>	<b>RETENTION PERIOD</b>
AIR POLLUTION RECORDS	5 YEARS (These records come from EPA)
ANIMAL BITE REPORTS	3 YEARS
APPLICATIONS FOR LICENSES AND PERMITS – ALL TYPES	2 YEARS
BLUEPRINTS	5 YEARS
CAMP/PARK SANITATION RECORDS	5 YEARS AFTER CAMP/PARK CEASES OPERATION
CERTIFICATION OF ANIMAL IMMUNIZATION	ONE YEAR EXPIRAION OF IMMUNIZATION
CERTIFICATIONS – ALL TYPES	2 YEARS
DAILY REPORT FORMS – SANITATION	5 YEARS
FOOD OPERATION REPORTS	UNTIL SUPERSEDED OR OBSOLETE
FOOD SERVICE RECORDS	5 YEARS AFTER PERMIT HOLDER CEASES OPERATION, PROVIDED AUDITED
HOME SEWAGE INSTALLERS FILE	5 YEARS
INSPECTION RECORDS – ALL TYPES	5 YEARS
RADIATION SOURCES	3 YEARS
RECREATIONAL WATER REPORTS	5 YEARS AFTER OPERATIONS HAVE CEASED
REPORTS OF ANIMALS KILLED OR CONDEMNED	5 YEARS
SANITATION ORDERS	3 YEARS
SEWAGE DISPOSAL SYSTEM APPLICATIONS	1 YEAR AFTER DATE OF FINAL APPROVAL
SOLID WASTE DAILY LOG FORM	5 YEARS
SOLID WASTE SITE HAZARDOUS WASTE RECORDS	PERMANENT
SOLID WASTE SITE INSPECTIONS	PERMANENT
SOLID WASTE SITE RECORDS	5 YEARS AFTER SITE CEASES OPERATION
TREATED SANITARY FLOW AGREEMENTS	3 YEARS
WATER BACTERIOLOGICAL EXAMINATIONS	2 YEARS
WATER SAMPLE CARDS	1 YEAR AFTER DATE OF TEST, PROVIDED TEST IS NEGATIVE. IF POSITIVE, ONE YEAR AFTER PROBLEM IS CORRECTED OR WELL IS CLOSED.
WATER SUPPLY RECORDS	5 YEARS AFTER WELL IS CLOSED
WELL LOGS	10 YEARS