

# **WATER POLLUTION CONTROL**

## **BIOSOLIDS APPLICATION SITE RECORDS**

Includes Biosolids Application Rate Worksheets, Soil Samples Data, Yearly Biosolids Reports, and Bi-monthly Biosolids Analysis. Reported to Kansas Department of Health and Environment annually. Retain annual report permanently. Retain all other information as follows:

Active: 5 years  
Disposition: destroy

## **CORPS OF ENGINEERS EXCAVATION PERMITS**

Documents regarding building permits within a designated proximity to the levee  
Disposition: permanent

## **DAILY OPERATIONS LOG**

Includes readings on flow, pumpage, chemicals, and special notes as well as identity of employee doing the reading

Active: 10 years  
Disposition: destroy

## **FARM OPERATOR/OWNER AGREEMENT**

Used in conjunction with biosolids application

Active: 10 years  
Disposition: destroy

## **LABORATORY RECORDS**

Includes analyst data and lab reports; also used in conjunction with reports to Kansas Department of Health and Environment which are retained permanently

Active: 10 years  
Disposition: destroy

## **LEVEE INSPECTION REPORTS**

Includes pumping station, lifting bridge, in-house, and other inspections done on an annual basis by the Corps of Engineers and reported to the Federal Emergency Management Agency

Disposition: permanent -- 1 copy

## **NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM**

Includes all documents required to sustain City of Topeka's permit

Active: 10 years  
Disposition: destroy

## **PRESENTATION FILE**

Final versions of handouts, speeches, and presentations

Disposition: permanent - 1 copy

### **SITE PLANS**

Includes Water Pollution Control Division property as well as maps of sewer lines

Active: while structure exists

Disposition: destroy

### **STUDIES OF UTILITY SYSTEMS**

Retain permanently if directly related to city and city policy. Retain others as follows:

Active: while useful

Disposition: destroy

### **VEHICLE OPERATION RECORDS**

Includes vehicle inspection reports and other documents related to the use of City-owned vehicles. Also called Operator's Inspection Guide & Trouble Report

Active: 3 years

Disposition: destroy

### **WORK ORDERS**

Record of work completed as preventative maintenance

Active: 5 years

Disposition: destroy

### **WORK REQUESTS**

Record of work performed on an emergency basis; also called Emergency Calls or Service Requests

Active: 5 years

Disposition: destroy