

Section 5.0 Onsite Sewage	Page 1 of 1
Subsection 5.11 Record Retention	Revised May 2008

Introduction

See Section 1.0, Subsection 1.5 Program Record Retention of this manual for general information about Record Retention. See also DHSS Administrative Manual section 30.14, Sunshine Law – Public Records Disclosure.

Duties of Onsite Sewage Program Staff and Office Support

1. Comply with requests for Onsite Sewage Program records;
2. Maintain DHSS permanent Onsite Sewage Program records;
3. Maintain non-permanent onsite sewage records for at least the current and prior year
4. Maintain onsite system evaluation reports submitted by private licensed inspectors/evaluators.

Duties of other DHSS Staff

1. Comply with requests for Onsite Sewage Program records;
2. Maintain the non-permanent onsite sewage records for at least the current and prior year.

Common Responsibilities of Local Public Health Agency

1. Comply with requests for LPHA records relating to the onsite sewage program;
2. Maintain local permanent onsite sewage records
3. Maintain the non-permanent onsite sewage records for at least the current and prior year.