

Provost and Vice Chancellor for Academic Affairs
School of Engineering
Wastewater Treatment Plant

450.01 Construction Plans and Specifications (Duplicates)

Dates: 1964 -
Volume: 3 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by subject

This record series consists of copies of the waste treatment plant construction plans and specifications.

Another copies is also maintained by the Office of Facilities Management. Regulations require that copies of plant construction plans and specifications be maintained on site.

The originals are submitted to and maintained permanently by the Illinois EPA per approved Application 95-54, item 1.

Recommendation: Retain in office for ten (10) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

450.02 Discharge Monitoring Reports (Agency Record Copies)

Dates: 1979 -
Volume: 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original daily meter and flow chart readings for raw waste, aeration, primary sludge, digestion gas, chlorine, B.O.D. analysis, suspended and settleable solid analysis, PH analysis and final effluent analysis for the month.

Original reports are sent to the Illinois EPA and are maintained by that agency for ten (10) years per approved Application 82-93.

Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

450.03 Flow Charts (Originals)

Dates: 1965 -
Volume: 20 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronological

This record series consists of 24-hour graph charts of readings from recorders indicating digester gas and other effluents as required for monitoring by the EPA.

Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and nolitigation is pending or anticipated.

Disposition Approved 08/20/08

450.04 Lab Bench Sheets (Daily) (Originals)

Dates: 1965 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record consists of original lab work sheets listing daily readings of BOD analysis, fecal coliform, nitrogen, suspended solids, and ammonia.

Information from these work sheets are transferred to the discharge monitoring reports (see item 450.002) and pollution control plant reports, which are sent to the Illinois EPA.

Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

450.05 List of Treatment Plant Operators (Duplicate)

Dates: 1992 - Volume:
Negligible
Annual Accumulation: Negligible Arrangement:
Chronological

This record series consists of a duplicate list of treatment plant operators in charge of the plant during operation. The original list is submitted to the Illinois EPA. (The Illinois EPA maintains the statewide central file accessed as for identifying waste water treatment plant operators for twenty-five years per approved Application 97-3, item 2.)

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Recommendation: Retain in office until the lapse of one (1) year following supersedence by a new list, then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

450.06 National Pollutant Discharge Elimination System and Environmental Protection Agency Permits (Duplicates)

Dates: 1977 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of permits required by the EPA for the construction and operation of waste treatment plants.

Original permits are maintained by the Illinois EPA per approved Application 96-19, item 1.

Recommendation: Retain in office for five (5) years after expiration of the respective permit(s), then destroy in a secure fashion providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

450.07 Plant Equipment Records (Originals)

Dates: 1964 -
Volume: 2 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by equipment

This record series consists of original records on equipment maintained by the Waste Treatment Plant.

Files include operator's manuals, specifications, service work histories, and correspondence with vendors. The Illinois EPA requires that these records be kept on the plant site.

Recommendation: Retain in office for two (2) years following the date the respective equipment is sold, traded, or discarded, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

Application 07-09

450.08 Plant Operation Logs (Daily) (Originals)

Dates: 1965 –
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original daily logs of plant operations and activities for the waste treatment plant.

Logs list daily flow chart readings, all maintenance work performed on the equipment, visitors to the plant, all lab work performed, and notes pertinent to plant operation. Logs are required by EPA.

Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

450.09 Pollution Control Plant Reports (Monthly) (Duplicates)

Dates: 1965 - Volume: 1/4 Cu.
Ft.
Annual Accumulation: Negligible Arrangement:
Chronological

This record series consists of original monthly report of daily meter and flow chart readings for raw waste, aeration, primary sludge, digestion gas, chlorine, BOD analysis, suspended and settleable solids analysis, PH analysis and final effluent analysis. Information is transferred to the Discharge Monitoring Report.

Original reports are filed with the Illinois EPA and are maintained permanently by that agency per approved Application 84-26M.

Recommendation: Retain in office for five (5) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

450.10 Sewage Treatment Works Operator's License Files (Agency Record Copies)

Dates: 1978 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of the licenses granted sewage treatment plant operators by the Illinois EPA. EPA regulations require that the current license be displayed on the work site. The Illinois EPA maintains its files of these licenses issued for twenty-five (25) years per approved Application 97-3, item 2.

Application 07-09

Recommendation: Retain for five (5) years after final expiration or replacement by new license, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08

450.011 Sludge Testing Reports (Agency Record Copies)

Dates: 1989 -
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of sludge sample tab test reports for sludge used for land application. The EPA requires that all sludge used for land application be tested to determine chemical and organic composition.

Copies of these reports are forwarded to the EPA and are maintained by that agency for ten (10) years per approved Application 96-26, item 1.

Recommendation: Retain in office for ten (10) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/20/08