



State of Oregon Department of Environmental Quality

# Record Keeping Guidance Before Construction

Contact: [Regional Project Officer](#)  
503-229-LOAN

Loan recipients must retain project files and records for six years after project completion, as determined by DEQ. Applicable state or federal law may require a longer period. Loan recipients must also retain financial files and records until all amounts due under the loan are fully repaid. If there is unresolved litigation or a claim at the end of the loan repayment period, project records must be retained subject to final completion or resolution.

## Loan Information

- Loan agreement
- Other management-oriented documentation for the loan recipient
- Correspondence

## Sewage Collection/Treatment System Management

- NPDES or WPCF permit
- Other permits and plans (such as biosolids management plan and recycled water use plan)
- User charge system
- Sewer use ordinance(s)
- Operation and maintenance manual(s)

## Compliance with NPDES Stormwater Regulations (if applicable)

- Copy of NPDES stormwater permit
- Copy of approved erosion control plan

## Financial Records

- Narrative of accounting procedures
- Assignment of duties
- Sources of financing
- Description of procurement procedure
- Pay estimates
- Inventories
- Project budget and anticipated disbursement request schedule

## Facilities Planning and Environmental Review

- Facilities plan
- Documentation to support compliance with federal environmental cross cutting authorities including consultation correspondence with delegated authorities
- Environmental determination made by DEQ
- Questions and replies during the public notice period
- State approvals
- Professional services agreements and amendments
- Correspondence

### **Design and Related Engineering**

- Plans and specifications
- Reports
- Professional services agreements/amendments
- Addenda to any of the above
- Correspondence

### **Alternative formats**

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).