



State of Oregon Department of Environmental Quality
Record Keeping Guidance Post-construction

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

This is a list of post-construction CWSRF-funded project records. Loan recipients are not required to submit this to DEQ; it is for the loan recipient's own records. Loan recipients must retain **project files** and records for their loan for three years after project performance affirmative certification or project completion as determined by DEQ or such longer period as may be required by applicable state or federal law. Loan recipients must also retain **financial files** and records for three years after the loan is repaid in full. Project records must be retained subject to completion or resolution if there is unresolved litigation or a claim at the end of the loan repayment period.

As-Builts

- A set of as-built drawings marked up to show what was actually built, including all utilities or structures encountered during construction that were not indicated on the design drawings.
- One master set of as-builts on Mylar or vellum shall be retained by the public utility.
- As-builts in full-size and 11x17 format shall also be retained at the treatment plant for reference by operations and DEQ staff.

Miscellaneous CWSRF requirements. Not all will be required.

- Project Performance Standards
- Operations and Maintenance Manual
- Plan of Operation

Financial records

- Loan repayment schedule
- Audit report for the project, if done; otherwise, for the agency as a whole.

Alternative formats

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email deqinfo@deq.state.or.us.