

**BRARCLIFF MANOR  
UNION FREE SCHOOL DISTRICT  
45 INGHAM ROAD  
BRIARCLIFF MANOR, NY 10510**

**MS4PY10 STORMWATER PROGRAM**

**FACT SHEET #4  
SEPTEMBER 2019**

**SWMP RECORD KEEPING  
REQUIREMENTS**

**FOR MORE INFORMATION, CONTACT  
YOUR STORMWATER COORDINATOR:**

**ANTHONY BAUSO AT:  
914-432-8134  
OR AT  
abauso@briarcliffschools.org**

**1. ONGOING SWMP MS4 PERMIT  
RECORDKEEPING REQUIREMENTS**

All records such as the Notice of Intent (NOI), Past Annual Reports, Fact Sheets, Public Comments, the Stormwater Management Program (SWMP) Plan and other records, must be kept onsite for at least five (5) years after they are generated. These records may be kept as hard copies or on electronic files. Accordingly, as of this date, School Districts should keep all records dating back to Year 2014.

**2. SUBMISSION OF RECORDS TO  
NYSDEC**

All records requested by NYSDEC must be submitted to the Department within five (5) business days of the receipt of a Department request for such information.

**3. DUPLICATE RECORDS**

School Districts shall keep duplicate records either hard copies or electronic files at the SWMP Coordinator's office. One (1) copy shall be available for public observation and a separate working copy shall be available for the Department's review at the Stormwater Coordinator's office.

**4. ACCESS TO DOCUMENTS DURING  
BUSINESS HOURS**

Records must be available to the public and the Department at reasonable times during regular business hours.