

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

MS4PY12 STORMWATER PROGRAM

**FACT SHEET #3
SEPTEMBER 2021**

**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 2016.

**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.