

<p>BRARCLIFF MANOR UNION FREE SCHOOL DISTRICT 45 INGHAM ROAD BRIARCLIFF MANOR, NY 10510</p>	<p>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 2011.</p>
<p>MS4PY7 STORMWATER PROGRAM</p>	
<p>FACT SHEET #1 NOVEMBER 2016</p>	
<p>SWMP RECORD KEEPING REQUIREMENTS</p>	<p>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.</p>
<p>FOR MORE INFORMATION, CONTACT YOUR STORMWATER COORDINATOR:</p> <p>ANTHONY BAUSO AT: 914-432-8134 OR AT abauso@briarcliffschools.org</p>	<p>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.</p> <p>4. ACCESS TO DOCUMENTS DURING BUSINESS HOURS Records must be available to the public and the Department at reasonable times during regular business hours.</p>