

<p><b>MAHOPAC CENTRAL SCHOOL DISTRICT 179 EAST LAKE BOULEVARD MAHOPAC, NY 10541</b></p>	
<p><b>MS4PY10 STORMWATER PROGRAM</b></p>	
<p><b>FACT SHEET #4 NOVEMBER 2019</b></p>	
<p><b>SWMP RECORD KEEPING REQUIREMENTS</b></p>	<p><b>1. ONGOING SWMP MS4 PERMIT RECORDKEEPING REQUIREMENTS</b> 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.</p>
<p><b>FOR MORE INFORMATION, CONTACT YOUR STORMWATER COORDINATOR:</b></p> <p><b>MICHAEL SHORE AT: 845-621-6610 OR AT shorem@mahopac.org</b></p>	<p><b>2. SUBMISSION OF RECORDS TO NYSDEC</b> 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><b>3. DUPLICATE RECORDS</b> 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><b>4. ACCESS TO DOCUMENTS DURING BUSINESS HOURS</b> Records must be available to the public and the Department at reasonable times during regular business hours.</p>