



Using Records Retention Schedules: How Long Do Utility Locates Need to Be Kept?

Purpose: Provide utility locate retention guidance to local government agencies that provide utility services.

The *Utility Services Records Retention Schedule* covers the minimum retention for records relating to requests for the location of underground utilities (a.k.a. “locates”):

1 year after request fulfilled

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS | RETENTION AND DISPOSITION ACTION | DESIGNATION |
|------------------------------------|---|--|--------------------------------------|
| UT50-32-05 Rev. 1 | <i>Line Location Requests</i> Records relating to requests for the location of underground assets of any type of utility service. | Retain for 1 year after request fulfilled <i>then</i> Destroy. | NON-ARCHIVAL NON-ESSENTIAL OFM |

The *Utility Services Records Retention Schedule* is available from Washington State Archives' website.

**Additional advice regarding the management of public records is available from
Washington State Archives:**

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**