Office of the Secretary of State
Washington State Archives

Using Records Retention Schedules:
Strategies for Managing Smart Meter Data/Records

Purpose: Provide guidance to local government agencies on ways to apply records retention to smart meter data.

Smart meters are devices that monitor utilities consumption in real time. While this information can help an agency determine utility usage more efficiently, it also results in a large set of data to manage and retain.

Here is a suggested strategy on how to apply retention:

1. **Determine what is needed** – Decide what type, frequency, and level of consolidation of the data is actually needed to satisfy the agency business purposes for utility billing and auditing.

2. **Retain Consolidated Data** – Based on the agency's determination of its business needs, retain this consolidated data in accordance with **Utility Meter Readings—For Billing (DAN UT55-05B-18)** in the *Utility Services Records Retention Schedule*.

3. **Destroy Raw Data** – As the accuracy of the consolidated data is verified by the agency's own quality control processes, the raw data can then be routinely deleted in accordance with **Records Documented as Part of More Formalized Records (DAN GS2016-009)** in the *Local Government Common Records Retention Schedule*.

This suggested strategy can help agencies to retain and use the records they actually need while appropriately managing the vast amounts of data generated by the use of smart meters.

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

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