



Using Records Retention Schedules: Which Retention Schedules Do Water/Sewer Districts Use?

Purpose: Provide guidance to water/sewer districts on which records retention schedules to use.

Water/sewer districts need to use the following records retention schedules:

1. Local Government Common Records Retention Schedule (CORE)

This schedule covers records that are commonly created/received by most government agencies (including water/sewer districts), such as records relating to:

- Board meetings
- Contracts and agreements
- Facilities management
- Financial transactions and accounting
- Grants/bonds
- Human resources
- Information systems/technology
- Legal affairs
- Media coverage
- Payroll
- Policies and procedures
- Public records requests

Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. Utility Services Records Retention Schedule

This schedule covers records relating to the functions of providing utility services, such as:

- Backflow incident records
- Cross-connection control annual reports
- Customer service orders
- Flow reports
- Industrial waste permits – sewer system documentation
- Inspection and monitoring reports
- Lead and copper compliance records
- Rate schedules
- Service applications
- Sewage treatment capacity studies
- Utility infrastructure (location and specifications)
- Utility meter readings
- Water quality project files – Surface water, drainage, and flood control
- Water quality violation notices

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