



REVISION GUIDE

SUMMARY OF CHANGES

- **Public utility sections** have been removed and placed in new *Public Utilities Records Retention Schedule (Version 1.0)*, including:
 - ✓ **Electric Utilities**
 - ✓ **Irrigation Utilities**
 - ✓ **Sewer and Water System Documentation**
 - ✓ **Surface Water Drainage Documentation**
 - ✓ **Utilities Accounting**
- **Passport Application Transmittals – Separate Receipt Issued** (GS2010-022) has been revised to reflect new federal requirements.

Revisions to Records Series						
The following single records series has been modified.						
Version 5.1			Version 5.2			
Activity	Title	Minimum Retention	DAN	Title	Minimum Retention	Change/Rationale:
Licenses, Permits and Fees	<i>Passport Application Transmittals – Separate Receipt Issued</i> p. 106	Retain for 1 year after end of fiscal year <i>then Destroy.</i>	GS2010-022	<i>Passport Application Transmittals – Separate Receipt Issued</i> p. 79	Retain for 2 years after end of fiscal year <i>then Destroy.</i>	United States Department of State increased its minimum retention requirement from 12 months to 24 months in 2010.