



This schedule applies to: Public Utility Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of public records documenting the unique functions and activities of local government agencies that provide utility services (power generation/distribution, water and sewer, surface water drainage, irrigation water, etc.). It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which can be found at: <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival or Permanent must not be destroyed. Records designated as Potentially Archival must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on December 2, 2010.

For the Attorney General: Cindy Evans

For the State Auditor: Mark Rapozo

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 2, 2010	All records series relating to the provision of public utilities were transferred from the <i>Local Government General Records Retention Schedule (LGRRS) Ver. 5.1</i> . Records series prefix changed from GS to UT, and all notes about previous revisions and corrections removed. Some titles were shortened by removing functions/activities ("UTILITIES ACCOUNTING", "ELECTRIC POWER GENERATION", etc.). Electric Utilities section was restructured, and three new records series added: two to Power Generation, and one to Power Distribution. An additional series covering critical cyber assets was added, and additional series were revised. (See Revision Guide.)

SUPERSEDED

For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.



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SUPERSEDED



1. AGENCY MANAGEMENT

The function relating to the overarching management of the local government agency and its general administration, where not covered by the *Local Government Common Records Retention Schedule (CORE)*.

1.1 PLANNING, MISSION, AND CHARTER

The activity of documenting and determining the local government agency's objectives, and the means for obtaining them.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.1	FORECASTS – ELECTRIC UTILITIES Includes forecasts of estimated power loads, future income, receipts and expenditures in connection with financing, construction and operations, including acquisitions and disposals of properties or investments prepared for internal administrative or operating purposes. <i>Note: See 18 CFR §125.3 39.</i>	UT55-05D-20 Rev. 0	Retain for 3 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



1.2 REPORTING

The activity of reporting information relating to the agency as required by federal, state, and local law.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.2.1	<p><i>Electric Power Reports Required by Regulatory Agencies and Commissions</i> Records relating to reports submitted to the Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), Western Electricity Coordinating Council (WECC), or other regulatory bodies. Includes, but is not limited to:</p> <ul style="list-style-type: none">• Mitigation plans (retractions, updates, etc.);• Self reports (reports of non-compliance);• Self certifications;• Data requests from NERC and WECC. <p><i>Note: See 18 CFR §125.3 41.</i></p>	UT55-05D-21 Rev. 0	Retain for 5 years after submitted to regulatory agency <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



2. ASSET MANAGEMENT

The function of managing the local government agency's physical assets (facilities, land, equipment, vehicles, supplies, etc.), where not covered by the *Local Government Common Records Retention Schedule (CORE)*. Includes asset acquisition, maintenance, inventory, and disposal.

2.1 DESIGN AND CONSTRUCTION

The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.1.1	CONSTRUCTION COST ANALYSIS – ELECTRIC POWER SYSTEMS <i>Note: See 18 CFR §125.3 17(f).</i>	UT55-05G-01 Rev. 0	Retain for 5 years after clearance to plant account <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
2.1.2	CONSTRUCTION PROJECT FILES – ELECTRIC POWER SYSTEMS <i>Note: See 18 CFR §125.3 17(b), (e) and (g).</i>	UT55-05G-02 Rev. 0	Completion of project plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
2.1.3	EXPENDITURE REQUISITION AND AUTHORIZATION FILES – ELECTRIC POWER SYSTEMS <i>Note: See 18 CFR §125.3 11.</i>	UT55-05G-03 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
2.1.4	UTILITY PLANT CONSTRUCTION CONTRACTS – ELECTRIC UTILITIES Official documentation of contracts and agreements for purchase of goods or services relating to the construction of utility plants. May include consultant contracts, public work contracts, or non-stock material contract. <i>Note: See 18 CFR §125.3 22(b).</i>	UT55-05G-06 Rev. 0	Sale or retirement of plant plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR



2.1 DESIGN AND CONSTRUCTION

The activity of designing, constructing, or remodeling of buildings, structures, infrastructure, etc., owned, leased or otherwise occupied by the local government agency.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.1.5	WORK IN PROGRESS LEDGERS OR REPORTS – ELECTRIC POWER SYSTEMS <i>Note: See 18 CFR §125.3 17(a).</i>	UT55-05G-05 Rev. 0	5 years after clearance to plant account.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.1.6	WORK ORDERS – ELECTRIC POWER SYSTEMS <i>Note: See 18 CFR §125.3 17(a).</i>	UT50-06B-28 Rev. 0	5 years after clearance to plant account.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



2.2 ELECTRONIC INFORMATION SYSTEMS

The activity of documenting and determining the local government agency's objectives, and the means for obtaining them..

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.2.1	<p>Security – Cyber Vulnerability Assessment Records documenting annual vulnerability assessments of the agency's Critical Cyber Assets (CCA) in accordance with CIP-005-03. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Access control lists; • All access and external connection points (physical and electronic); • Multiple user accounts and account passwords; • Network management and protocols; • IP addresses; • Final report of assessment. 	UT2010-088 Rev. 0	Retain for 1 year after completion of assessment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3. IRRIGATION UTILITIES

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1	FORECLOSURE FILES – IRRIGATION UTILITIES	UT50-32-01 Rev. 0	Foreclosure of account plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
3.2	LAND OWNER WATER QUALITY VIOLATION FILES – IRRIGATION UTILITIES Includes landowner water quality plans submitted to resolve violations.	UT50-32-03 Rev. 0	Retain for 6 years after resolution <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
3.3	LAND USE HISTORY FILES – IRRIGATION UTILITIES Includes water right contracts, permits, easements, reclassification, water allotment and other land use documentation for district service area organized by section, township and range.	UT50-32-04 Rev. 0	Retain until no longer need for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
3.4	LINE LOCATION REQUESTS – IRRIGATION UTILITIES	UT50-32-05 Rev. 0	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
3.5	WATER DIVERSION REPORTS – IRRIGATION UTILITIES	UT50-32-06 Rev. 0	Retain for 6 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
3.5	WATER QUALITY MONITORING DATA – IRRIGATION UTILITIES	UT50-32-07 Rev. 0	Retain for 3 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.8	WATER USE REPORTS – IRRIGATION UTILITIES	UT50-32-08 Rev. 0	Retain for 6 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

SUPERSEDED



4. POWER DISTRIBUTION

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.1	APPARATUS FAILURE REPORTS <i>Note: See 18 CFR §125.3 13.</i>	UT55-05E-01 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OPR
4.2	Control Performance Standards Records relating to Control Performance Standards (CPS) submitted to Western Electricity Coordinating Council (WECC) in accordance with BAL-001-0.1a.	UT2010-089 Rev. 0	Retain for 1 year after submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.3	ELECTRICAL WORK PERMITS (HARD CARDS) Permits for individuals to install residential alarms, communications, etc.	UT55-05E-25 Rev. 0	Termination plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
4.4	ELECTRICITY DIVERSION INVESTIGATION RECORDS Inquiry regarding problems or discrepancies with meters, either from meter reader or other parties. Investigation records may include: site visit dates, notes regarding location, pictures of meter or surrounding area, consumption history, special meter read, and service order for technical support.	UT55-05G-07 Rev. 0	Investigation closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
4.5	FACILITY INSPECTION AND MAINTENANCE REPORTS Periodic reports on the condition of substations, underground vaults, and other distribution system facilities. <i>Note: See 18 CFR §125.3 14(b).</i>	UT55-05E-14 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
4.6	FACILITY RETIREMENT AUTHORIZATION <i>Note: See 18 CFR §125.3 18(b). If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.</i>	UT55-05E-02 Rev. 0	10 years after facility retired.	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.7	<p>FACILITY RETIREMENT WORK ORDER Basic record of facility removal and/or replacement.</p> <p><i>Note: See 18 CFR §125.3 18(a). If equipment or facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.</i></p>	UT55-05E-03 Rev. 0	10 years after facility retired.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.8	<p>INSULATOR TEST RECORDS</p> <p><i>Note: See 18 CFR §125.3 14(d).</i></p>	UT55-05E-04 Rev. 0	3 Years	NON-ARCHIVAL NON-ESSENTIAL OFM
4.9	<p><i>Interchange Transactions and Reliability Coordination</i> Records relating to the coordination of power distribution through the Western Interconnection electric grid.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• E-tag schedules;• Estimated load, forecast or contracted amount;• Daily, next day and contingency coordination;• Scheduled, unscheduled, and pre-scheduled;• Real-time transactions;• Real-time systems monitoring (logs, computer screen shots, etc.);• Outage coordination. <p>Excludes reports of non-compliance covered by UT55-05D-21.</p> <p><i>Note: See INT-001-3, INT-003-2, INT-004-2, INT-009-1, INT-010-1, IRO-004-1, and IRO-005-2.</i></p>	UT2010-090 Rev. 0	Retain for 3 months or 90 days after report of data, whichever is later then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.10	LIGHTNING AND STORM DATA	UT55-05E-05 Rev. 0	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
4.11	LINE INSPECTION REPORTS <i>Note: See 18 CFR §125.3 14(b).</i>	UT55-05E-06 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OPR
4.12	LINE TROUBLE REPORTS AND RECORDS <i>Note: See 18 CFR §125.3 14(b).</i>	UT55-05E-07 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
4.13	METER HISTORY DATA Historical data on each meter, including specification, serial number, location, and maintenance history.	UT55-05E-08 Rev. 0	Life of equipment	NON-ARCHIVAL NON-ESSENTIAL OFM
4.14	METER SHOP REPORTS Monthly/periodic reports summarizing test, repairs, and other work done on meters. <i>Note: See 18 CFR §125.3 14(b).</i>	UT55-05E-09 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
4.15	OPERATIONS LOGS AND REPORTS Including, but not limited to, equipment, operator, storage battery, substation, and transmission. <i>Note: See 18 CFR §125 14(a) and 14(b).</i>	UT55-05E-10 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
4.16	OUTAGE LOG <i>Note: See 18 CFR §125.3 14(b).</i>	UT55-05E-11 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.17	POLE LIST Record of utility pole type, description, location, ancillary equipment, etc. <i>Note: See 18 CFR §125.3 14(c).</i>	UT55-05E-12 Rev. 0	Life of equipment	NON-ARCHIVAL ESSENTIAL OFM
4.18	POWER DEMAND CHARTS	UT55-05E-13 Rev. 0	Retain for 6 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
4.19	STREET LIGHT HISTORY RECORDS	UT55-05E-17 Rev. 0	Life of equipment	NON-ARCHIVAL NON-ESSENTIAL OFM
4.20	STREET OPENING INSPECTION AND REPAIR REPORTS <i>Note: See 18 CFR §125.3 23.1(j), National Association of Regulatory Utility Commissioners NARUC 23.1(j).</i>	UT55-05E-18 Rev. 0	Destroy when obsolete or superseded.	NON-ARCHIVAL NON-ESSENTIAL OFM
4.21	TRANSFORMER HISTORY DATA – NON-PCB Records documenting the history of transformers which do not contain Polychlorinated Biphenyls (PCBs). Includes specifications, location, and maintenance history. <i>Note: See UT55-05E-29 for history data of transformers containing Polychlorinated Biphenyls (PCBs).</i>	UT55-05E-20 Rev. 0	Life of equipment plus 10 years.	NON-ARCHIVAL ESSENTIAL OFM

SUPERSEDED



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.22	<p>TRANSFORMER HISTORY DATA – PCB Records documenting the history of transformers which contain Polychlorinated Biphenyls (PCBs). Includes specifications, location, and maintenance history.</p> <p><i>Note: See UT55-05E-20 for history data of transformers not containing Polychlorinated Biphenyls (PCBs).</i></p> <p><i>Note: See 18 CFR §125.3 14(c). For PCB retention requirements. See 40 CFR § 761.180(b).</i></p>	UT55-05E-29 Rev. 0	Life of equipment plus 20 years.	NON-ARCHIVAL ESSENTIAL OFM
4.23	<p>TRANSFORMER INSPECTION REPORTS</p> <p><i>Note: See 18 CFR §125.3 14(d) If equipment of facility has PCB content, retain record permanently to protect the agency's open-ended liability for the handling and disposal of hazardous substances.</i></p>	UT55-05E-21 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
4.24	<p>TURBINE HISTORY FILES Documentation of installation, operation, and maintenance logs, etc.</p> <p><i>Note: See 18 CFR §125.2(g)(1).</i></p>	UT55-05E-26 Rev. 0	Life of equipment	NON-ARCHIVAL NON-ESSENTIAL OFM
4.25	<p>UNDERGROUND LINE FILES Data on underground lines, including location and specification.</p> <p><i>Note: See 18 CFR §125.3 21.</i></p>	UT55-05E-23 Rev. 0	Life of equipment.	NON-ARCHIVAL ESSENTIAL OFM
4.26	<p>VOLTAGE CHARTS Documentation of voltage delivered to the power distribution system.</p> <p><i>Note: See 18 CFR §125.3 13.1(b).</i></p>	UT55-05E-24 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



5. POWER GENERATION

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.1	<p>Automatic Generation Control (AGC) Records documenting the management of the automatic generation system as it balances power distribution on the electric grid (and deploys reserve power when required).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Actual and scheduled frequency (megawatts distributed);• Actual and scheduled interchange transactions (size, start/end times, ramp times and rates, type required for delivery, receipt of power between utilities, etc.);• Disturbance occurrence;• Error corrections. <p><i>Note: See BAL-005-0.1b.</i></p>	UT2010-091 Rev. 0	Retain for 1 year after data collected <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
5.2	<p>BOILER TUBE FAILURE REPORT</p> <p><i>Note: See 18 CFR §125.3 13.1(a).</i></p>	UT55-05D-01 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
5.3	<p>COAL LOGS</p> <p><i>Note: See 18 CFR §125.3 13.1(a).</i></p>	UT55-05D-02 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
5.4	<p>DAM SAFETY COMPLIANCE REVIEW FILES - FEDERAL ENERGY REGULATORY COMMISSION (FERC)</p> <p>Files document the FERC regulatory process ensuring all incoming correspondence, outgoing correspondence, documentation, reports to FERC or reports from FERC are sent and received officially by the agency.</p>	UT55-05E-27 Rev. 0	3 Years	NON-ARCHIVAL NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.5	EQUIPMENT LOGS Records of use and performance, including in and out times. <i>Note: See 18 CFR §125.3 13.1(b).</i>	UT55-05D-03 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
5.6	FISH COUNT REPORTS Periodic reports on fish population, including charts, summaries, and accounts of population increase and decrease and projects located in, on or adjacent to surface water.	UT55-05D-04 Rev. 0	Retain for 10 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
5.7	GAUGE READING REPORTS (OTHER THAN WATER OR RIVER FLOW) <i>Note: See 18 CFR §125.3 13.1(f).</i>	UT55-05D-05 Rev. 0	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
5.8	GENERATION AND OUTPUT LOGS WITH SUPPORTING DATA <i>Note: See 18 CFR §125.3 13.1(b).</i>	UT55-05D-06 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
5.9	HIGH-TENSION AND LOW-TENSION GENERATING LOAD RECORDS <i>Note: See 18 CFR §125.3 13.1(d).</i>	UT55-05D-07 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
5.10	HYDRO-ELECTRIC OPERATIONS LOGS AND REPORTS Includes daily and hourly logs, shift records, supervisors and plant operations daily diaries. May be needed for documentation of issues in litigation. <i>Note: See 18 CFR §125.3 14(b) and 18 CFR §125.3 13.1(b).</i>	UT55-05D-08 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
5.11	LOAD CURVES <i>Note: See 18 CFR §125.3 13.1(e).</i>	UT55-05D-09 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.12	LOAD DISPATCHER PERMITS <i>Note: See National Association of Regulatory Utility Commissioners NARUC 22.1(k).</i>	UT55-05D-10 Rev. 0	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
5.13	MAINTENANCE REPORTS For hydroelectric equipment and facilities performance and repairs. <i>Note: See National Association of Regulatory Utility Commissioners NARUC 22.1(b).</i>	UT55-05D-11 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
5.14	POLLUTION REPORTS/STUDIES Documentation and data compiled on to waste accumulation and pollution generated by or around facilities. Does not include hazardous materials. <i>Note: For documentation of pollution involving hazardous materials, see GS50-19-03 and GS50-19-06 in the Local Government Common Records Retention Schedule (CORE).</i>	UT55-05D-12 Rev. 0	Retain for 10 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
5.15	RECORDING INSTRUMENT CHARTS <i>Note: See 18 CFR §125.3 13.1(g).</i>	UT55-05D-13 Rev. 0	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
5.16	SPILL GATE DATA COLLECTED FOR ANNUAL REPORT TO THE FEDERAL ENERGY REGULATORY COMMISSION (FERC) REGARDING OPERATION OF EACH SPILLWAY	UT55-05E-28 Rev. 0	3 Years	NON-ARCHIVAL NON-ESSENTIAL OFM
5.17	STATION AND SYSTEM GENERATION REPORTS Periodic reports on the amount of power being generated. <i>Note: See 18 CFR §125.3 13.1(c1).</i>	UT55-05D-14 Rev. 0	25 years	NON-ARCHIVAL NON-ESSENTIAL OPR
5.18	STATION LOAD PERMITS <i>Note: See National Association of Regulatory Utility Commissioners NARUC 22.1(k).</i>	UT55-05D-15 Rev. 0	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.19	TECHNICAL DATA FILES Periodic reports, charts, and miscellaneous data on weather, geology, hydrology, and topography created for reference use. <i>Note: See 18 CFR §125.3 38.</i>	UT55-05D-16 Rev. 0	Retain for 5 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
5.20	TEMPERATURE LOGS <i>Note: See 18 CFR §125.3 13.1(e).</i>	UT55-05D-17 Rev. 0	Retain for 3 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
5.21	WATER LOGS <i>Note: See 18 CFR §125.3 13.1(e).</i>	UT55-05D-18 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
5.22	WATER/RIVER FLOW REPORTS <i>Note: See 18 CFR §125.3 13.1(f).</i>	UT55-05D-19 Rev. 0	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR



6. SEWER AND WATER SYSTEM DOCUMENTATION

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1	BACKFLOW INCIDENT RECORDS Documentation of incidents of backflow contamination in water systems. <i>Note: See WAC 246-290-490 (8)(a)(iii).</i>	UT55-06A-03 Rev. 0	5 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.2	BACKFLOW PREVENTER INSPECTION AND INVENTORY Documentation required to be maintained on individual approved backflow preventers installed at water system service connections. <i>Note: See WAC 246-290-490 (8)(a)(ii).</i>	UT55-06A-01 Rev. 0	5 years or life of backflow preventer, whichever is shorter.	NON-ARCHIVAL NON-ESSENTIAL OFM
6.3	BACKFLOW PREVENTER MASTER LIST Master list of connections and premises for which backflow preventers are required, including names and addresses of owners. <i>Note: See WAC 246-290-490 (8)(a)(i).</i>	UT55-06A-02 Rev. 0	Retain documentation of individual backflow preventers until connection no longer pose a contamination threat to the water distribution system.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.4	CAPACITY STUDIES – SEWAGE TREATMENT PLANTS Studies of peak and average flow used to evaluate the status of treatment plant operating capacity.	UT55-06B-01 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
6.5	CHEMICAL ANALYSIS REPORTS – REGULATORY COMPLIANCE Records are compilations of finished data used to document compliance with State and Fed water quality regulations. Includes but is not limited to, annual inorganic reports and additional data summaries used to document compliance with State water quality regulations. <i>Note: See 40 CFR § 141.33 and WAC 246-290-480(a).</i>	UT55-06A-27 Rev. 0	Retain for the life of the water system <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.6	<p>CHEMICAL RAW DATA RECORDS – REGULATORY COMPLIANCE Records document chemical testing results of water samples taken from various locations throughout the water system and supply sources. Used to document compliance with State drinking water regulations. May include tab worksheets, sample run data, calibration test results, lab notebooks, bench sheets, etc.</p> <p><i>Note: See 40 CFR § 141.33; WAC 246-290-480(a).</i></p>	UT55-06A-28 Rev. 0	Life of water system	NON-ARCHIVAL NON-ESSENTIAL OPR
6.7	<p>CROSS-CONNECTION CONTROL ANNUAL SUMMARY REPORTS Annual reports summarizing cross-connection control activities by water utilities required by the Washington State Department of Health.</p> <p><i>Note: See WAC 246-290-490 (8)(a)(iii).</i></p>	UT55-06A-25 Rev. 0	5 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.8	<p>DEFECTIVE SIDE SEWER NOTICE Notification sent to individual property owners with defective side sewers, including a description of defects and requirements for repair.</p>	UT55-06A-35 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.9	<p>DISCHARGE MONITORING REPORTS – SEWAGE TREATMENT PLANTS Daily reports required by the Washington State Department of Ecology.</p>	UT55-06B-02 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.10	<p>EQUIVALENT CUSTOMER UNIT (ECU) REPORTS – SEWAGE TREATMENT PLANTS Annual report on volume of customers served by treatment plant.</p>	UT55-06B-03 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
6.11	<p>FACILITY RETIREMENT AUTHORIZATION – SEWER AND WATER SYSTEM DOCUMENTATION Official authorization for facility retirement, including basis of determination and estimates of cost.</p>	UT55-06A-04 Rev. 0	Disposition or sale of facility plus 10 years	NON-ARCHIVAL NON-ESSENTIAL OPR



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.12	FACILITY RETIREMENT WORK ORDER – SEWER AND WATER SYSTEM DOCUMENTATION Basic record of facility removal and replacement.	UT55-06A-05 Rev. 0	Disposition or sale of facility plus 10 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.13	FLOW RECORD – WATER SYSTEM DOCUMENTATION Documentation of volume in distribution system.	UT55-06A-06 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
6.14	FLOW REPORTS – SEWAGE TREATMENT PLANTS Daily reports of influent and effluent flow.	UT55-06B-04 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
6.15	FLUORIDE CHARTS – WATER SYSTEM DOCUMENTATION Test reports showing water usage and amount of fluoride in water system.	UT55-06A-07 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
6.16	GRINDER PUMP MAINTENANCE AND LOCATION RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION	UT55-06A-08 Rev. 0	Life of equipment	NON-ARCHIVAL ESSENTIAL OFM
6.17	HISTORY FILES – SEWAGE TREATMENT PLANTS Documentation of plant operations and compliance with state and federal permit requirements.	UT55-06B-07 Rev. 0	Retain for the life of the facility plus 6 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
6.18	HYDRANT RECORDS – WATER SYSTEM DOCUMENTATION Documentation of hydrant location, specifications, maintenance history, etc.	UT55-06A-09 Rev. 0	Life of equipment	NON-ARCHIVAL ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.19	INDUSTRIAL WASTE PERMITS – SEWER SYSTEM DOCUMENTATION Permits issued to industrial customers allowing them to discharge industrial waste into the local government sewer system.	UT55-06A-10 Rev. 0	Retain for 6 years after expiration of permit <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
6.20	INSPECTION AND MONITORING REPORTS – SEWER AND WATER SYSTEM DOCUMENTATION Reports on the system operating conditions such as chlorine test, laboratory reports, television surveillance tapes, telemetry, etc.	UT55-06A-17 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
6.21	LABORATORY PERFORMANCE EVALUATIONS – SEWAGE TREATMENT PLANTS Periodic blind test performed by the Washington State Department of Ecology.	UT55-06B-05 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.22	LEAD AND COPPER COMPLIANCE RECORDS Records used to document compliance with State and Federal drinking water regulations related to lead and copper monitoring. May include sampling data and analyses, reports, surveys, letters, evaluations, schedules, etc. <i>Note: See 40 CFR § 141.91.</i>	UT55-06A-29 Rev. 0	End of calendar year plus 12 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.23	LIMNOLOGY REPORTS Reports summarize long-term data used to evaluate changes in reservoir water quality and ecology. Includes biological, chemical, and physical data related to the water body in addition to conclusions and recommendations for improved water quality.	UT55-06A-30 Rev. 0	Life of the water system	NON-ARCHIVAL NON-ESSENTIAL OPR
6.24	MANHOLE RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION Documentation of location, installation, size, flow direction, maintenance, materials, etc.	UT55-06A-11 Rev. 0	PERMANENT	NON-ARCHIVAL ESSENTIAL OPR



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.25	MAPS AND GEOGRAPHIC DATA – SEWER AND WATER SYSTEM DOCUMENTATION	UT55-06A-18 Rev. 0	PERMANENT	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
6.26	METER RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION Account of water meter installation, serial number, location, etc.	UT55-06A-12 Rev. 0	Life of equipment	NON-ARCHIVAL ESSENTIAL OPR
6.27	OPERATIONS AND MAINTENANCE MANUALS – SEWAGE TREATMENT PLANTS	UT55-06B-06 Rev. 0	PERMANENT	NON-ARCHIVAL ESSENTIAL OPR
6.28	OPERATORS LOG – SEWAGE TREATMENT PLANTS	UT55-06B-08 Rev. 0	PERMANENT	NON-ARCHIVAL ESSENTIAL OPR
6.29	PIPE RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION Records of pipe installation, location, specifications, maintenance history, etc.	UT55-06A-13 Rev. 0	Life of equipment	NON-ARCHIVAL ESSENTIAL OFM
6.30	POLLUTION AND POLLUTION CONTROL STUDIES – SEWER AND WATER SYSTEM DOCUMENTATION Studies and reports regarding levels and means of control for water, air and other types of pollution caused by district facilities and operations.	UT55-06A-14 Rev. 0	Retain for 5 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
6.31	POLLUTION CONTROL INSPECTION REPORTS – SEWER AND WATER SYSTEM DOCUMENTATION Reports on levels of pollutants being discharged, processed, and removed through the system. Also measurements of pollutants in system's effluent.	UT55-06A-15 Rev. 0	Retain for 6 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.32	PROJECT FILES – SEWER AND WATER SYSTEM DOCUMENTATION Official account of various water system construction projects, including work orders, ledgers, studies, etc.	UT55-06A-19 Rev. 0	Life of facility plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.33	SANITARY SURVEY COMPLIANCE FILES Records document the agency's response to sanitary survey findings. May include list of findings or deficiencies submitted by the State, documentation of corrective action taken or explanations of why repairs cannot be made, out of service orders, spreadsheets used to track completion of repairs, and additional supporting documentation. <i>Note: See WAC 246-290-480(c).</i>	UT55-06A-31 Rev. 0	Completion of survey and applicable corrective action plus 10 years.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.34	SEWER JETTING AND VACTORING RECORDS Documentation of routine cleaning of sewer lines.	UT55-06A-16 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
6.35	SURFACE WATER GROUNDWATER PERMIT FILES Documents the amount, function, and use of surface and groundwater. Includes background and permit files	UT55-06B-12 Rev. 0	Termination of permit plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.36	VALVE RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION Account of valve location, specifications, maintenance history, etc.	UT55-06A-20 Rev. 0	Life of equipment	NON-ARCHIVAL ESSENTIAL OFM
6.37	VIBRATION ANALYSIS DATA – SEWAGE TREATMENT PLANTS Data collected on treatment plant equipment for use in preventative maintenance and troubleshooting.	UT55-06B-10 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.38	WATER AND SEWER SYSTEM COMPREHENSIVE PLANS	UT55-06A-22 Rev. 0	PERMANENT	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
6.39	WATER AND SEWER SYSTEM EMERGENCY INCIDENT REPORTS Reports documenting incidents that damage or disrupt the operation of water and sewer systems, including date, time, type of incident, and measures taken to resolve the problem, clean up contaminants and restore service.	UT55-06A-26 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.40	WATER AVAILABILITY / SEWER SYSTEM HOOKUP REQUEST FORMS May be required for building permit for properties hooked up to a provider's water supply and/or sewer system.	UT55-06A-36 Rev. 0	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
6.41	WATER CONSUMPTION REPORTS – SEWAGE TREATMENT PLANTS	UT55-06B-11 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.42	WATER FACILITIES INVENTORY (WFI) FORM Inventory of water system updated and reported annually to the Washington State Department of Health. Information includes identification of water sources, number of connections, population served, type of treatment used, type of system, contact information, etc.	UT55-06A-32 Rev. 0	End of calendar year plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.43	WATER QUALITY MONITORING WAIVERS Requests submitted to the Washington State Department of Health for exceptions from the water quality monitoring requirements. May include waiver application, approval/denial from State, correspondence, etc. <i>Note: See 40 CFR § 141-33(d).</i>	UT55-06A-33 Rev. 0	Upon revocation, expiration or denial of waiver plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OPR



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.44	<p>WATER QUALITY VIOLATION NOTICES</p> <p>Records are notices to consumers informing them when water supply is out of compliance with drinking water regulations. Information includes description of violation, violation date, populations affected, actions consumers can take, summary of corrective action, etc. Also includes documentation of notice distribution (media, web, mail, etc.).</p> <p><i>Note: See WAC 246-290-480(f).</i></p>	UT55-06A-34 Rev. 0	Retain for 6 years after issuance of notice <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
6.45	<p>WATER TEST REPORTS</p> <p>Tests and correspondence related to Health Department or District requirements.</p>	UT55-06A-21 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
6.46	<p>WILDLIFE HABITAT MANAGEMENT PLAN – SEWER AND WATER SYSTEM DOCUMENTATION</p>	UT55-06A-23 Rev. 0	PERMANENT	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



7. SURFACE WATER DRAINAGE DOCUMENTATION

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.1	DIKING AND DRAINAGE DISTRICT HISTORY FILES Documentation on the formation, location, and activities in each district.	UT50-27-01 Rev. 0	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
7.2	DIKING AND DRAINAGE FACILITY MAINTENANCE HISTORY FILES Documentation of ongoing inspection and maintenance.	UT50-27-02 Rev. 0	Life of facility.	NON-ARCHIVAL NON-ESSENTIAL OPR
7.3	DIKING AND DRAINAGE MAINTENANCE PROJECT FILES Documentation of requests for funding and execution of non-routine maintenance projects.	UT50-27-03 Rev. 0	Completion of project plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OPR
7.4	DRAINAGE AND WATER QUALITY COMPLAINT AND INVESTIGATION FILES Complaints filed by citizens regarding drainage and surface water quality conditions in areas of agency jurisdiction.	UT50-27-04 Rev. 0	Retain for 6 years after resolution of complaint <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
7.5	DRAINAGE BASIN AND WATERSHED HISTORY FILES Background documentation for planning and capital improvement projects as well as lawsuits.	UT50-27-05 Rev. 0	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.6	FLOOD CONTROL PLAN Comprehensive management plans for flood control within the agency's jurisdiction.	UT50-27-06 Rev. 0	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
7.7	FLOOD CONTROL PLAN DEVELOPMENT FILES Documentation of the development of the agency's current flood control plan.	UT50-27-07 Rev. 0	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
7.8	FLOOD DAMAGE SURVEY REPORTS Documentation of physical and monetary damage done by individual floods submitted in support of requests for federal disaster assistance aid.	UT50-27-08 Rev. 0	Retain for 6 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
7.9	FLOOD FILES Documentation of significant individual floods and flooding issues.	UT50-27-09 Rev. 0	Retain for 6 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
7.10	MONITORING, TEST AND SAMPLE DATA SURFACE WATER, DRAINAGE, AND FLOOD CONTROL Surface water, flood, and drainage related data collected by the agency, including stream flow, rainfall, and water samples.	UT50-27-10 Rev. 0	Retain for 6 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.11	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT – SURFACE WATER, DRAINAGE, AND FLOOD CONTROL	UT55-06A-24 Rev. 0	Retain for 6 years after expiration of permit <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
7.12	PLANNING REPORTS, STUDIES, MODELS AND ANALYSIS – SURFACE WATER, DRAINAGE, AND FLOOD CONTROL	UT50-01-57 Rev. 0	Retain for 5 years <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
7.13	RIVER MANAGEMENT PROJECT FILES Document requests for funding and execution of river improvement projects.	UT50-27-12 Rev. 0	Retain for 6 years after completion of project <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
7.14	RIVER MODELING FILES Documentation of characteristics and conditions of individual rivers used for developing plans and projects.	UT50-27-13 Rev. 0	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
7.15	SURFACE WATER/DRAINAGE CAPITAL IMPROVEMENT PROJECTS Documentation of design and development work done on construction projects intended to relieve drainage and other surface water management problems. <i>Note: For construction project files, plans, and specifications retention requirements, see the Public Works - Engineering section in the Local Government General Records Retention Schedule (LGRRS).</i>	UT50-27-15 Rev. 0	Retain for 6 years after completion of project <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR

SUPERSEDED



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.16	SURFACE WATER MANAGEMENT PROJECT PLANS AND SPECIFICATIONS	UT50-27-14 Rev. 0	Retain for 6 years after completion of project <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
7.17	WATER QUALITY PROJECT FILES – SURFACE WATER, DRAINAGE, AND FLOOD CONTROL Documentation of planning projects for improvement of surface water quality.	UT50-27-16 Rev. 0	Retain for 6 years after completion of project <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
7.18	WATERSHED MANAGEMENT POLICY FILES Background documentation for agency surface water management policy development projects.	UT50-27-17 Rev. 0	Retain for 6 years after completion of project <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM

SUPERSEDED



8. UTILITIES ACCOUNTING

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1	BILLING STATEMENTS (CARDS) Statements of money due for utility services, including amount due, balance, account number, and customer's name.	UT55-05B-01 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
8.2	BILLING STUBS	UT55-05B-02 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
8.3	BILLING SUMMARIES (REGISTERS)	UT55-05B-03 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
8.4	COLLECTION AGENCY REPORTS	UT55-05B-04 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
8.5	CUSTOMER ACCOUNT ADJUSTMENT FILES Includes applications for low income/senior discount/rate reduction.	UT55-05B-05 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
8.6	CUSTOMER ACCOUNT INDEX	UT55-05B-06 Rev. 0	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
8.7	CUSTOMER CREDIT FILES	UT55-05B-07 Rev. 0	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
8.8	DELINQUENT ACCOUNT LISTS	UT55-05B-08 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.9	DEPOSIT RECEIPTS	UT55-05B-09 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
8.10	DEPOSIT REGISTER	UT50-03B-15 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
8.11	DISCONNECTION NOTICES	UT55-05B-11 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
8.12	ELECTRIC UTILITY ADVERTISEMENTS File copies of advertisements for service provided by electric utilities as individual entities or as part of a larger group. <i>Note: See 18 CFR §125.3 3(42).</i>	UT55-05B-13 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
8.13	ELECTRIC UTILITY GENERAL AND SUBSIDIARY LEDGERS, JOURNALS, AND INDEXES Ledgers, journals, and indexes documenting funds and functions relating to the finances of electric utilities. <i>Note: See 18 CFR §125.3 6(a).</i>	UT55-05B-12 Rev. 0	10 years	NON-ARCHIVAL ESSENTIAL OPR
8.14	ELECTRIC UTILITY PLANT LEDGERS <i>Note: See 18 CFR §125.3 16(a).</i>	UT55-05B-28 Rev. 0	25 years	NON-ARCHIVAL NON-ESSENTIAL OPR
8.15	FEDERAL AND STATE REGULATORY COMMISSIONS Includes annual financial, operating and statistical and PURPA reports. <i>Note: See 18 CFR §125.3 41.</i>	UT55-05B-14 Rev. 0	5 years	NON-ARCHIVAL NON-ESSENTIAL OPR

SUPERSEDED



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.16	FINAL CLOSURE OF ACCOUNT SCHEDULES	UT55-05B-15 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
8.17	JOURNAL VOUCHERS AND INDEXES FOR ELECTRIC UTILITIES <i>Note: See 18 CFR §125.3 8(a).</i>	UT55-05B-17 Rev. 0	10 years	NON-ARCHIVAL ESSENTIAL OPR
8.18	LOW INCOME/SENIOR CITIZEN DISCOUNT/TAX EXEMPTION APPLICATIONS	UT55-05B-27 Rev. 0	Termination plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OPR
8.19	METER READING CARDS	UT55-05B-19 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
8.20	RATE AND BILLING SYSTEM DEVELOPMENT DOCUMENTATION Service rate calculations and documentation on billing and collection systems. <i>Note: See 18 CFR §125.3 30.</i>	UT55-05B-20 Rev. 0	Completion of rate schedule plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OFM
8.21	RATE AND COLLECTION SYSTEM REVISION NOTICES Notices to customers of changes in billing rates and collection policies and procedures.	UT55-05B-21 Rev. 0	Destroy when obsolete or superseded.	NON-ARCHIVAL NON-ESSENTIAL OFM
8.22	RATE SCHEDULES Official proceedings and approval. <i>Note: See 18 CFR §125.3 30.</i>	UT55-05B-22 Rev. 0	Clerk of governing council, commission or board - PERMANENT - 1 copy archival.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
8.23	SERVICE APPLICATIONS	UT55-05B-24 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.24	SERVICE ORDERS	UT55-05B-25 Rev. 0	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
8.25	UNCOLLECTABLE ACCOUNT LISTS	UT55-05B-26 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
8.26	UTILITY CUSTOMER DEPOSIT LISTING <i>Note: See 18 CFR §125.3 36.</i>	UT55-05B-29 Rev. 0	Termination of account plus 3 years.	NON-ARCHIVAL NON-ESSENTIAL OPR
8.27	UTILITY METER READINGS/USAGE DOCUMENTATION	UT55-05B-18 Rev. 0	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

SUPERSEDED



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives (WSA).

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as "Archival (Permanent Retention)" other than the removal of duplicates. Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.

BAL

Resource and Demand Balancing reliability standards.

Standards issued by the North American Electric Reliability Corporation to which bulk electric systems of North America must adhere.

CFR

Code of Federal Regulations.

The codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

CIP

Critical Infrastructure Protection.

Standards issued by the North American Electric Reliability Corporation to which bulk electric systems of North America must adhere



Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the Local Records Committee.

Essential Records

Public records that local government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases and other finding aids should also be transferred with the records.

INT

Interchange Scheduling and Coordination reliability standards.

Standards issued by the North American Electric Reliability Corporation to which bulk electric systems of North America must adhere.

IRO

Interconnection Reliability Operations and Coordination reliability standards.

Standards issued by the North American Electric Reliability Corporation to which bulk electric systems of North America must adhere.

Local Records Committee

The committee established by RCW 40.14.070 to review and approve disposition of local government records.

Its three members include the State Archivist and one representative each from the Offices of the Attorney General and the State Auditor.

Migration

The periodic transfer of data from one electronic system to another in order to ensure continued integrity and accessibility of data despite changes over time in hardware, software, and storage media.



Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

Obsolete

Public records which are no longer relevant to current program or primary functional responsibilities of a department or office.

Office of Record

The group, department, or office within an agency responsible for maintaining a primary record from creation (or receipt) through disposition.

SUPERSEDED

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”



Permanent – See *Archival (Permanent Retention) and Non-Archival*.

Potentially Archival or Potential Archival Value – See *Archival (Appraisal Required)*.

Primary Records

The original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term "public records" shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

Secondary Records

Copies (or duplicates) of the agency's primary records used for specific legal, fiscal, or administrative purposes.

Secondary records exist for convenience of reference, or for informational purposes, and may be discarded when no longer needed for agency business in accordance with GS50-02-04.

Security Microfilm

Silver duplicate or first-generation microfilm which is stored at Washington State Archives under strictly-controlled environmental conditions and serves as an emergency/disaster back-up, in accordance with chapter 40.10 RCW.

Washington State Archives provides security microfilm storage and inspection services to local government agencies.



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For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.