This schedule applies to: Utility Service 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, sewer, irrigation water, and solid waste management, surface water drainage, 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 (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) 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.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

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 should take measures to 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 November 29, 2012.

For the State Auditor: Cindy Evans | **For the Attorney General: Sharon Payant** | **The State Archivist: Jerry Handfield**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
Initial	1981	First public utilities retention schedule.
1.0	December 2, 2010	All records series relating to the provision of public utilities were transferred from the *Local Government General Records Retention Schedule (LGGRRS) Ver. 5.1.* 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.)
1.1	April 26, 2012	Added new series related to nuclear power utilities. Updated format and disposition actions for consistency. (No Revision Guide issued.)
1.2	November 29, 2012	Solid Waste Management added; records series imported from demolished *Local Government General Records Retention Schedule (LGGRRS) Version 5.2*. New series added: ***Utility Meter Readings – For Energy Planning and/or Conservation Education*** (UT2012-050). UT55-05B-18 revised. 10 series covered by *CORE* discontinued. (See Revision Guide.)

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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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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05D-20 Rev. 0	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. *Note: See 18 CFR §125.3 39.*	**Retain** for 3 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-001 Rev. 0	***Corrective Action Reports – Quality Assurance Records (Lifetime)*** Records documenting the reporting of plant issues requiring cause analysis and meeting the criteria of Lifetime Quality Assurance Records. Lifetime Quality Assurance Records as defined by American National Standards Institute (ANSI) standard N45.2.9 and relating to the identification, cause, and corrective action of a condition adverse to quality. Includes, but is not limited to: • Failures, malfunctions, deficiencies, and deviations; • Defective material and equipment; • Nonconformance. *Note: See ANSI N45.2.9-1974 Appendix A reference to Nonconformance Reports and ANSI N45.2.9-1974 section 2.2.1 for definition of Lifetime Quality Assurance Record.*	**Retain** for 6 years after plant decommissioned *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

1.2 REPORTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-002 Rev. 0	***Corrective Action Reports – Quality Assurance Records (Nonpermanent)*** Records documenting the reporting of non-significant plant issues recorded for the purpose of documenting and communicating, not requiring cause analysis and meeting the criteria of Nonpermanent Quality Assurance Records. Nonpermanent Quality Assurance Records as defined by American National Standards Institute (ANSI) standard N45.2.9 and relating to the identification, cause, and corrective action of a condition adverse to quality. Includes, but is not limited to: • Lighting issues; • Potential procedure enhancement. *Note: See ANSI N45.2.9-1974 Appendix A section A.6.1 reference to records designated as Nonpermanent and ANSI N45.2.9-1974 section 2.2.2 for definition of Nonpermanent Quality Assurance Record.*	**Retain** for 6 years after matter resolved *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05D-21 Rev. 0	***Electric Power Reports Required by Regulatory Agencies and Commissions*** 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: • Mitigation plans (retractions, updates, etc.); • Self reports (reports of non-compliance); • Self certifications; • Data requests from NERC and WECC. *Note: See 18 CFR §125.3 41.*	**Retain** for 5 years after submitted to regulatory agency *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

1.2 REPORTING

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-003 Rev. 0	***Reportable Occurrence Records – Nuclear Power Plants*** Reportable occurrence records where copies of the records have been sent to the United State Nuclear Regulatory Commission (U.S. NRC). *Note: Nuclear Regulatory Commission's records are retained permanently in accordance with National Archives and Records Administration (NARA) Control Numbers N1-431-87-1 and N1-431-00-19.*	**Retain** for 6 years after submitted to regulatory agency *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

1.3 TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-004 Rev. 0	***Agency-Provided Training – Licensed Nuclear Operator Qualification Data*** Records relating to operator license status, medical status, and administration of the licensed operator requalification program. Includes, but is not limited to: • Certification of Medical Examination by Facility License (NRC Form 396); • Licensee Personal Qualification Statements (NRC From 398); • Requalification examination results; • Requalification test question responses; • Requalification Job Performance Measurement (JPM) results; • Requalification simulator training results. Excludes exam results covered by "Agency-Provided Training – Nuclear Plant Staff (Accredited)" (DAN UT2012-005).	**Retain** until operator no longer maintains operator license *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
UT2012-005 Rev. 0	***Agency-Provided Training – Nuclear Plant Staff (Accredited)*** Official exam results (score and/or pass/fail) of workers who are directly involved in the operation and maintenance of a nuclear power facility. Includes, but is not limited to: • Licensed operator initial and requalification training; • Equipment operator training; • Engineering training. Excludes records relating to radiation protection training covered by "Agency-Provided Training – Radiological" (DAN UT2012-006).	**Retain** for 6 years after plant decommissioned *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

1.3 TRAINING

The activity of the local government agency providing training to agency employees, contractors, customers, or the public.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-006 Rev. 0	***Agency-Provided Training – Radiological*** Records relating to the radiation protection training of employees (including contractors), visitors, and escorted personnel, which provide evidence of training/education/sufficient knowledge of radiation hazards and safe work practices. Includes, but is not limited to: • Instructor manuals, syllabi, lesson plans, handouts and exam results; • Training attendance records; • Initial and periodic quantitative respirator fit tests. *Note: See ANI Information Bulletin 80-1A Section II.*	**Retain** for 100 years after training provided *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05G-01 Rev. 0	CONSTRUCTION COST ANALYSIS – ELECTRIC POWER SYSTEMS *Note: See 18 CFR §125.3 17(f).*	**Retain** for 5 years after clearance to plant account *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
UT55-05G-02 Rev. 0	CONSTRUCTION PROJECT FILES – ELECTRIC POWER SYSTEMS *Note: See 18 CFR §125.3 17(b), (e) and (g).*	Completion of project plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05G-03 Rev. 0	EXPENDITURE REQUISITION AND AUTHORIZATION FILES – ELECTRIC POWER SYSTEMS *Note: See 18 CFR §125.3 11.*	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.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-007 Rev. 0	***Nuclear Plant Construction and Pre-Operational Phase*** Records documenting the construction and startup of nuclear power facilities (including independent spent fuel storage installations (ISFSI) which would either provide required baseline data for in-service inspection or be of significant value in: • Demonstrating capability for safe operation; • Maintaining, reworking, repairing, replacing, or modifying plant components; • Determining the cause of an accident or malfunction of a plant component. Includes records defined as "Lifetime Quality Assurance Records" in accordance with ANSI N45.2.9 – 1974, Section 2.2.1. *Note: Other records related to the construction of nuclear power facilities are covered by "Construction Project Files (DAN GS50-18-10)" in the Local Government Common Records Retention Schedule (CORE).*	**Retain** for 6 years after plant decommissioned *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
UT55-05G-06 Rev. 0	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. *Note: See 18 CFR §125.3 22(b).*	Sale or retirement of plant plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05G-05 Rev. 0	WORK IN PROGRESS LEDGERS OR REPORTS – ELECTRIC POWER SYSTEMS *Note: See 18 CFR §125.3 17(a).*	5 years after clearance to plant account.	NON-ARCHIVAL NON-ESSENTIAL OPR
UT50-06B-28 Rev. 0	WORK ORDERS – ELECTRIC POWER SYSTEMS *Note: See 18 CFR §125.3 17(a).*	5 years after clearance to plant account.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.2 ELECTRONIC INFORMATION SYSTEMS

This section covers records relating to electronic information systems which are not covered by the Local Government Common Records Retention Schedule (CORE).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2010-088 Rev. 0	***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: • 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. *Note: Records relating to cyber security at a nuclear facility will be covered in either Security Monitoring (Nuclear Facilities) – Incident or Security Monitoring (Nuclear Facilities) – No Incident.*	**Retain** for 1 year after completion of assessment *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

2.3 ENVIRONMENTAL MANAGEMENT

This section covers records relating to environmental management which are not covered by the *Local Government Common Records Retention Schedule (CORE).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-008 Rev. 0	***Radiological/Contamination Monitoring*** Records relating to the processes, equipment used, and results for the monitoring of radiological contamination. Includes, but is not limited to: • Plant radiation and contamination surveys; • Environmental licensing, monitoring and effluent measure records; • Radioactive shipment and release/waste disposal reports; • Instrumentation and calibration records; • Equipment tests; • Sealed source and fission detector leak tests and results; • Annual physical inventory of all sealed source material of record. *Note: See ANI Information Bulletin 80-1A Section III and IV.*	**Retain** for 100 years after end of calendar year *and* 50 years after plant decommissioned *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

2.4 MAINTENANCE

The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-009 Rev. 0	***Nuclear Facilities Maintenance – Safety-Related*** Records documenting maintenance activities associated with safety-related structures, systems and components of nuclear power facilities. Includes records defined as "Lifetime Quality Assurance Records" in accordance with ANSI N45.2.9 – 1974, Section 2.2.1. Includes, but is not limited to: • Completed work orders; • Performed surveillances; • Completed design modifications/change packages; • Performed test plans. Note: Other records related to the maintenance of nuclear facilities are covered by the "Asset Management – Maintenance" section in the Local Government Common Records Retention Schedule (CORE).	**Retain** for 6 years after plant decommissioned *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

2.5 SECURITY

The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-010 Rev. 0	***Security Monitoring (Nuclear Facilities) – Incident*** Records relating to the investigation of threats, thefts, and sabotage (actual or suspected) relating to special nuclear material, high-level radioactive wastes, nuclear facilities, and other radioactive materials and activities regulated by the United States Nuclear Regulatory Commission (U.S.NRC), ***where an incident <u>has</u> occurred.*** Includes, but is not limited to: • Investigation records and reports; • Routine patrol logs; • Access/entry logs; • Vital area door tests; • Records relating to the protection of safety-related systems. Excludes official agency policy and procedure directives and plans (physical security, local law enforcement, cyber security, etc.) covered by CORE DAN GS50-01-24. *Note: See 10 CFR 73.54 and 10 CFR 73.55.* *Note: If litigation commences, these records become part of the litigation case file and are covered by GS53-02-04.* *Note: Records designated as Safeguards or other records that could hinder the security objectives of the nuclear facility per 10 CFR 2.390 shall be retained at the nuclear facility.*	**Retain** for 6 years after investigation finalized *then* **Transfer** to Washington State Archives for permanent retention until 10 years after plant decommissioned *then* **Reappraise** for selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

2.5 SECURITY

The activity of protecting the local government agency's physical goods and resources against danger, loss or threat.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-011 Rev. 0	***Security Monitoring (Nuclear Facilities) – No Incident*** Records relating to the implementation of security programs and contingency plans designed to prevent (and respond to) threats, thefts, and sabotage relating to special nuclear material, high-level radioactive wastes, nuclear facilities, and other radioactive materials and activities regulated by the United States Nuclear Regulatory Commission (U.S.NRC), ***where no incident has occurred*.** Includes, but is not limited to: • Routine patrol logs; • Access/entry logs; • Vital area door tests; • Records relating to the protection of safety-related systems. Excludes official agency policy and procedure directives and plans (physical security, local law enforcement, cyber security, etc.) covered by CORE DAN GS50-01-24. *Note: See 10 CFR 73.54 and 10 CFR 73.55.*	**Retain** for 3 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR

3. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce, where not covered by the *Local Government Common Records Retention Schedule (CORE)*.

3.1 OCCUPATIONAL HEALTH AND SAFETY

The activity of creating and maintaining a safe and healthy work environment for employees.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-012 Rev. 0	***Employee Assignment History – Radiological*** Records documenting employee (includes contractors and volunteers) work assignments and activities at the nuclear facility, which may be used to reconstruct a worker's history and thus estimate their radiation dose. Includes, but is not limited to: • Radiation Work Permits; • ALARA (As Low as Reasonably Achievable) Plans; • ALARA Briefs. *Note: See ANI Information Bulletin 80-1A Section V and ANSI* N45.*2.9 Appendix A section A.6.*	**Retain** for 100 years after employee's date of birth *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

4. IRRIGATION UTILITIES

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT50-32-01 Rev. 0	FORECLOSURE FILES – IRRIGATION UTILITIES	Foreclosure of account plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT50-32-03 Rev. 0	LAND OWNER WATER QUALITY VIOLATION FILES – IRRIGATION UTILITIES Includes landowner water quality plans submitted to resolve violations.	**Retain** for 6 years after resolution *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
UT50-32-04 Rev. 0	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.	**Retain** until no longer need for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM
UT50-32-05 Rev. 0	LINE LOCATION REQUESTS – IRRIGATION UTILITIES	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM
UT50-32-06 Rev. 0	WATER DIVERSION REPORTS – IRRIGATION UTILITIES	**Retain** for 6 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT50-32-07 Rev. 0	WATER QUALITY MONITORING DATA – IRRIGATION UTILITIES	**Retain** for 3 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
UT50-32-08 Rev. 0	WATER USE REPORTS – IRRIGATION UTILITIES	**Retain** for 6 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

5. POWER DISTRIBUTION

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05E-01 Rev. 0	APPARATUS FAILURE REPORTS *Note: See 18 CFR §125.3 13.*	3 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT2010-089 Rev. 0	***Control Performance Standards*** Records relating to Control Performance Standards (CPS) submitted to Western Electricity Coordinating Council (WECC) in accordance with BAL-001-0.1a.	**Retain** for 1 year after submitted *then* **Destroy.**	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05E-25 Rev. 0	ELECTRICAL WORK PERMITS (HARD CARDS) Permits for individuals to install residential alarms, communications, etc.	Termination plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05G-07 Rev. 0	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.	Investigation closed plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05E-14 Rev. 0	FACILITY INSPECTION AND MAINTENANCE REPORTS Periodic reports on the condition of substations, underground vaults, and other distribution system facilities. *Note: See 18 CFR §125.3 14(b).*	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05E-02 Rev. 0	FACILITY RETIREMENT AUTHORIZATION *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.*	10 years after facility retired.	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05E-03 Rev. 0	FACILITY RETIREMENT WORK ORDER Basic record of facility removal and/or replacement. *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.*	10 years after facility retired.	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05E-04 Rev. 0	INSULATOR TEST RECORDS *Note: See 18 CFR §125.3 14(d).*	3 Years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT2010-090 Rev. 0	***Interchange Transactions and Reliability Coordination*** Records relating to the coordination of power distribution through the Western Interconnection electric grid. Includes, but is not limited to: • 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. Excludes reports of non-compliance covered by UT55-05D-21. *Note: See INT-001-3, INT-003-2, INT-004-2, INT-009-1, INT-010-1, IRO-004-1, and IRO-005-2.*	**Retain** for 3 months or 90 days after report of data, whichever is later *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05E-12 Rev. 0	POLE LIST Record of utility pole type, description, location, ancillary equipment, etc. *Note: See 18 CFR §125.3 14(c).*	Life of equipment	NON-ARCHIVAL **ESSENTIAL** OFM
UT55-05E-13 Rev. 0	POWER DEMAND CHARTS	**Retain** for 6 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM
UT55-05E-17 Rev. 0	STREET LIGHT HISTORY RECORDS	Life of equipment	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05E-18 Rev. 0	STREET OPENING INSPECTION AND REPAIR REPORTS *Note: See 18 CFR §125.3 23.1(j), National Association of Regulatory Utility Commissioners NARUC 23.1(j).*	Destroy when obsolete or superseded.	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05E-20 Rev. 0	TRANSFORMER HISTORY DATA – NON-PCB Records documenting the history of transformers which do not contain Polychlorinated Biphenyls (PCBs). Includes specifications, location, and maintenance history. *Note: See UT55-05E-29 for history data of transformers containing Polychlorinated Biphenyls (PCBs).*	Life of equipment plus 10 years.	NON-ARCHIVAL **ESSENTIAL** OFM
UT55-05E-29 Rev. 0	TRANSFORMER HISTORY DATA – PCB Records documenting the history of transformers which contain Polychlorinated Biphenyls (PCBs). Includes specifications, location, and maintenance history. *Note: See UT55-05E-20 for history data of transformers not containing Polychlorinated Biphenyls (PCBs).* *Note: See 18 CFR §125.3 14(c). For PCB retention requirements. See 40 CFR § 761.180(b).*	Life of equipment plus 20 years.	NON-ARCHIVAL **ESSENTIAL** OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05E-21 Rev. 0	TRANSFORMER INSPECTION REPORTS *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.*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05E-26 Rev. 0	TURBINE HISTORY FILES Documentation of installation, operation, and maintenance logs, etc. *Note: See 18 CFR §125.2(g)(1).*	Life of equipment	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05E-23 Rev. 0	UNDERGROUND LINE FILES Data on underground lines, including location and specification. *Note: See 18 CFR §125.3 21.*	Life of equipment.	NON-ARCHIVAL **ESSENTIAL** OFM
UT55-05E-24 Rev. 0	VOLTAGE CHARTS Documentation of voltage delivered to the power distribution system. *Note: See 18 CFR §125.3 13.1(b).*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

6. POWER GENERATION

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2010-091 Rev. 0	***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). Includes, but is not limited to: • 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. *Note: See BAL-005-0.1b.*	**Retain** for 1 year after data collected *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05D-01 Rev. 0	BOILER TUBE FAILURE REPORT *Note: See 18 CFR §125.3 13.1(a).*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05D-02 Rev. 0	COAL LOGS *Note: See 18 CFR §125.3 13.1(a).*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05E-27 Rev. 0	DAM SAFETY COMPLIANCE REVIEW FILES - FEDERAL ENERGY REGULATORY COMMISSION (FERC) 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.	3 Years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05D-03 Rev. 0	EQUIPMENT LOGS Records of use and performance, including in and out times. *Note: See 18 CFR §125.3 13.1(b).*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05D-04 Rev. 0	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.	**Retain** for 10 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
UT55-05D-05 Rev. 0	GAUGE READING REPORTS (OTHER THAN WATER OR RIVER FLOW) *Note: See 18 CFR §125.3 13.1(f).*	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05D-06 Rev. 0	GENERATION AND OUTPUT LOGS WITH SUPPORTING DATA *Note: See 18 CFR §125.3 13.1(b).*	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05D-07 Rev. 0	HIGH-TENSION AND LOW-TENSION GENERATING LOAD RECORDS *Note: See 18 CFR §125.3 13.1(d).*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05D-08 Rev. 0	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. *Note: See 18 CFR §125.3 14(b) and 18 CFR §125.3 13.1(b).*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05D-09 Rev. 0	LOAD CURVES *Note: See 18 CFR §125.3 13.1(e).*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05D-10 Rev. 0	LOAD DISPATCHER PERMITS *Note: See National Association of Regulatory Utility Commissioners NARUC 22.1(k).*	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05D-11 Rev. 0	MAINTENANCE REPORTS For hydroelectric equipment and facilities performance and repairs. *Note: See National Association of Regulatory Utility Commissioners NARUC 22.1(b).*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT2012-013 Rev.0	***Nuclear Operations – Quality Assurance Records (Lifetime)*** Records documenting the operations of nuclear facilities (including power levels and periods of operation at each power level) which would provide required baseline data for in-service inspection or be of significant value in: • Demonstrating capability for safe operation; • Maintaining, reworking, repairing, replacing, or modifying safety related plant components; • Determining the cause of an accident or malfunction of a plant component; • Safety related component testing. Includes records defined as "Lifetime Quality Assurance Records" in accordance with ANSI N45.2.9 – 1974, Section 2.2.1. Includes, but is not limited to: • Fuel program quality assurance records (fuel inspection records, fuel design documents, as-built fuel QA records, nuclear materials accountability records); • Transient or operational cycling records for those plant components designed to operate safely for a limited number of transients or operation cycles. *Note: See ANSI N45.2.9 Appendix A sections A.6 for additional examples.*	**Retain** for 6 years after plant decommissioned *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT2012-014 Rev. 0	***Nuclear Operations – Quality Assurance Records (Nonpermanent)*** Records documenting the operations of nuclear facilities (including power levels and periods of operation at each power level) which would NOT provide required baseline data for in-service inspection or be of significant value in: • Demonstrating capability for safe operation; • Maintaining, reworking, repairing, replacing, or modifying safety related plant components; • Determining the cause of an accident or malfunction of a plant component. Includes records defined as "Nonpermanent Quality Assurance Records" in accordance with ANSI N45.2.9 – 1974, Section 2.2.2. Includes, but is not limited to: • Confined space permit logs; • Transient material permits; • Shift turnover sheets. Excludes records covered by "Employee Assignment History – Radiological" (DAN UT2012-012) and "Radiological/Contamination Monitoring" (DAN UT2012-008). *Note: See ANSI N45.2.9 Appendix A sections A.6 for additional examples.*	**Retain** for 6 years after end of calendar year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05D-12 Rev. 0	POLLUTION REPORTS/STUDIES Documentation and data compiled on to waste accumulation and pollution generated by or around facilities. Does not include hazardous materials. *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).*	**Retain** for 10 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM
UT55-05D-13 Rev. 0	RECORDING INSTRUMENT CHARTS *Note: See 18 CFR §125.3 13.1(g).*	1 year	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05E-28 Rev. 0	SPILL GATE DATA COLLECTED FOR ANNUAL REPORT TO THE FEDERAL ENERGY REGULATORY COMMISSION (FERC) REGARDING OPERATION OF EACH SPILLWAY	3 Years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05D-14 Rev. 0	STATION AND SYSTEM GENERATION REPORTS Periodic reports on the amount of power being generated. *Note: See 18 CFR §125.3 13.1(c1).*	25 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05D-15 Rev. 0	STATION LOAD PERMITS *Note: See National Association of Regulatory Utility Commissioners NARUC 22.1(k).*	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05D-16 Rev. 0	TECHNICAL DATA FILES Periodic reports, charts, and miscellaneous data on weather, geology, hydrology, and topography created for reference use. *Note: See 18 CFR §125.3 38.*	**Retain** for 5 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
UT55-05D-17 Rev. 0	TEMPERATURE LOGS *Note: See 18 CFR §125.3 13.1(e).*	**Retain** for 3 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OFM
UT55-05D-18 Rev. 0	WATER LOGS *Note: See 18 CFR §125.3 13.1(e).*	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05D-19 Rev. 0	WATER/RIVER FLOW REPORTS *Note: See 18 CFR §125.3 13.1(f).*	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for permanent retention.	**ARCHIVAL** **(Permanent Retention)** **ESSENTIAL** OPR

7. SEWER AND WATER SYSTEMS DOCUMENTATION

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-06A-03 Rev. 0	BACKFLOW INCIDENT RECORDS Documentation of incidents of backflow contamination in water systems. *Note: See WAC 246-290-490 (8)(a)(iii).*	5 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-01 Rev. 0	BACKFLOW PREVENTER INSPECTION AND INVENTORY Documentation required to be maintained on individual approved backflow preventers installed at water system service connections. *Note: See WAC 246-290-490 (8)(a)(ii).*	5 years or life of backflow preventer, whichever is shorter.	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-06A-02 Rev. 0	BACKFLOW PREVENTER MASTER LIST Master list of connections and premises for which backflow preventers are required, including names and addresses of owners. *Note: See WAC 246-290-490 (8)(a)(i).*	Retain documentation of individual backflow preventers until connection no longer pose a contamination threat to the water distribution system.	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06B-01 Rev. 0	CAPACITY STUDIES – SEWAGE TREATMENT PLANTS Studies of peak and average flow used to evaluate the status of treatment plant operating capacity.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-06A-27 Rev. 0	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. *Note: See 40 CFR § 141.33 and WAC 246-290-480(a).*	**Retain** for the life of the water system *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-06A-28 Rev. 0	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. *Note: See 40 CFR § 141.33; WAC 246-290-480(a).*	Life of water system	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-25 Rev. 0	CROSS-CONNECTION CONTROL ANNUAL SUMMARY REPORTS Annual reports summarizing cross-connection control activities by water utilities required by the Washington State Department of Health. *Note: See WAC 246-290-490 (8)(a)(iii).*	5 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-35 Rev. 0	DEFECTIVE SIDE SEWER NOTICE Notification sent to individual property owners with defective side sewers, including a description of defects and requirements for repair.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06B-02 Rev. 0	DISCHARGE MONITORING REPORTS – SEWAGE TREATMENT PLANTS Daily reports required by the Washington State Department of Ecology.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06B-03 Rev. 0	EQUIVALENT CUSTOMER UNIT (ECU) REPORTS – SEWAGE TREATMENT PLANTS Annual report on volume of customers served by treatment plant.	6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-06A-04 Rev. 0	FACILITY RETIREMENT AUTHORIZATION – SEWER AND WATER SYSTEM DOCUMENTATION Official authorization for facility retirement, including basis of determination and estimates of cost.	Disposition or sale of facility plus 10 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-05 Rev. 0	FACILITY RETIREMENT WORK ORDER – SEWER AND WATER SYSTEM DOCUMENTATION Basic record of facility removal and replacement.	Disposition or sale of facility plus 10 years	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-06A-06 Rev. 0	FLOW RECORD – WATER SYSTEM DOCUMENTATION Documentation of volume in distribution system.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-06B-04 Rev. 0	FLOW REPORTS – SEWAGE TREATMENT PLANTS Daily reports of influent and effluent flow.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-06A-07 Rev. 0	FLUORIDE CHARTS – WATER SYSTEM DOCUMENTATION Test reports showing water usage and amount of fluoride in water system.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-06A-08 Rev. 0	GRINDER PUMP MAINTENANCE AND LOCATION RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION	Life of equipment	NON-ARCHIVAL **ESSENTIAL** OFM
UT55-06B-07 Rev. 0	HISTORY FILES – SEWAGE TREATMENT PLANTS Documentation of plant operations and compliance with state and federal permit requirements.	**Retain** for the life of the facility plus 6 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
UT55-06A-09 Rev. 0	HYDRANT RECORDS – WATER SYSTEM DOCUMENTATION Documentation of hydrant location, specifications, maintenance history, etc.	Life of equipment	NON-ARCHIVAL **ESSENTIAL** OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-06A-10 Rev. 0	INDUSTRIAL WASTE PERMITS – SEWER SYSTEM DOCUMENTATION Permits issued to industrial customers allowing them to discharge industrial waste into the local government sewer system.	**Retain** for 6 years after expiration of permit *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
UT55-06A-17 Rev. 0	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.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-06B-05 Rev. 0	LABORATORY PERFORMANCE EVALUATIONS – SEWAGE TREATMENT PLANTS Periodic blind test performed by the Washington State Department of Ecology.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-29 Rev. 0	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. *Note: See 40 CFR § 141.91.*	End of calendar year plus 12 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-30 Rev. 0	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.	Life of the water system	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-11 Rev. 0	MANHOLE RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION Documentation of location, installation, size, flow direction, maintenance, materials, etc.	PERMANENT	NON-ARCHIVAL **ESSENTIAL** OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-06A-18 Rev. 0	MAPS AND GEOGRAPHIC DATA – SEWER AND WATER SYSTEM DOCUMENTATION	PERMANENT	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
UT55-06A-12 Rev. 0	METER RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION Account of water meter installation, serial number, location, etc.	Life of equipment	NON-ARCHIVAL **ESSENTIAL** OPR
UT55-06B-06 Rev. 0	OPERATIONS AND MAINTENANCE MANUALS – SEWAGE TREATMENT PLANTS	PERMANENT	NON-ARCHIVAL **ESSENTIAL** OPR
UT55-06B-08 Rev. 0	OPERATORS LOG – SEWAGE TREATMENT PLANTS	PERMANENT	NON-ARCHIVAL **ESSENTIAL** OPR
UT55-06A-13 Rev. 0	PIPE RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION Records of pipe installation, location, specifications, maintenance history, etc.	Life of equipment	NON-ARCHIVAL **ESSENTIAL** OFM
UT55-06A-14 Rev. 0	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.	**Retain** for 5 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
UT55-06A-15 Rev. 0	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.	**Retain** for 6 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-06A-19 Rev. 0	PROJECT FILES – SEWER AND WATER SYSTEM DOCUMENTATION Official account of various water system construction projects, including work orders, ledgers, studies, etc.	Life of facility plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-31 Rev. 0	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. *Note: See WAC 246-290-480(c).*	Completion of survey and applicable corrective action plus 10 years.	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-16 Rev. 0	SEWER JETTING AND VACTORING RECORDS Documentation of routine cleaning of sewer lines.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-06B-12 Rev. 0	SURFACE WATER GROUNDWATER PERMIT FILES Documents the amount, function, and use of surface and groundwater. Includes background and permit files.	Termination of permit plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-20 Rev. 0	VALVE RECORDS – SEWER AND WATER SYSTEM DOCUMENTATION Account of valve location, specifications, maintenance history, etc.	Life of equipment	NON-ARCHIVAL **ESSENTIAL** OFM
UT55-06B-10 Rev. 0	VIBRATION ANALYSIS DATA – SEWAGE TREATMENT PLANTS Data collected on treatment plant equipment for use in preventative maintenance and troubleshooting.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-06A-22 Rev. 0	WATER AND SEWER SYSTEM COMPREHENSIVE PLANS	PERMANENT	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-06A-26 Rev. 0	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.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-36 Rev. 0	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.	2 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-06B-11 Rev. 0	WATER CONSUMPTION REPORTS – SEWAGE TREATMENT PLANTS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-32 Rev. 0	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.	End of calendar year plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-33 Rev. 0	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. *Note: See 40 CFR § 141-33(d).*	Upon revocation, expiration or denial of waiver plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-34 Rev. 0	WATER QUALITY VIOLATION NOTICES 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.). *Note: See WAC 246-290-480(f).*	**Retain** for 6 years after issuance of notice *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-06A-21 Rev. 0	WATER TEST REPORTS Tests and correspondence related to Health Department or District requirements.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-06A-23 Rev. 0	WILDLIFE HABITAT MANAGEMENT PLAN – SEWER AND WATER SYSTEM DOCUMENTATION	PERMANENT	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR

8. SOLID WASTE MANAGEMENT

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT50-26-02 Rev. 0	CONSTRUCTION SITE INSPECTIONS SOLID WASTE MANAGEMENT Inspection of construction projects to verify proper waste disposal.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT50-26-04 Rev. 0	DAILY TRIP STATUS REPORT / LOG SOLID WASTE MANAGEMENT Documentation of the number of loads dumped by each hauler for the day.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT50-26-05 Rev. 0	LANDFILL / TRANSFER STATION HISTORY FILES Contains background information on each site such as deeds, contracts, surveys, maps, plans, rights of way, and legal descriptions.	PERMANENT	NON-ARCHIVAL **ESSENTIAL** OPR
UT50-26-06 Rev. 0	LANDFILL / TRANSFER STATION SURVEY FILES May include maps, sketches, field notes, and volume calculations.	PERMANENT	NON-ARCHIVAL **ESSENTIAL** OPR
UT50-26-07 Rev. 0	LANDFILL SITE CLOSURE AND CUSTODIAL FILES Reports and monitoring data required by statute for each landfill site for which the agency is the legal custodian.	PERMANENT	NON-ARCHIVAL **ESSENTIAL** OPR
UT50-26-08 Rev. 0	LANDFILL / TRANSFER STATION SITE TESTING AND MONITORING RECORDS Tests to monitor conditions on site, including groundwater, surface water, leaching, gases, weather and fill settlement.	6 years	NON-ARCHIVAL **ESSENTIAL** OPR
UT50-26-09 Rev. 0	OUTSIDE WASTE GENERATOR CLEARANCE DOCUMENTATION Documentation of clearance for parties outside of the agency's jurisdiction to dispose of waste at agency landfills.	Expiration plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT50-26-10 Rev. 0	SCALE HOUSE VIDEO MONITORING TAPES Used for surveillance of scale houses at landfills, transfer stations, and other solid waste operating sites.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT50-26-12 Rev. 0	SOLID WASTE LOAD TRIP TICKETS Documentation of number and content of loads dumped by each hauler.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT50-26-11 Rev. 0	SOLID WASTE RECEIVING AND PROCESSING LOGS Chronological documentation of materials received and processed by solid waste facilities.	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT50-26-17 Rev. 0	SPECIALIZED MATERIALS CONTAINMENT, STORAGE AND DISPOSAL PERMITS Permits issued to Solid Waste agencies for the containment, storage, and disposal of specialized materials.	Termination or renewal of permit plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT50-26-14 Rev. 0	UNACCEPTABLE WASTE STATEMENTS Issued to generators or haulers caught dumping unacceptable waste at landfills. May include warning, follow-up, and penalty documentation.	Resolution plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT50-26-15 Rev. 0	WASTE DISPOSAL VIOLATION FILES SOLID WASTE MANAGEMENT	Resolution plus 6 years	NON-ARCHIVAL NON-ESSENTIAL OPR

9. SURFACE WATER DRAINAGE DOCUMENTATION

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

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT50-27-06 Rev. 0	FLOOD CONTROL PLAN Comprehensive management plans for flood control within the agency's jurisdiction.	Clerk of governing council, commission, or board - PERMANENT - 1 copy archival.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
UT50-27-07 Rev. 0	FLOOD CONTROL PLAN DEVELOPMENT FILES Documentation of the development of the agency's current flood control plan.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
UT50-27-08 Rev. 0	FLOOD DAMAGE SURVEY REPORTS Documentation of physical and monetary damage done by individual floods submitted in support of requests for federal disaster assistance aid.	**Retain** for 6 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
UT50-27-09 Rev. 0	FLOOD FILES Documentation of significant individual floods and flooding issues.	**Retain** for 6 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
UT50-27-10 Rev. 0	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.	**Retain** for 6 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-06A-24 Rev. 0	NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT – SURFACE WATER, DRAINAGE, AND FLOOD CONTROL	**Retain** for 6 years after expiration of permit *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
UT50-01-57 Rev. 0	PLANNING REPORTS, STUDIES, MODELS AND ANALYSIS – SURFACE WATER, DRAINAGE, AND FLOOD CONTROL	**Retain** for 5 years *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM
UT50-27-12 Rev. 0	RIVER MANAGEMENT PROJECT FILES Document requests for funding and execution of river improvement projects.	**Retain** for 6 years after completion of project *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
UT50-27-13 Rev. 0	RIVER MODELING FILES Documentation of characteristics and conditions of individual rivers used for developing plans and projects.	**Retain** until no longer needed for agency business *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT50-27-15 Rev. 0	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. *Note: For construction project files, plans, and specifications retention requirements, see the Public Works - Engineering section in the Local Government General Records Retention Schedule (LGGRRS).*	**Retain** for 6 years after completion of project *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
UT50-27-14 Rev. 0	SURFACE WATER MANAGEMENT PROJECT PLANS AND SPECIFICATIONS	**Retain** for 6 years after completion of project *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** **ESSENTIAL** OPR
UT50-27-16 Rev. 0	WATER QUALITY PROJECT FILES – SURFACE WATER, DRAINAGE, AND FLOOD CONTROL Documentation of planning projects for improvement of surface water quality.	**Retain** for 6 years after completion of project *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
UT50-27-17 Rev. 0	WATERSHED MANAGEMENT POLICY FILES Background documentation for agency surface water management policy development projects.	**Retain** for 6 years after completion of project *then* **Transfer** to Washington State Archives for appraisal and selective retention.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OFM

10. UTILITIES ACCOUNTING

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05B-06 Rev. 0	CUSTOMER ACCOUNT INDEX	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05B-07 Rev. 0	CUSTOMER CREDIT FILES	Destroy when obsolete or superseded	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05B-11 Rev. 0	DISCONNECTION NOTICES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05B-13 Rev. 0	ELECTRIC UTILITY ADVERTISEMENTS File copies of advertisements for service provided by electric utilities as individual entities or as part of a larger group. *Note: See 18 CFR §125.3 3(42).*	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05B-12 Rev. 0	ELECTRIC UTILITY GENERAL AND SUBSIDIARY LEDGERS, JOURNALS, AND INDEXES Ledgers, journals, and indexes documenting funds and functions relating to the finances of electric utilities. *Note: See 18 CFR §125.3 6(a).*	10 years	NON-ARCHIVAL **ESSENTIAL** OPR
UT55-05B-28 Rev. 0	ELECTRIC UTILITY PLANT LEDGERS *Note: See 18 CFR §125.3 16(a).*	25 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05B-14 Rev. 0	FEDERAL AND STATE REGULATORY COMMISSIONS Includes annual financial, operating and statistical and PURPA reports. *Note: See 18 CFR §125.3 41.*	5 years	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05B-15 Rev. 0	FINAL CLOSURE OF ACCOUNT SCHEDULES	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05B-17 Rev. 0	JOURNAL VOUCHERS AND INDEXES FOR ELECTRIC UTILITIES *Note: See 18 CFR §125.3 8(a).*	10 years	NON-ARCHIVAL **ESSENTIAL** OPR
UT55-05B-20 Rev. 0	RATE AND BILLING SYSTEM DEVELOPMENT DOCUMENTATION Service rate calculations and documentation on billing and collection systems. *Note: See 18 CFR §125.3 30.*	Completion of rate schedule plus 6 years.	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05B-21 Rev. 0	RATE AND COLLECTION SYSTEM REVISION NOTICES Notices to customers of changes in billing rates and collection policies and procedures.	Destroy when obsolete or superseded.	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05B-22 Rev. 0	RATE SCHEDULES Official proceedings and approval. *Note: See 18 CFR §125.3 30.*	Clerk of governing council, commission or board - PERMANENT - 1 copy archival.	**ARCHIVAL** **(Appraisal Required)** NON-ESSENTIAL OPR
UT55-05B-24 Rev. 0	SERVICE APPLICATIONS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
UT55-05B-25 Rev. 0	SERVICE ORDERS	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
UT55-05B-29 Rev. 0	UTILITY CUSTOMER DEPOSIT LISTING *Note: See 18 CFR §125.3 36.*	Termination of account plus 3 years.	NON-ARCHIVAL NON-ESSENTIAL OPR

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
UT55-05B-18 Rev. 1	***Utility Meter Readings – For Billing*** Records documenting customer usage of utility products provided by the agency (electricity, water, natural gas, telecommunications, etc.), ***where used to substantiate billing.***	**Retain** for 3 years after end of fiscal year *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OPR
UT2012-050 Rev. 0	***Utility Meter Readings – For Energy Planning and/or Conservation Education*** Records documenting customer usage of utility products provided by the agency (electricity, water, natural gas, telecommunications, etc.), where used for energy planning purposes or customer education, and ***where NOT used to substantiate billing***. Excludes meter readings covered by UT55-05B-18.	**Retain** until no longer needed for agency business *then* **Destroy**.	NON-ARCHIVAL NON-ESSENTIAL OFM

GLOSSARY *(See CORE glossary for additional items)*

ANI

American Nuclear Insurers.
A joint underwriting association created by insurance companies in the United States with a purpose to pool the financial assets pledged by member companies to provide the significant amount of property and liability insurance required for nuclear power plants and related facilities throughout the world.

ANSI

American National Standards Institute.
A private not-for-profit organization with a purpose to coordinate the development of voluntary consensus standards for products, processes and systems in the United States.

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.

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.

Lifetime Quality Assurance Records *(as defined in ANSI N45.2.9 – 1974, Section 2.2.1)*

2.2.1 Lifetime Quality Assurance Records. Lifetime records are those which meet one or more of the following criteria:

1. *Those which would be of significant value in demonstrating capability for safe operation.*
2. *Those which would be of significant value in maintaining, reworking, repairing, replacing, or modifying the item.*
3. *Those which would be of significant value in determining the cause of an accident or malfunction of an item.*
4. *Those which provide required baseline data for inservice inspection.*

Nonpermanent Quality Assurance Records *(as defined in ANSI N45.2.9 – 1974, Section 2.2.2)*

2.2.2 Nonpermanent Quality Assurance Records. Nonpermanent Records are those which meet all of the following criteria:

1. *Those of no significant value in demonstrating capability for safe operation.*
2. *Those of no significant value in maintaining, reworking, repairing, replacing, or modifying the item.*
3. *Those of no significant value in determining the cause of an accident or malfunction of an item.*
4. *Those which do not provide baseline data for inservice inspection.*

U.S.NRC

United States Nuclear Regulatory Commission.

An independent agency of the United States government with a purpose to regulate commercial nuclear power plants and other uses of nuclear materials, such as in nuclear medicine, through licensing, inspection, and enforcement of its requirements.

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