**This schedule applies to: Utility Service Providers**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of public records of all local government agencies relating to the unique functions of providing utility services (power generation/distribution, water, sewer, irrigation water, and solid waste management, surface water drainage, etc.). The schedule is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies.

**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.

**Revocation of previously issued records retention schedules**

All previously issued records retention schedules for records that are covered by this retention schedule are revoked. 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 June 2, 2021.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Signature on File* |  | *Signature on File* |  | *Signature on File* |
| **For the State Auditor: Al Rose** |  | **For the Attorney General: Matt Kernutt** |  | **The State Archivist: Steve Excell** |

**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.) | |
| 1.3 | May 18, 2017 | Minor revisions to the Asset Management – Advice and Technical Assistance; Irrigation Utilities; Surface Water Drainage Documentation; and Utilities Accounting sections as well as formatting updates throughout the schedule. | |
| 1.4 | February 6, 2019 | Minor revisions to the Asset Management – Security; Power Generation; and Solid Waste Management sections as well as formatting updates throughout the schedule. | |
| 1.5 | June 2, 2021 | Minor revisions to the Agency Management—Reporting; Asset Management—Electronic Information Systems; Power Distribution; Power Generation; Sewer and Water Systems Documentation; and Utilities Accounting sections. | |

For assistance and advice in applying this records retention schedule,

please contact your agency’s Records Officer

or Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

**Table of Contents**

[1. AGENCY MANAGEMENT 4](#_Toc70939111)

[1.1 PLANNING, MISSION, AND CHARTER 4](#_Toc70939112)

[1.2 REPORTING 5](#_Toc70939113)

[1.3 TRAINING 9](#_Toc70939114)

[2. ASSET MANAGEMENT 11](#_Toc70939115)

[2.1 ADVICE AND TECHNICAL ASSISTANCE 11](#_Toc70939116)

[2.2 DESIGN AND CONSTRUCTION 12](#_Toc70939117)

[2.3 ENVIRONMENTAL MANAGEMENT 15](#_Toc70939118)

[2.4 MAINTENANCE 16](#_Toc70939119)

[2.5 SECURITY 17](#_Toc70939120)

[3. HUMAN RESOURCE MANAGEMENT 21](#_Toc70939121)

[3.1 OCCUPATIONAL HEALTH AND SAFETY 21](#_Toc70939122)

[4. IRRIGATION UTILITIES 22](#_Toc70939123)

[5. POWER DISTRIBUTION 24](#_Toc70939124)

[6. POWER GENERATION 29](#_Toc70939125)

[7. SEWER AND WATER SYSTEMS DOCUMENTATION 35](#_Toc70939126)

[8. SOLID WASTE MANAGEMENT 44](#_Toc70939127)

[9. SURFACE WATER DRAINAGE DOCUMENTATION 47](#_Toc70939128)

[10. UTILITIES ACCOUNTING 52](#_Toc70939129)

[Glossary 56](#_Toc70939130)

[INDEXES 60](#_Toc70939131)

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. 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. REPORTING   The activity of reporting information relating to the agency as required by federal, state, and local law. | | | |
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| **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**  **(for Disaster Recovery)**  OPR |
| 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. 1 | ***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, WECC, and other regulatory bodies.   Note: Retention based on 18 CFR §125.3 41 and WECC auditing recommendations. | **Retain** for 6 years after submitted to regulatory agency  *and*  dismissal or completion of enforcement actions (if any)  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| UT2021-001  Rev. 0 | ***Electric Reliability Standards Compliance Program Documents and Evidence (Not Submitted for Audit)***  Records used to document electric power agency compliance with requirements and standards of Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), Western Electricity Coordinating Council (WECC), or other regulatory bodies *that are not submitted for audit.*  Includes, but is not limited to:   * Copies of policies, procedures, standards; * Copies of records documenting compliance with program requirements.   *Note: Retention based on NERC’s Compliance Monitoring and Enforcement Program Rules of Procedure: Appendix 4C, Section 3.1.4.2.* | **Retain** until completion of audit  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT2021-002  Rev. 0 | ***Electric Reliability Standards Compliance Program Documents and Evidence (Submitted for Audit)***  Records used to document electric power agency compliance with requirements and standards of Federal Energy Regulatory Commission (FERC), North American Electric Reliability Corporation (NERC), Western Electricity Coordinating Council (WECC), or other regulatory bodies *that are submitted for audit.*  Includes, but is not limited to:   * Copies of policies, procedures, standards; * Copies of records documenting compliance with program requirements.   *Note: Retention based on NERC’s Compliance Monitoring and Enforcement Program Rules of Procedure: Appendix 4C, Section 3.1.4.2.* | **Retain** for 8 years after completion of audit  *and*  investigations completed/violations corrected (if any)  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 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. TRAINING   The activity of the local government agency providing training to agency employees, contractors, customers, or the public. | | | |
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| **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**  **(for Disaster Recovery)**  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**  **(for Disaster Recovery)**  OPR |
| UT2012-006  Rev. 1 | ***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 15-01 Section II.* | **Retain** for 100 years after training provided  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. 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.

| * 1. ADVICE AND TECHNICAL ASSISTANCE   The activity of providing advice, technical assistance and information about utility assets. | | | |
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| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| UT50-32-05  Rev. 1 | ***Line Location Requests***  Records relating to requests for the location of underground assets of any type of utility service. | **Retain** for 1 year after request fulfilled  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

| * 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. | | | |
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| **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).* | **Retain** for 6 years after completion of project  *then*  **Destroy**. | 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.* | **Retain** for 6 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 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**  **(for Disaster Recovery)**  OPR |
| UT55-05E-23  Rev. 1 | ***Utility Infrastructure (Location and Specifications)***  Records documenting the location and specifications (such as size, type, flow direction, materials, etc.) of utility infrastructure, ***where not covered by a more specific records series.*** Infrastructure includes, but is not limited to: cables, grinder pumps, hydrants, manholes, meters, pipes, poles, towers, underground lines, valves, vaults, etc.  Includes, but is not limited to:   * Maps; * Plans; * Engineering drawings. | **Retain** until infrastructure is removed  then  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  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). | **Retain** for 6 years after sale or retirement of plant  *then*  **Destroy**. | 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).* | **Retain** for 5 years after clearance to plant account  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT50-06B-28  Rev. 1 | ***Work Orders – Electric Power Systems***  *Note: See 18 CFR §125.3 17(b).* | **Retain** for 5 years after clearance to plant account  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

| * 1. ENVIRONMENTAL MANAGEMENT   This section covers records relating to environmental management which are not covered by the *Local Government Common Records Retention Schedule (CORE).* | | | |
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| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| UT2012-008  Rev. 1 | ***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; * On-site groundwater protection program 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 15-01 Section III, IV, X, XI and XII. | **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**  **(for Disaster Recovery)**  OPR |

| * 1. MAINTENANCE   The activity of repairing or servicing the assets of the local government agency. Includes buildings, vehicles, and equipment. | | | |
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| **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**  **(for Disaster Recovery)**  OPR |

| * 1. SECURITY   The activity of protecting the agency’s assets against danger, loss, or threat. | | | |
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| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| UT2019-001  Rev. 0 | ***Authorization – Nuclear Facility Access (Denials)***  Records documenting the denial of unescorted access at a nuclear facility.  Excludes records covered by *Authorization – Employee Access (DAN GS2010-002)*.  *Note: Retention based on Nuclear Energy Institute guidance document NEI 03-05’s requirement that denials be retained permanently.* | **Retain** until plant decommissioned  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT2010-088  Rev. 1 | ***Security – Cyber Vulnerability Assessments (Electric Power Agencies)***  Records documenting annual vulnerability assessments of an electric power system agency’s Critical Cyber Assets (CCA) in accordance with CIP-005-5.  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 are covered by either Security Monitoring (Nuclear Facilities) – Incident (DAN UT2012-010) or Security Monitoring (Nuclear Facilities) – No Incident (DAN UT2012-011).* | **Retain** for 3 years after end of calendar year  *and*  investigations completed/violations corrected (if any)  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 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 has 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 *Official Agency Policy and Procedure Directives, Regulations and Rules (DAN GS50-01-24)* in the *Local Government Common Records Retention Schedule (CORE).*  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**  **(for Disaster Recovery)**  OPR |
| 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 *Official Agency Policy and Procedure Directives, Regulations and Rules (DAN GS50-01-24)* in the *Local Government Common Records Retention Schedule (CORE).*  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 |
| UT2021-003  Rev. 0 | ***Security—Reportable Cyber Security Incidents (Electric Power Agencies)***  Records documenting electric power system agency reportable cyber security incidents and resulting response actions in accordance with CIP-005-3 and CIP-008-5.  Includes, but not limited to:   * All access and external connection points (physical and electronic); * Original and revised versions of Cyber Security Incident response plan(s); * Initial notices to the Electricity Sector Information Sharing and Analysis Center (ES-ISAC); * Incident handling (e.g., containment, eradication, recovery/incident resolution); * Incident reports, logs, and notes kept during incident response process, and follow-up documentation; * Security logs, police reports, emails, response forms or checklists, forensic analysis results, restoration records, and post-incident review notes; * “Lessons-learned” reports, notes, logs, and communications from tests; * Evidence of plan update distribution including, but not limited to emails, USPS or other mail service, electronic distribution system, or training sign-in sheets.   *Note: Records relating to cyber security at a nuclear facility are covered by either Security Monitoring (Nuclear Facilities) – Incident (DAN UT2012-010) or Security Monitoring (Nuclear Facilities) – No Incident (DAN UT2012-011).* | **Retain** for 3 years after date of incident  *and*  investigations completed/violations corrected (if any)  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. 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)*.

| * 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. 1 | ***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 15-01 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 |

1. IRRIGATION UTILITIES

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| 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**  **(for Disaster Recovery)**  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 |
| 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 |

1. 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.* | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT2010-089  Rev. 1 | ***Control Performance Standards***  Records relating to Control Performance Standards (CPS) submitted to Western Electricity Coordinating Council (WECC) in accordance with BAL-001-2. | **Retain** for 3 years after end of calendar year  *and*  investigations completed/violations corrected (if any)  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-05E-25  Rev. 1 | ***Electrical Work Permits***  Permits for individuals to install residential alarms, communications, etc. | **Retain** for 6 years after expiration/termination of permit  *then*  **Destroy**. | 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. | **Retain** for 6 years after investigation closed  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-05E-14  Rev. 1 | ***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). | **Retain** for 6 years  *then*  **Destroy**. | 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.* | **Retain** for 10 years after facility retired  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| 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. | **Retain** for 10 years after facility retired  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-05E-04  Rev. 0 | ***Insulator Test Records***  *Note: See 18 CFR §125.3 14(d).* | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT2010-090  Rev. 1 | ***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 coordination; * Real-time transactions; * Real-time systems monitoring (logs, computer screen shots, etc.); * Outage coordination.   Excludes reports of non-compliance covered by *Electric Power Reports Required by Regulatory Agencies and Commission (DAN UT55-05D-21)*.  Note: Retention based on INT-004-3.1, INT-009-2, and INT-010-2. | **Retain** for 3 months after end of calendar month  *and*  investigations completed/violations corrected (if any)  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 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**  **(for Disaster Recovery)**  OFM |
| UT55-05E-06  Rev. 0 | ***Line Inspection Reports***  *Note: See 18 CFR §125.3 14(b).* | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-05E-07  Rev. 0 | ***Line Trouble Reports and Records***  *Note: See 18 CFR §125.3 14(b).* | **Retain** for 3 years  *then*  **Destroy**. | 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). | **Retain** for 3 years  *then*  **Destroy**. | 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). | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-05E-11  Rev. 0 | ***Outage Log***  *Note: See 18 CFR §125.3 14(b).* | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-05E-13  Rev. 1 | ***Power Demand Charts*** | **Retain** for 6 years  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| UT55-05E-18  Rev. 1 | ***Street Opening Inspection and Repair Reports***  *Note: Retention based on National Association of Regulatory Utility Commissioners NARUC 23.1(j).* | **Retain** until obsolete or superseded  *then*  **Destroy**. | 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 Transformer History Data – PCB (DAN UT55-05E-29) for history data of transformers containing Polychlorinated Biphenyls (PCBs). | **Retain** for 10 years after life of equipment  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  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 Transformer History Data – Non-PCB (DAN 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). | **Retain** for 20 years after life of equipment  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OFM |
| 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.* | **Retain** for 3 years  *then*  **Destroy**. | 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). | **Retain** for life of equipment  *then*  **Destroy**. | NON-ARCHIVAL  NON-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). | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

1. POWER GENERATION

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| UT2010-091  Rev. 1 | ***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: Retention based on BAL-005-1. | **Retain** for 3 years after end of calendar year  *and*  investigations completed/violations corrected (if any)  *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).* | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-05D-02  Rev. 1 | ***Coal Logs***  *Note: Retention based on 18 CFR §125.3 13.1(e).* | **Retain** for 3 years  *then*  **Destroy**. | 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. | **Retain** for 3 years  *then*  **Destroy**. | 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). | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 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).* | **Retain** for 2 years  *then*  **Destroy**. | 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).* | **Retain** for 6 years  *then*  **Destroy**. | 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).* | **Retain** for 3 years  *then*  **Destroy**. | 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). | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-05D-09  Rev. 0 | ***Load Curves***  *Note: See 18 CFR §125.3 13.1(e).* | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| 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). | **Retain** for 3 years  *then*  **Destroy**. | 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**  **(for Disaster Recovery)**  OPR |
| 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)*; * *Radiological/Contamination Monitoring (DAN UT2012-008)*.   Note: See ANSI N45.2.9 Appendix A sections A.6 for additional examples. | **Retain** for 6 yearsafter 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**  **(for Disaster Recovery)**  OFM |
| UT55-05D-13  Rev. 0 | ***Recording Instrument Charts***  *Note: See 18 CFR §125.3 13.1(g).* | **Retain** for 1 year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-05E-28  Rev. 0 | ***Spill Gate Data Collected for Annual Report to the Federal Energy Regulatory Commission (FERC) Regarding Operation of Each Spillway*** | **Retain** for 3 Years  *then*  **Destroy**. | 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). | **Retain** for 25 years  *then*  **Destroy**. | 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**  **(for Disaster Recovery)**  OFM |
| UT55-05D-18  Rev. 0 | ***Water Logs***  *Note: See 18 CFR §125.3 13.1(e).* | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-05D-19  Rev. 1 | ***Water/River Flow Gauge-Reading Reports***  *Note: Retention based on 18 CFR §125.3 13.1(f).* | **Retain** for life of corporation  *then*  **Transfer** to Washington State Archives for permanent retention. | **ARCHIVAL**  **(Permanent Retention)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |

1. 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). | **Retain** for 5 years  *then*  **Destroy**. | 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). | **Retain** for 5 years or life of backflow preventer, *whichever is shorter*  *then*  **Destroy**. | 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  *then*  **Destroy**. | 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. | **Retain** for 3 years  *then*  **Destroy**. | 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 |
| 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). | **Retain** for life of water system  *then*  **Destroy**. | 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).* | **Retain** for 5 years  *then*  **Destroy**. | 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. | **Retain** for 6 years  *then*  **Destroy**. | 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. | **Retain** for 6 years  *then*  **Destroy**. | 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. | **Retain** for 6 years  *then*  **Destroy**. | 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. | **Retain** for 10 years after disposition or sale of facility  *then*  **Destroy**. | 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. | **Retain** for 10 years after disposition or sale of facility  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-06A-06  Rev. 0 | ***Flow Record – Water System Documentation***  Documentation of volume in distribution system. | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-06B-04  Rev. 0 | ***Flow Reports – Sewage Treatment Plants***  Daily reports of influent and effluent flow. | **Retain** for 3 years  *then*  **Destroy**. | 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. | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-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 6 years after life of facility  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 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**  **(for Disaster Recovery)**  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. | **Retain** for 3 years  *then*  **Destroy**. | 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. | **Retain** for 6 years  *then*  **Destroy**. | 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. | **Retain** for 12 years after end of calendar year  *then*  **Destroy**. | 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. | **Retain** for life of water system  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-06A-18  Rev. 0 | ***Maps and Geographic Data – Sewer and Water System Documentation*** | PERMANENT | **ARCHIVAL**  **(Appraisal Required)**  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| UT55-06B-06  Rev. 0 | ***Operations and Maintenance Manuals – Sewage Treatment Plants*** | PERMANENT | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| UT55-06B-08  Rev. 0 | ***Operators Log – Sewage Treatment Plants*** | PERMANENT | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| 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 |
| 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. | **Retain** for 6 years after life of facility  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-06A-31  Rev. 1 | ***Sanitary Survey Compliance Files***  Records documenting the agency's response to sanitary survey findings.  Includes, but is no limited to:   * 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; * Additional supporting documentation.   Note: Retention based on WAC 246-290-480(1)(e). | **Retain** for 10 years after completion of survey  *and*  violations corrected (if any)  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-06A-16  Rev. 0 | ***Sewer Jetting and Vactoring Records***  Documentation of routine cleaning of sewer lines. | **Retain** for 3 years  *then*  **Destroy**. | 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. | **Retain** for 6 years after termination of permit  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-06B-10  Rev. 0 | ***Vibration Analysis Data – Sewage Treatment Plants***  Data collected on treatment plant equipment for use in preventative maintenance and troubleshooting. | **Retain** for 3 years  then  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-06A-22  Rev. 0 | ***Water and Sewer System Comprehensive Plans*** | PERMANENT | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| 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. | **Retain** for 6 years  *then*  **Destroy**. | 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. | **Retain** for 2 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-06B-11  Rev. 0 | ***Water Consumption Reports – Sewage Treatment Plants*** | **Retain** for 6 years  *then*  **Destroy**. | 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. | **Retain** for 6 years after end of calendar year  *then*  **Destroy**. | 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). | **Retain** for 6 years after revocation, expiration or denial of waiver  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-06A-34  Rev. 1 | ***Water Quality Violation Notices***  Notices to consumers informing them when water supply is out of compliance with drinking water regulations.  Includes, but is not limited to:   * Description of violation, including date and populations affected; * Actions consumers can take; * Summary of corrective action; * Documentation of notice distribution (media, web, mail, etc.).   Note: Retention based on WAC 246-290-480(1)(d). | **Retain** for 10 years after last corrective action taken  *then*  **Transfer** to Washington State Archives for appraisal and selective retention. | **ARCHIVAL**  **(Appraisal Required)**  NON-ESSENTIAL  OPR |
| UT55-06A-21  Rev. 0 | ***Water Test Reports***  Tests and correspondence related to Health Department or District requirements. | **Retain** for 6 years  *then*  **Destroy**. | 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 |

2. 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. | **Retain** for 6 years  *then*  **Destroy**. | 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. | **Retain** for 3 years  *then*  **Destroy**. | 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**  **(for Disaster Recovery)**  OPR |
| UT50-26-06  Rev. 0 | ***Landfill / Transfer Station Survey Files***  May include maps, sketches, field notes and volume calculations. | PERMANENT | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  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**  **(for Disaster Recovery)**  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. | **Retain** for 6 years  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  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. | **Retain** for 6 years after expiration  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT50-26-12  Rev. 0 | ***Solid Waste Load Trip Tickets***  Documentation of number and content of loads dumped by each hauler. | **Retain** for 3 years  *then*  **Destroy**. | 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. | **Retain** for 3 years  *then*  **Destroy**. | 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. | **Retain** for 6 years after termination or renewal of permit  *then*  **Destroy**. | 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. | **Retain** for 6 years after resolution  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT50-26-15  Rev. 0 | ***Waste Disposal Violation Files Solid Waste Management*** | **Retain** for 6 years after resolution  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |

1. SURFACE WATER DRAINAGE DOCUMENTATION

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| UT50-27-02  Rev. 0 | ***Diking and Drainage Facility Maintenance History Files***  Documentation of ongoing inspection and maintenance. | **Retain** for life of facility  *then*  **Destroy**. | 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. | **Retain** for 6 years after completion of project  *then*  **Destroy**. | 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 |
| 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**  **(for Disaster Recovery)**  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**  **(for Disaster Recovery)**  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 |
| 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 |
| 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**  **(for Disaster Recovery)**  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 |

1. UTILITIES ACCOUNTING

| **DISPOSITION AUTHORITY NUMBER (DAN)** | **DESCRIPTION OF RECORDS** | **RETENTION AND**  **DISPOSITION ACTION** | **DESIGNATION** |
| --- | --- | --- | --- |
| UT55-05B-06  Rev. 0 | ***Customer Account Index*** | **Retain** until obsolete or superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-05B-07  Rev. 0 | ***Customer Credit Files*** | **Retain** until obsolete or superseded  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-05B-25  Rev. 1 | ***Customer Service Orders***  Records relating to the provision of utility services and products to customers for which they will be billed.  Excludes:   * Records covered by *Contracts and Agreements – General (DAN GS50-01-11)*; * Work orders related to the maintenance of agency assets covered by *Maintenance – Major and/or Regulated (DAN GS2012-039)* and *Maintenance – Minor Non-Regulated (DAN GS2012-040)*. | **Retain** for 6 years after end of fiscal year  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-05B-11  Rev. 0 | ***Disconnection Notices*** | **Retain** for 3 years  *then*  **Destroy**. | 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). | **Retain** for 6 years  *then*  **Destroy**. | 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). | **Retain** for 10 years  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  OPR |
| UT55-05B-28  Rev. 0 | ***Electric Utility Plant Ledgers***  *Note: See 18 CFR §125.3 16(a).* | **Retain** for 25 years  *then*  **Destroy**. | 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. | **Retain** for 5 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-05B-15  Rev. 0 | ***Final Closure of Account Schedules*** | **Retain** for 3 years  *then*  **Destroy**. | 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).* | **Retain** for 10 years  *then*  **Destroy**. | NON-ARCHIVAL  **ESSENTIAL**  **(for Disaster Recovery)**  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. | **Retain** for 6 years after completion of rate schedule  *then*  **Destroy**. | 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. | **Retain** until obsolete or superseded  *then*  **Destroy**. | 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*** | **Retain** for 3 years  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |
| UT55-05B-29  Rev. 0 | ***Utility Customer Deposit Listing***  *Note: See 18 CFR §125.3 36.* | **Retain** for 3 years after termination of account  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OPR |
| UT55-05B-18  Rev. 2 | ***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***.  Includes, but is not limited to:   * Summary reports of advanced metering infrastructure (AMI) or Smart Meter.   Excludes raw data records covered by *Records Documented as Part of More Formalized Records* *(DAN GS2016-009)*.  *Note: Retention based on the needs of the Office of the State Auditor and the 1-year federal requirement for public utility meter readings (18 CFR §125.3 31).* | **Retain** for 3 years after end of fiscal year  *or*  until completion of State Auditor’s examination, *whichever is sooner*  *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 records covered by *Utility Meter Readings – For Billing (DAN UT55-05B-18)*. | **Retain** until no longer needed for agency business  *then*  **Destroy**. | NON-ARCHIVAL  NON-ESSENTIAL  OFM |

Glossary

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| ***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. |
| ***Appraisal***  The process of determining the value and disposition of records based on their administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records. |
| ***Archival (Appraisal Required)***  Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met. |
| ***Archival (Permanent Retention)***  Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation. |
| ***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 an agency. Possible disposition actions include transfer to the Archives and destruction. |
| ***Disposition Authority Number (DAN)***  Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series. |
| ***Essential Records***  Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. 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 the 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. |
| ***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. |
| ***Local Records Committee***  Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee’s three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor. |
| ***Non-Archival***  Designation given to public records that do not possess sufficient historical 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 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. |
| ***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. |
| ***OFM (Office Files and Memoranda)***  Public records not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda. |
| ***OPR (Official Public Records)***  Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records. |
| ***Public Records***  Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics. |
| ***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 or a number of different types of documents that are filed together to document a specific function. |
| ***State Records Committee***  Committee established by RCW 40.14.050 to review and approve disposition of state government records. Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management. |
| ***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. |

INDEXES

**ARCHIVAL / PERMANENT RECORDS INDEX**

AGENCY MANAGEMENT

Planning, Mission, and Charter

Forecasts – Electric Utilities 4

Reporting

Corrective Action Reports – Quality Assurance Records (Lifetime) 5

Electric Power Reports Required by Regulatory Agencies 7

Reportable Occurrence Records – Nuclear Power Plants 8

Training

Agency-Provided Training – Licensed Nuclear Operator Qualification Data 9

Agency-Provided Training – Nuclear Plant Staff (Accredited) 9

Agency-Provided Training – Radiological 10

ASSET MANAGEMENT

Design and Construction

Construction Cost Analysis Studies – Electric Power Systems 12

Nuclear Plant Construction and Pre-Operational Phase 13

Environmental Management

Radiological/Contamination Monitoring 15

Maintenance

Nuclear Facilities Maintenance – Safety Related 16

Security

Security Monitoring (Nuclear Facilities) – Incident 18

HUMAN RESOURCE MANAGEMENT

Occupational Health and Safety

Employee Assignment History – Radiological 21

IRRIGATION UTILITIES

Land Owner Water Quality Violation 22

Land Use History Files 22

Water Diversion Reports 22

Water Quality Monitoring Data 22

Water Use Reports 23

POWER DISTRIBUTION

Lightning and Storm Data 26

POWER GENERATION

Fish Count Reports 30

Nuclear Operations – Quality Assurance Records (Lifetime) 31

Pollution Reports/Studies 32

Technical Data Files 33

Temperature Logs 33

Water/River Flow Reports 34

SEWER AND WATER SYSTEM DOCUMENTATION

Chemical Analysis Reports – Regulatory Compliance 36

History Files – Sewage Treatment Plants 38

Industrial Waste Permits 38

Maps and Geographic Data 39

Operations and Maintenance Manuals 39

Operators Log – Sewage Treatment Plants 39

Pollution and Pollution Control Studies 40

Pollution Control Inspection Reports 40

Water and Sewer System Comprehensive Plans 42

Water Quality Violation Notices 43

Wildlife Habitat Management Plan 43

SURFACE WATER DRAINAGE DOCUMENTATION

Drainage and Water Quality Complaint and Investigation Files 47

Drainage Basin and Watershed History Files 47

Flood Control Plan 48

Flood Control Plan Development Files 48

Flood Damage Survey Reports 48

Flood Files 48

Monitoring, Test and Sample Data – Surface Water, Drainage and Flood Control 49

National Pollutant Discharge Elimination System (NPDES) Permit – Surface Water, Drainage and Flood Control 49

Planning Reports, Studies, Models and Analysis 49

River Management Project Files 49

River Modeling Files 50

Surface Water Management Project Plans and Specifications 50

Water Quality Project Files – Surface Water, Drainage and Flood Control 50

Watershed Management Policy Files 51

UTILITIES ACCOUNTING

Rate Schedules 54

**ESSENTIAL RECORDS INDEX**

AGENCY MANAGEMENT

Reporting

Corrective Action Reports – Quality Assurance Records (Lifetime) 5

Training

Agency-Provided Training – Licensed Nuclear Operator Qualification Data 9

Agency-Provided Training – Nuclear Plant Staff (Accredited) 9

Agency-Provided Training – Radiological 10

ASSET MANAGEMENT

Design and Construction

Nuclear Plant Construction and Pre-Operational Phase 13

Environmental Management

Radiological/Contamination Monitoring 15

Maintenance

Nuclear Facilities Maintenance – Safety Related 16

Security

Security Monitoring (Nuclear Facilities) – Incident 18

IRRIGATION UTILITIES

Land Use History Files 22

POWER DISTRIBUTION

Lightning and Storm Data 26

Power Demand Charts 27

Transformer History Data – Non-PCB 28

Transformer History Data – PCB 28

POWER GENERATION

Nuclear Operations – Quality Assurance Records (Lifetime) 31

Pollution Reports/Studies 32

Temperature Logs 33

Water/River Flow Reports 34

SEWER AND WATER SYSTEM DOCUMENTATION

History Files Sewage Treatment Plants 38

Industrial Waste Permits 38

Maps and Geographic Data 39

Operations and Maintenance Manuals 39

Operators Log Sewage Treatment Plants 39

SOLID WASTE MANAGEMENT

Landfill Site Closure and Custodial Files 44

Landfill/Transfer Station History Files 44

Landfill/Transfer Station Site Testing and Monitoring Records 44

Landfill/Transfer Station Survey Files 44

SURFACE WATER DRAINAGE DOCUMENTATION

Flood Control Plan 48

Flood Damage Survey Reports 48

Surface Water Management Project Plans and Specifications 50

UTILITIES ACCOUNTING

Electric Utility General and Subsidiary Ledgers, Journals, and Indexes 53

Journal Vouchers and Indexes for Electric Utilities 53

**DISPOSITION AUTHORITY NUMBERS (DAN’S) INDEX**

UT2010-088 17

UT2010-089 24

UT2010-090 26

UT2010-091 29

UT2012-001 5

UT2012-002 6

UT2012-003 8

UT2012-004 9

UT2012-005 9

UT2012-006 10

UT2012-007 13

UT2012-008 15

UT2012-009 16

UT2012-010 18

UT2012-011 19

UT2012-012 21

UT2012-013 31

UT2012-014 32

UT2012-050 55

UT2019-001 17

UT2021-001 7

UT2021-002 8

UT2021-003 20

UT50-01-57 49

UT50-06B-28 14

UT50-26-02 44

UT50-26-04 44

UT50-26-05 44

UT50-26-06 44

UT50-26-07 44

UT50-26-08 44

UT50-26-09 45

UT50-26-11 45

UT50-26-12 45

UT50-26-14 45

UT50-26-15 46

UT50-26-17 45

UT50-27-02 47

UT50-27-03 47

UT50-27-04 47

UT50-27-05 47

UT50-27-06 48

UT50-27-07 48

UT50-27-08 48

UT50-27-09 48

UT50-27-10 49

UT50-27-12 49

UT50-27-13 50

UT50-27-14 50

UT50-27-16 50

UT50-27-17 51

UT50-32-03 22

UT50-32-04 22

UT50-32-05 11

UT50-32-06 22

UT50-32-07 22

UT50-32-08 23

UT55-05B-06 52

UT55-05B-07 52

UT55-05B-11 52

UT55-05B-12 53

UT55-05B-13 53

UT55-05B-14 53

UT55-05B-15 53

UT55-05B-17 53

UT55-05B-18 55

UT55-05B-20 54

UT55-05B-21 54

UT55-05B-22 54

UT55-05B-24 54

UT55-05B-25 52

UT55-05B-28 53

UT55-05B-29 54

UT55-05D-01 29

UT55-05D-02 29

UT55-05D-03 30

UT55-05D-04 30

UT55-05D-05 30

UT55-05D-06 30

UT55-05D-07 30

UT55-05D-08 30

UT55-05D-09 31

UT55-05D-11 31

UT55-05D-12 32

UT55-05D-13 33

UT55-05D-14 33

UT55-05D-16 33

UT55-05D-17 33

UT55-05D-18 34

UT55-05D-19 34

UT55-05D-20 4

UT55-05D-21 7

UT55-05E-01 24

UT55-05E-02 25

UT55-05E-03 25

UT55-05E-04 25

UT55-05E-05 26

UT55-05E-06 26

UT55-05E-07 27

UT55-05E-09 27

UT55-05E-10 27

UT55-05E-11 27

UT55-05E-13 27

UT55-05E-14 25

UT55-05E-18 27

UT55-05E-20 28

UT55-05E-21 28

UT55-05E-23 13

UT55-05E-24 28

UT55-05E-25 24

UT55-05E-26 28

UT55-05E-27 29

UT55-05E-28 33

UT55-05E-29 28

UT55-05G-01 12

UT55-05G-02 12

UT55-05G-03 12

UT55-05G-05 14

UT55-05G-06 14

UT55-05G-07 24

UT55-06A-01 35

UT55-06A-02 35

UT55-06A-03 35

UT55-06A-04 37

UT55-06A-05 37

UT55-06A-06 37

UT55-06A-07 37

UT55-06A-10 38

UT55-06A-14 40

UT55-06A-15 40

UT55-06A-16 41

UT55-06A-17 38

UT55-06A-18 39

UT55-06A-19 40

UT55-06A-21 43

UT55-06A-22 42

UT55-06A-23 43

UT55-06A-24 49

UT55-06A-25 36

UT55-06A-26 42

UT55-06A-27 36

UT55-06A-28 36

UT55-06A-29 39

UT55-06A-30 39

UT55-06A-31 41

UT55-06A-32 42

UT55-06A-33 43

UT55-06A-34 43

UT55-06A-35 36

UT55-06A-36 42

UT55-06B-01 35

UT55-06B-02 36

UT55-06B-03 37

UT55-06B-04 37

UT55-06B-05 38

UT55-06B-06 39

UT55-06B-07 38

UT55-06B-08 39

UT55-06B-10 41

UT55-06B-11 42

UT55-06B-12 41

**SUBJECT INDEX**

*Note: The use in this index of CORE refers to the Local Government Common Records Retention Schedule.*

A

access (security) *see also CORE*

nuclear facility access denials 17

accounting *see utilities accounting*, *see also CORE*

accounts schedules (final closure) 53

advertising (electric utilities) 53

air quality/pollution

electric facilities 32

sewer/water facilities 40

sewer/water system facilities 40

ANI Information Bulletin 15-01 10, 15, 21

ANSI N45.2.9 5, 6, 21, 31, 32

apparatus failure report (power distribution) 24

asset management *see CORE*

audits *see also CORE*

electric reliability standards compliance program documents/evidence 7

electric reliability standardscompliance program documents/evidence 8

automatic generation control 29

B

backflow (water systems) 35

benefits (human resources) *see CORE*

billing *see also CORE*

meter readings 55

rate change notices 54

systems 54

boards/councils/committees *see CORE*

boiler tube failure report (power generation) 29

C

cables

locations/specifications 13

requests 11

maintenance/inspections *see CORE*

call before you dig (line location requests) 11

capacity (sewage treatment plants) 35

capital improvements

drainage basins/watersheds 47

chemical analysis (water systems) 36

coal logs (power generation) 29

collections *see CORE*

utilities accounting 54

community relations *see CORE*

complaints *see also CORE*

water (drainage/quality) 47

comprehensive

management plans (flood control) 48

sewer/water systems plans 42

conservation

education 55

rebates *see CORE*

construction *see CORE*

electric power system 12, 14

sewer/water systems 40

utility plant 14

contamination (radiation) 15

contamination (water systems) 35

contracts *see CORE*

utility plant construction 14

corrective action reports (nuclear) 5, 6

cost analysis (construction) 12

critical cyber assets 17

cross-connection control (water systems) 36

customer rates (utilities accounting) 54

customers (utilities) 52, 54

service orders 52

cyber security 17, 20

D

daily

trip status (solid waste) 44

dam safety compliance (FERC) 29

defective side sewers 36

Department of Ecology

discharge monitoring reports (sewage) 36

laboratory performance (sewage) 38

Department of Health

cross-connection control (water utilities) 36

water facilities inventory 42

water quality monitoring 43

water test reports 43

deposit receipts/registers (utilities) 54

design/construction *see CORE*

utilities 12

diking/drainage districts 47

disaster assistance (federal) 48

disconnection notices (utilities) 52

disposal/disposition

violations (waste) 46

drainage basins/watersheds 47

drainage/water quality complaints 47

drinking water

fluoride 37

violation 43

dumping (violations) 45, 46

E

Ecology, Department of

discharge monitoring reports (sewage) 36

sewage treatment plants 38

ECU (equivalent customer unit) 37

electric grid 26

electric reliability standards compliance programs

documents/evidence 7, 8

electronic information systems *see CORE*

critical cyber assets 17

emergency (water/sewer) 42

employees

training (radiation protection) 10

work assignments/history (radiation) 21

energy planning 55

equipment logs (power generation) 30

executive communications *see CORE*

expenditure requisition (electric power) 12

F

facilities/property management *see also CORE*

inspection/maintenance (power distribution) 25

retirement

power distribution 25

sewer/water systems 37

security (nuclear facility access denials) 17

Federal (agencies)

Energy Regulatory Commission (FERC) 29

federal disaster assistance (floods) 48

Federal Energy Regulatory Commission (FERC) 7, 33

financial *see CORE*

financial disputes (billing) *see CORE*

fish count reports (power generation) 30

fleet/motor pool *see CORE*

flood control/damage 48

flow records (water/sewer systems) 37

forecasts (electric power) 4

foreclosures (financial disputes) *see CORE*

fuel program (nuclear utilities) 31

G

garbage (solid waste)

dump loads 44, 45

landfill/transfer stations 44

outside waste generator 45

receiving/processing logs 45

gauge reading reports (power generation) 30

generation/output logs (power generation) 30

geographic data (sewer/water systems) 39

governing bodies *see CORE*

grinder pumps

locations/specifications 13

maintenance/inspections *see CORE*

groundwater permits 41

H

habitat (wildlife) 43

Health, Department of

cross-connection control (water utilities) 36

water facilities inventory 42

water quality monitoring 43

water test reports 43

high/low-tension generating loads (power generation) 30

history files

agency/programs *see CORE*

drainage basin/watershed 47

land use (irrigation utilities) 22

landfill/transfer stations 44

sewage treatment plants 38

turbine (power distribution) 28

hookup (water/sewer) 42

human resources *see CORE*

hydrants

locations/specifications 13

hydro-electric operations logs/reports 30

I

inspections *see also CORE*

backflow preventer 35

construction sites (waste disposal) 44

diking/draining facilities 47

line 26

pollution control 40

sewer and water systems 38

street opening 27

substation 25

transformer 28

water systems 35

instructor materials (radiation training) 10

insulator tests (power distribution) 25

interchange (electric grid) 29

interchange transactions/reliability coordination 26

inventories *see CORE*

inventory

backflow preventer 35

water facilities 42

investigations

electricity diversion 24

water drainage/quality complaint 47

IP addresses *see also CORE*

critical cyber assets 17

irrigation utilities

land use history 22

landowner water quality violation 22

water diversion reports 22

water quality monitoring 22

water right contracts 22

water use 23

ISFSI technical standards 31, 32

J

jetting/vactoring (sewer systems) 41

L

land use

history (irrigation utilities) 22

landfills/transfer stations

daily trip status 44

history 44

load trips 45

materials received 45

sites 44

specialized materials 45

surveys 44

violations/unacceptable 45, 46

landowners

defective side sewers 36

water quality violation 22

lead/copper (water systems) 39

ledgers/journals (electric utilities) 53

legal (advice, litigation, legal affairs) *see CORE*

lifetime quality assurance records

correction action reports 5

nuclear operations 31

lightning/storm data (power distribution) 26

limnology reports (water systems) 39

lines

inspection reports (power distribution) 26

locations/specifications 13

requests 11

trouble reports (power distribution) 27

load

curves (power generation) 31

trip tickets (solid waste) 45

location requests (utility lines) 11

M

mail/delivery *see CORE*

maintenance *see also CORE*

diking/drainage facilities 47

hydroelectric equipment/facilities 31

sewage treatment plants 39, 41

manholes

locations/specifications 13

maintenance/inspections *see CORE*

maps

geographic (sewer/water systems) 39

landfills/transfer stations 44

locations (utility infrastructure) 13

meetings *see CORE*

meter readings 55

meters

locations/specifications 13

maintenance/inspections *see CORE*

power distribution 24, 27

minutes *see CORE*

mitigation plans (electric power) 7

monitoring

discharge (sewage) 36

interchange (power distribution) 26

radiation 15

sewer/water systems 38

surface water/drainage/flood control 49

water quality 22

water quality wavers 43

N

networks *see also CORE*

critical cyber assets 17

non-compliance (electric power) 7

nonpermanent quality assurance records

correction action reports 6

nuclear operations 31, 32

North American Electric Reliability Corporation (NERC) 7

notices/notifications

defective sewers 36

disconnection 52

drinking water violation 43

rates/collection policies 54

nuclear utilities

corrective action reports 5, 6

operations (quality assurance) 31, 32

security (nuclear facility access denials) 17

O

operations

logs/reports

hydro-power distribution 30

power distribution 27

maintenance (sewage treatment plants) 39, 41

operators log (sewage treatment plant) 39

outage coordination (electric grid) 26

outage logs (power distribution) 27

outside waste generators 45

P

passwords *see also CORE*

critical cyber assets 17

payroll *see CORE*

permits

electrical work 24

electrical work (hard cards) 24

groundwater 41

industrial waste 38

land use (irrigation utilities) 22

Nat’l Pollutant Discharge Elimination System 49

NPDES 49

sewage treatment plants 38

solid waste 45

specialized materials 45

state and federal (sewage treatment) 38

surface water 41

surface water/drainage/flood control (NPDES) 49

water rights 22

pipes

locations/specifications 13

requests 11

maintenance/inspections *see CORE*

planning

surface water/drainage/flood control 49

plans *see also CORE*

flood control 48

habitat (wildlife) 43

plant construction 14

plant ledgers (electric utilities) 53

poles

locations/specifications 13

maintenance/inspections *see CORE*

pollution control 40

reports/studies (power generation) 32

sewer/water systems 40

surface water/drainage/flood control 49

Polychlorinated Biphenyls (PCBs) 28

power demand charts (power distribution) 27

power distribution

demand charts 27

electricity diversion investigations 24

facility retirement 25

insulator tests 25

interchange/electric grid 26

lightning/storm data 26

outage logs 27

Polychlorinated Biphenyls (PCBs) 28

reports

apparatus failure 24

facility inspection/maintenance 25

line inspection reports 26

line trouble 27

meter shop 27

operations 27

street opening inspection/repair 27

transformer inspections 28

transformer history 28

turbines 28

voltage charts 28

work permits 24

work permits (hard cards) 24

power generation 29

coal logs 29

construction

cost analysis 12

expenditure requisition/authorization 12

forecasts 4

project files 12

utility plant contracts 14

work in progress 14

work orders 14

dam safety compliance 29

equipment logs 30

expenditure requisition/authorization 12

forecasts 4

generation/output logs 30

high/low-tension generating load 30

load curves 31

pollution reports/studies 32

recording instrument charts 33

reports

boiler tube failure 29

dam safety 29

fish count 30

gauge reading 30

hydro-electric operations 30

maintenance (hydroelectric) 31

spill gate data 33

station/system generation 33

technical data 33

water

electric utilities 34

work in progress 14

station/system generation reports 33

temperature logs 33

water logs 34

power load forecasts (electricity) 4

project files

water systems 40

property management *see CORE*

public disclosure *see CORE*

pumps

locations/specifications 13

maintenance/inspections *see CORE*

PURPA (*Public Utility Regulatory Policies Act*) 53

Q

quality assurance (nuclear)

lifetime

correction action reports 5

nuclear operations 31

nonpermanent

correction action reports 6

nuclear operations 31, 32

R

radiation

contamination monitoring 15

dose/work orders 21

protection training 10

rainfall (surface water drainage) 49

rate schedules

utilities accounting 54

rates (utilities accounting) 54

rebates *see CORE*

receiving/processing (solid waste) 45

recording instrument charts (power generation) 33

records management *see CORE*

regulatory compliance

sewage treatment plants 36, 38

water systems

chemical analysis 36

cross-connection control 36

facilities inventory 42

lead/copper 39

sanitary surveys 41

water quality monitoring 43

regulatory reports 7

reports

discharge monitoring (sewage) 36

power distribution

apparatus failure 24

facility inspection/maintenance 25

line inspection 26

line trouble 27

meter shop 27

operations 27

street opening inspections/repairs 27

transformer inspections 28

power generation

boiler tube failure 29

Federal Energy Regulatory Commission (FERC) 29, 33

fish count 30

gauge reading 30

hydroelectric maintenance 31

hydro-electric operations 30

pollution reports/studies 32

station/system generation 33

technical data (power generation) 33

water/river flow 34

weather/geology/hydrology/topography 33

work in progress 14

PURPA (*Public Utility Regulatory Policies Act*) 53

regulatory (FERC/NERC/WECC 7

sewage treatment plants

flow reports (sewage) 37

sewer treatment plants

equivalent customer unit(ECU) 37

sewer/water systems

emergency incidents 42

inspection/monitoring 38

pollution control 40

sewage treatment plants 42

water quality 43

water tests 43

surface water drainage

flood control/damage 48

planning reports 49

water (irrigation utilities) 22, 23

water systems

chemical analysis 36

cross-connection control 36

fluoride 37

inspection/monitoring 38

limnology 39

reservoir water quality 39

respirator fit tests 10

river management (flood control) 49, 50

S

safety training (radiation protection) 10

sanitary surveys (water systems) 41

schedules

E-tag 26

rates (utilities accounting) 54

utilities accounting 53

security *see also CORE*

critical cyber assets 17

nuclear facility access denials 17

reportable cyber security incidents (electric power agencies) 20

self certification (electric power) 7

self reports (electric power) 7

service

applications/orders (utilities) 54

billing (utilities) 54

service orders

contracts/agreements *see CORE*

customer 52

work orders *see CORE*

sewage treatment plants 38

capacity 35

customers 37

history files (sewage treatment plants) 38

industrial waste 38

laboratory evaluations 38

monitoring 36, 38

operations/maintenance 39

operators log 39

sewage systems 38

vibration analysis 41

water consumption 42

sewer systems

chlorine 38

comprehensive plans 42

defective side sewers 36

emergency incidents 42

facility retirement 37

facility retirements 37

flow reports 37

hookup 42

industrial waste 38

jetting/vactoring 41

line cleaning 41

maps/geographic data 39

pollution control 40

project files 40

sewer/water systems

wildlife habitat 43

solid waste

construction site inspections 44

daily trip status 44

disposal violations 45, 46

landfill/transfer stations 44

load trip tickets 45

outside waste generators 45

receiving/processing 45

specialized materials 45

unacceptable 45

specialized materials (solid waste) 45

spillway operation data (FERC) 33

staff records *see CORE*

stream flow (surface water drainage) 49

streetlights

locations/specifications 13

maintenance/inspections *see CORE*

streets (opening inspection/repairs) 27

substation inspections (power distribution) 25

surface water drainage

flood control/damage 48, 49

national pollutant discharge elimination system (NPDES) 49

permits 41

planning reports/studies/models 49

policies (watersheds) 51

quality 47

river management 49, 50

water quality projects 50

watershed management 51

surveillance (nuclear utilities) 31, 32

surveys

landfills/transfer stations 44

surface water drainage (flood damage) 48

water systems

lead/copper 39

sanitary 41

systems monitoring (electric grid) 26

T

technical data (power generation) 33

temperature logs (power generation) 33

towers

locations/specifications 13

maintenance/inspections *see CORE*

training (radiation protection) 10

transfer stations 44

transformers (power distribution) 28

turbines (power distribution) 28

U

unacceptable waste statements 45

underground lines

locations/specifications 13

requests 11

maintenance/inspections *see CORE*

user accounts *see also CORE*

critical cyber assets 17

utilities accounting *see also CORE*

accounts 52

advertisements 53

billing 54

credit files 52

customer deposit listing 54

disconnections 52

electric plant ledgers 53

electric utility journals vouchers and indexes 53

Federal and State Commissions 53

final closure of accounts 53

journal vouchers/indexes 53

ledgers, journals and indexes 53

meter readings 55

PURPA (*Public Utility Regulatory Policies Act*) 53

rate and billing system development 54

rate and collection system revision notices 54

rate schedules 54

revision notices 54

service applications/orders 54

service rate calculations 54

V

values

maintenance/inspections *see CORE*

valves

locations/specifications 13

violation notices (water quality) 43

voltage charts (power distribution) 28

W

waste (solid)

construction site inspections 44

disposal violations 45, 46

generators (outside jurisdiction) 45

generators/haulers 45

waste accumulation (power generation) 32

water

consumption reports (sewage treatment plants) 42

diversion reports (irrigation utilities) 22

drainage complaints (surface) 47

facilities inventory 42

logs (power generation) 34

samples (surface water drainage) 49

use (irrigation utilities) 23

water pollution

electric facilities 32

sewer/water facilities 40

surface water drainage 49

water quality 43

backflow 35

fluoride 37

inspection/monitoring 38

lead/copper 39

limnology reports 39

monitoring (irrigation utilities) 22

projects (surface water drainage) 50

regulations 36, 42, 43

reservoirs 39

sanitary surveys 41

violation (irrigation utilities) 22

violation notices 43

water systems 38

backflow incidents 35

backflow preventers 35

chemical analysis 36

chlorine 38

comprehensive plans 42

cross-connection control 36

emergency incidents 42

facilities inventory (WFI) 42

facility retirements 37

flow records 37

fluoride 37

hookup 42

lead/copper 39

limnology reports 39

maps/geographic data 39

pollution control 40

project files 40

quality 43

regulatory compliance 36, 39, 41, 42, 43

sanitary surveys 41

surface water/groundwater 41

tests (water quality) 43

water/river flow (power generation) 34

watershed management (surface water) 51

weatherization (conservation rebates) *see CORE*

Western Electricity Coordinating Council (WECC) 7

WFI (water facilities inventory) 42

wildlife habitat (sewer/water systems) 43

work

in progress ledgers/reports (electric power) 14

permits (power distribution) 24

permits/hard cards (power distribution) 24

work orders *see also CORE*

power generation system construction 14

radiation 21