



REVISION GUIDE SUMMARY OF CHANGES

- Four new records series have been created for inclusion in the *Public Utilities Records Retention Schedule (Version 1.0)*:
 - Two relating to power generation;
 - One relating to power distribution; and,
 - One covering Critical Cyber Asset assessments.
- All other record series included in this records retention schedule have been transferred from the *Local Government General Records Retention Schedule (Version 5.1) (LGRRS)*. Some titles were shortened by removing functions/activities (“utilities accounting”, “electric power generation”, etc.).
- The prefix of all Disposition Authority Numbers (DANs) included in this new records retention schedule has been changed from “GS” to “UT”.
- The revision number for all records series included in this new records retention schedule is “0”.
- Two records series were revised. The “Retention and Disposition Action” language was modified in six additional records series where the retention was previously “Destroy when obsolete or superseded – Potential archival value” – with no resulting changes to retention requirements. (See pages 3 & 4.)
- Language was added to the “Retention and Disposition Action” column in additional records series designated as Archival specifying, “**Retain** for X years *then Arrange* for appraisal by Washington State Archives”.
- The format has been redesigned to mirror the *Local Government Common Records Retention Schedule (CORE)*, including removal of “Secondary Record Copies” and “Remarks” columns, and the addition of a “Designation” column.

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NEW RECORDS SERIES

Function: Activity	Title and Description	DAN	Minimum Retention	Designations	Rationale
Asset Mgmt: Electronic Information Systems	<i>Security – Cyber Vulnerability Assessment</i>	UT2010-088 p. 8	Retain for 1 year after completion of assessment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	North American Electric Reliability Corporation (NERC) regulation CIP-005-03 requires that records relating to the agency’s Critical Cyber Assets are retained for 1 year. <i>(CORE series Security Annual Report does not sufficiently describe these records.)</i>
Power Distribution	<i>Control Performance Standards</i>	UT2010-089 p. 11	Retain for 1 year after submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	NERC regulation BAL-001-0.1a took effect 5/13/10 and requires agencies to create and retain these records for the purposes of maintaining “Interconnection steady-state frequency within defined limits by balancing real power demand and supply in real-time.”
Power Distribution	<i>Interchange Transactions and Reliability Coordination</i>	UT2010-090 p. 12	Retain for 3 months or 90 days after report of data, whichever is later <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Records relating to interchange transactions and reliability coordination were not covered in previous records retention schedules. NERC IRO standards stipulate a minimum retention of three months, and INT standards specify 90 days; therefore, the minimum retention for this records series was worded to ensure that both requirements are met regardless of which calendar months are involved.
Power Generation	<i>Automatic Generation Control (AGC)</i>	UT2010-091 p. 16	Retain for 1 year after data collected <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR	Records relating to the automatic generation system were not covered in previous records retention schedules.



REVISED RECORDS SERIES

The *LGRRS 5.1* series listed on the left have been modified. The *UTILITIES 1.0* DANs that cover the affected records are listed on the right.

LGRRS 5.1				UTILITIES 1.0				
Discontinued DAN	Archival Designation	Title	Retention and Disposition Action	DAN	Archival Designation	Title	Retention and Disposition Action	Change and/or Rationale
GS55-05D-21 LGRRS p. 29	Archival (Appraisal Required)	ELECTRIC POWER REPORTS REQUIRED BY REGULATORY AGENCIES AND COMMISSIONS	5 years Potential archival value	UT55-05D-21 UTILITIES p. 5	<i>Unchanged</i>	<i>Unchanged</i>	Retain for 5 years after submitted to regulatory agency <i>then</i> Arrange for appraisal by Washington State Archives.	Description provided to include mitigation plans, self-reports, self-certifications, and data requests, as required by 18 CFR §125.3 41.
GS55-05D-21 LGRRS p. 49	Archival (Appraisal Required)	WATER/RIVER FLOW REPORTS ELECTRIC POWER GENERATION SYSTEM	PERMANENT	UT55-05D-19 UTILITIES p. 19	Archival (Permanent Retention)	Water/River Flow Reports	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives.	The State Archivist has determined that due to their legal and historical significance, these records should be preserved at Washington State Archives (WSA).
GS50-32-04 LGRRS p. 75	Archival (Appraisal Required)	LAND USE HISTORY FILES IRRIGATION UTILITIES	Destroy when obsolete or superseded – Potential archival value	UT50-32-04 UTILITIES p. 9	<i>Unchanged</i>	Land Use History Files	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	Retention and Disposition Action language modified. Title shortened.
GS55-05E-05 LGRRS p. 36	Archival (Appraisal Required)	LIGHTNING AND STORM DATA ELECTRIC POWER DISTRIBUTION SYSTEM	Destroy when obsolete or superseded – Potential archival value	UT55-05E-05 UTILITIES p. 13	<i>Unchanged</i>	Lightning and Storm Data	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	Retention and Disposition Action language modified. Title shortened.



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LGRRS 5.1				UTILITIES 1.0				
Discontinued DAN	Archival Designation	Title	Retention and Disposition Action	DAN	Archival Designation	Title	Retention and Disposition Action	Change and/or Rationale
GS50-27-01 LGRRS p. 167	Archival (Appraisal Required)	DIKING AND DRAINAGE DISTRICT HISTORY FILES	Destroy when obsolete or superseded – Potential archival value	UT50-27-01 UTILITIES p. 28	<i>Unchanged</i>	<i>Unchanged</i>	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	Retention and Disposition Action language modified.
GS50-27-05 LGRRS p. 168	Archival (Appraisal Required)	DRAINAGE BASIN AND WATERSHED HISTORY FILES	Destroy when obsolete or superseded – Potential archival value	UT50-27-05 UTILITIES p. 28	<i>Unchanged</i>	<i>Unchanged</i>	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	Retention and Disposition Action language modified.
GS50-27-07 LGRRS p. 168	Archival (Appraisal Required)	FLOOD CONTROL PLAN DEVELOPMENT FILES	Destroy when obsolete or superseded – Potential archival value	UT50-27-07 UTILITIES p. 29	<i>Unchanged</i>	<i>Unchanged</i>	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	Retention and Disposition Action language modified.
GS50-27-13 LGRRS p. 170	Archival (Appraisal Required)	RIVER MODELING FILES	Destroy when obsolete or superseded – Potential archival value	UT50-27-13 UTILITIES p. 30	<i>Unchanged</i>	<i>Unchanged</i>	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	Retention and Disposition Action language modified.