Summary of Changes

Utility Services Records Retention Schedule v.1.3 (May 2017)

New Records Series Added

- None

Retention Changes

- Two (2) records series have changes to their retention period/cutoff:
  1. **Customer Service Orders (DAN UT55-05B-25) p.52**
     Changed from “6 years (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”
     
     Rationale: Adding a cut-off/trigger to the retention period.
  2. **Line Location Requests (DAN UT50-32-05) p.10**
     Changed from “1 year (Non-Archival)” to “1 year after request fulfilled (Non-Archival)”
     
     Rationale: Adding a cut-off/trigger to the retention period.

Other Minor Changes

- Six (6) records series have changes to their title and/or description:
  1. **Agency-Provided Training – Radiological (DAN UT2012-006) p.9**
     Rationale: Updated reference to current version of ANI publication.
  2. **Customer Service Orders (DAN UT55-05B-25) p.52**
     Rationale: Clarified the distinction between customer service orders and work orders.
  3. **Employee Assignment History – Radiological (DAN UT2012-012) p.19**
     Rationale: Updated reference to current version of ANI publication.
  4. **Line Location Requests (DAN UT50-32-05) p.10**
     Rationale: Broadened the scope of this records series so that it applies to any type of utility service.
  5. **Radiological/Contamination Monitoring (DAN UT2012-008) p.15**
     Rationale: Updated reference to current version of ANI publication and clarifies that on-site groundwater protection program records are included within the scope of this records series.
     Rationale: Updated incorrect CFR citation.
• One (1) records series has been moved from the “Irrigation Utilities” section to the new “Asset Management – Advice and Technical Assistance” section:
  1. **Line Location Requests (DAN UT50-32-05) p.10**
     *Rationale:* Broadened the scope of this records series so that it applies to any type of utility service.

• Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices

**Archival Designation Changes**

• One (1) records series is being changed from “Archival” to “Non-Archival”:
  1. **Power Demand Charts (DAN UT55-05E-13) p.26**
     *Rationale:* Based on appraisal of records by Washington State Archives.

**Archival Series Being Revoked**

• One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
  1. **Surface Water/Drainage Capital Improvement Projects (DAN UT50-27-15)** covered by **Construction Project Files (DAN GS50-18-10)**

**Non-Archival Series Being Revoked**

• None

*Net Reduction in Records Series: 1 (from 172 series down to 171 series)*