

State of Florida

GENERAL RECORDS SCHEDULE GS14 FOR PUBLIC UTILITIES



SEPTEMBER 2002

Florida Department of State
State Library and Archives of Florida

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<http://dilis.dos.state.fl.us/RecordsManagers>

**FLORIDA DEPARTMENT OF STATE
GENERAL SCHEDULE FOR PUBLIC UTILITIES GS14**

NOTICE REGARDING RETENTION OF FINANCIAL RECORDS:

Please be advised that retention requirements for financial records stated in this General Records Schedule or in your agency's individual retention schedules may be superseded by retention requirements for financial records as stated in the *General Records Schedule GS1-SL for State and Local Government Agencies* issued November 1, 2006. Please refer to the following items from the GS1-SL and apply them to your financial records where applicable:

DISBURSEMENT RECORDS: DETAIL, Item #340
DISBURSEMENT RECORDS: SUMMARY, Item #341
FINANCIAL HISTORY SUMMARY RECORDS, Item #347
PURCHASING RECORDS, Item #42
RECEIPT/REVENUE RECORDS: DETAIL, Item #365
RECEIPT/REVENUE RECORDS: SUMMARY, Item #366

In addition, the following items from the GS1-SL may cover many of your other financial-related records and should be used where applicable:

AUTOMATED ACCOUNTING SYSTEM REPORTS, Item #50
BANK STATEMENTS: RECONCILIATION, Item #85
BUDGET RECORDS: APPROVED ANNUAL BUDGET, Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS, Item #88
EXPENDITURE PLANS: CAPITAL IMPROVEMENT, Item #208
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FOREWORD

The **General Records Schedule for Public Utilities (GS14)** is intended for use by utilities pertaining to gas, electric, water and sewer that meet the definition of “agency” in s. 119.011(2), F.S. If your utility is unsure of its status as a “public agency,” then it is recommended that you consult your legal counsel and/or the Florida’s Attorney General’s Office.

For use along with the GS14 is the **General Records Schedule for Local Government Agencies (GS1-L)**. The GS1-L contains the retention periods for most administrative, personnel, payroll, financial, and legal records. Unlike the GS1-L, however, the GS14 Schedule is designed to focus on specific utility-related records. All general records schedules and other publications are available on the Records Management web site at **http://dhis.dos.state.fl.us/index_RecordsManagers.cfm**. A paper copy can be received by faxing your request to (850) 245-6795.

The retention periods reflected within the Bureau’s general records schedules are based on a combination of federal and state laws, general administrative practices, and fiscal management principles. Please keep in mind that these are **MINIMUM** retention periods. Public agencies may maintain their records longer at their own discretion. In fact certain accreditation committees may have standards which require longer retention periods. Contact your accrediting organization for more information on their requirements. Remember that it is **NOT** permitted for a public agency to reduce the retention periods stated in a general records schedule.

For additional information on the retention and disposal of records, please read the introduction to this publication as well as **The Basics of Records Management** handbook.

This schedule is a newly created. The Bureau would like to thank those who assisted in the creation of this schedule. Their hard work made this schedule possible.

GENERAL INFORMATION AND INSTRUCTIONS

I. STATUTORY AUTHORITY

This General Records Schedule is issued by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management, in accordance with the statutory provisions of Chapters 119 and 257, Florida Statutes.

Chapter 119, F.S., defines “public records” in terms of physical characteristics; and in legal and/or official documentation relationships. It also defines “agency,” providing an inclusive listing of state, local and special government officials and organizational elements subject to laws and regulations pertaining to public records. In addition, the Chapter establishes the legal basis for the custody and disposal of public records and for public access to these records.

Chapter 257, F.S., establishes the State’s Records Management and Archives Program under the direction of the Division of Library and Information Services, Department of State. It specifically provides for a system for the scheduling and disposal of public records. The Chapter also authorizes the Division to establish and coordinate standards, procedures, and techniques for efficient and economical record making and keeping.

II. DETERMINING RETENTION REQUIREMENTS

In determining the retention requirements of public records, four values must be considered to assure that the records will fulfill their reason for creation and maintenance. They are the **administrative, legal, fiscal and historical values**. These values have been considered in depth to determine the retention requirement of the records listed herein.

III. SCHEDULING PUBLIC RECORDS

A schedule describing the records and setting the retention period is required for each record series, or type, of record. This determines officially the length of time that the record series must be retained to meet retention requirements.

General Records Schedules establish disposition standards for records common to several or all government agencies. The records covered by these schedules pertain to both administrative and program functions of an agency. The **General Records Schedule for Local Government Agencies (GS1-L)** is applicable to administrative records only and may be used by any local government agency. Except for the **General Schedule for State Agencies (GS1-S)**, all other general records schedules, including the GS14, are applicable to program records of specific functional organizations, such as tax collector’s offices, hospitals, and educational institutions, each of which may have unique retention requirements. These general records schedules have been designed to complement each other to cover as many administrative and program records as possible. For example: while the GS1-L will contain retention requirements for the general administrative and routine business records for local government agencies, public utility agencies should refer to the **General Schedule for Public Utilities (GS14)** to obtain retention requirements for records unique to utility operations. Such records would obviously include

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public water analyses and plant maintenance documentation. *Should duplicate record series be listed in two general record schedules, the retention requirements contained in the program schedule shall take precedence.* In other words, if a record series is contained in both the GS1-L and the GS14, utility agencies should abide by the retention requirements cited in the GS14. The retention period stated in the applicable schedule is the **MINIMUM** time a record is to be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records. A General Records Schedule eliminates the need for the creation and submission of an individual **Records Retention Schedule**, Form LS5E105REff.1-01. However, an agency desiring a lesser retention period than that stated in a general records schedule must apply for the establishment of an individual agency retention schedule with proper justification.

IV. DISPOSITION OF PUBLIC RECORDS

A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the Bureau of Archives and Records Management. Photographic reproductions or reproductions through electronic recordkeeping systems may substitute for the original or paper copy, per Section 92.29, F.S. Minimum standards for image reproduction shall be in accordance with Rules 1B-26.0021 and 1B-26.003, Florida Administrative Code.

V. ARCHIVAL VALUE

When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have identified series that may have such historical or “archival” value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at (850) 245-6700.

VI. ELECTRONIC RECORDS

Record schedules apply to records regardless of their physical format. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules, whether the electronic records are the record copy or duplicates. Printouts of standard correspondence in text or word processing files are acceptable in place of the electronic files. Printouts of email files are acceptable in place of the electronic files. Printouts of e-mail files are acceptable in place of the electronic files provided that the printed version contains the complete header information, including all date/time stamps, routing information, etc.

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AGREEMENTS: RAILROAD

Item #1

This record series consists of, but is not limited to, agreements with railroads to install wire lines, water lines or sewer lines on their property, or for wire lines to cross their property. Usually a fee is required as part of the agreement.

RETENTION:

- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

AGRICULTURAL USE PLANS

Item #2

This record series consists of proposed land use plans including site plans. The series also contains documentation of land user, including residual reports.

RETENTION:

- a) Record copy. 5 fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ALARM/ EVENT LOGS

Item #3

This record series consists of logs that document problems with electrical systems, fire alarms and burglar alarms for all utility facilities.

RETENTION:

- a) Record copy. 1 calendar year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ASSIGNMENT RECORDS: CREW

Item #4

This record series consists of cards used for the scheduling and assignment of crews.

RETENTION:

- a) Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

AUDITS: ENERGY (CUSTOMER)

Item #5

This record series consists of an energy conservation review of residential and commercial buildings by the agency for customers. The audit documents areas where a building owner may be able to lower their utility bill, including: adding insulation, installing newer windows, altering the temperature on the thermostat, and replacing appliances with newer and more efficient models. The series includes the name and address of customer, a copy of data collected, recommendations made, and the representative who conducted the survey.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

AWARD RECORDS: SAFETY INCENTIVE

Item #6

This record series consists of awards to employees who have attended safety meetings and have incurred no safety violations during the designated time period.

RETENTION:

- a) Record copy. 1 year after awarded.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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BANKRUPTCY ACCOUNT RECORDS

Item #7

This record series consists of customer accounts that remain uncollected while bankruptcy is pending. The series pertains to Chapter 7 bankruptcy residential/commercial accounts that are sent to a collection agency if the debt is dismissed, or written off if the debt is discharged. Chapter 11 bankruptcy accounts consist of commercial accounts where a reorganization of funds is pending before the balance is paid. The records include bankruptcy papers, notifications, motions, proofs of claims, discharges, and dismissals of bankruptcy.

RETENTION:

- a) Record copy. 7 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BROKER SHEETS

Item #8

This record series consists of a daily printout recording confirmation of power purchased and sold within the state of Florida.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CHLORINE/ CHLORAMINE LEAK REPAIR RECORDS

Item #9

This record series consists of documentation detailing chlorine/chloramine leaks that occur at any of the agency's facilities. This is required by the agency's Risk Management Program.

RETENTION:

- a) Record copy. 5 fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CIRCUIT BREAKER RECORDS

Item #10

This record series consists of documentation on circuit breakers used in utility facilities by the agency, and includes test records, and internal and external measurements.

RETENTION:

- a) Record copy. 3 years after disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CLAIM RECORDS: CERCLA

Item #11

This record series consists of cost documentation and records relating to claims under the Comprehensive Environmental Response, Compensation, and Liability Act. Requirements of this series are governed by 40 CFR 307.33. *The agency shall notify the Environmental Protection Agency (EPA) of the location of the records, and allow the EPA the opportunity to take possession of the records before they are destroyed.*

RETENTION:

- a) Record copy. 10 years after date of award of final claim, provided the EPA has not initiated a cost recovery action.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

COMPLAINT MITIGATION INVESTIGATION RECORDS

Item #12

This record series consists of individual complaint records which include correspondence, investigation reports, and water quality tests to assess the validity of the complaint.

RETENTION:

- a) Record copy. 5 years after completion of the investigation.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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CONDEMNATION RECORDS

Item #13

This record series consists of forms used to notify the agency to turn off service when a building is condemned or code violations have occurred.

RETENTION:

- a) Record copy. 3 fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CONNECTION RECORDS: INITIAL WATER/ WASTEWATER

Item #14

This record series consists of specific site location initial connection documents for water or wastewater. The records may contain, but are not limited to, customer invoices, permit drawings of service installation areas, service orders, annexation agreements, mortgage deeds, application for service, building and lot plan information, and state, city, county permits approving work to be performed.

RETENTION:

- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DEMOLITION/ REMOVAL RECORDS

Item #15

This record series consists of forms issued upon demolishing a building, for the agency to remove meters and cap lines.

RETENTION:

- a) Record copy. 3 fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DIELECTRIC TEST RECORDS

Item #16

This record series consists of test records of all equipment used by the agency, including results, test parameters and re-tests.

RETENTION:

- a) Record copy. 3 years after completion of test.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DISPATCHER LOGS: WEEKLY

Item #17

This record series consists of logs of calls from dispatcher to other areas to take care of underground problems, and includes list of those on call-out, date, time, name, reason called, and location.

RETENTION:

- a) Record copy. 1 year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DRAWINGS: AS-BUILT/ ENGINEERING

Item #18

This record series consists of as-built drawings, engineering drawings, and schematics.

RETENTION:

- a) Record copy. Retain as long as installed facilities/structures exists.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DRAWINGS: CONSTRUCTION (APPROVED)

Item #19

This record series consists of engineered approved drawings for water main and sewer main installations.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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EASEMENT RECORDS

Item #20

This record series consists of documentation on easement rights given to the agency and includes information providing legal documentation granting rights of access to the agency to perform work on personal property without liability.

RETENTION:

- a) Record copy. 15 years after expiration or termination.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EASEMENT RECORDS: SUPPORTING DOCUMENTS

Item #21

This record series consists of easement requests and pertinent correspondence.

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EASEMENT RELEASE RECORDS

Item #22

This record series consists of releases of portions of easements to property owner.

RETENTION:

- a) Record copy. Retain as long as release is granted.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EFFLUENT PH CHARTS

Item #23

This record series consists of charts used to record water reclamation facilities effluent pH.

RETENTION:

- a) Record copy. 5 fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ENERGY CONSERVATION REBATES

Item #24

This record series consists of a conservation review worksheet indicating the name of the customer audited, the address of the building, the approved conservation measures recommended, and the amount of rebate for compliance with these recommendations.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ENVIRONMENTAL REPORTS

Item #25

This record series consists of reports that are submitted to the Florida Department of Environmental Protection and the U.S. Environmental Protection Agency documenting environmental controls and discharges.

RETENTION:

- a) Record copy. 7 years after submitted.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**EQUIPMENT HISTORY RECORDS
#26**

Item

This record series consists of general equipment history records. The documentation applies to equipment such as pole, tower structure, etc.

RETENTION:

- a) Record copy. Retain for life of equipment.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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FINAL ADJUDICATION OF MITIGATION INVESTIGATIONS **Item #27**

This record series consists of final documentation settling the mitigation dispute that includes general releases, documentation relating to replacement of inadequate equipment, and investigation reports that document the non-culpability of the agency.

RETENTION:

- a) Record copy. 35 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FINANCIAL RECORDS: SUPERFUND **Item #28**

This record series consists of superfund financial and programmatic records, supporting documents, statistical reports, and other records required by or pertinent to the cooperative agreement. Requirements of this record series are governed by 40 CFR 35.6705. *Disposition of this record series must be approved in writing by the Environmental Protection Agency award official after the submission of the final Financial Status Report.*

RETENTION:

- a) Record copy. 10 years after submission of the final Financial Status Report for the site, or until resolution of all issues arising from litigation, claim, cost recovery or other actions, whichever is later, provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FLUORIDATION MONITORING REPORTS: QUARTERLY **Item #29**

This record series consists of reports detailing the fluoridation results at the agency as well as statewide.

RETENTION:

- a) Record copy. 3 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GAS REPORTS: BILLING INFORMATION **Item #30**

This record series consists of billing information from the gas supplier showing the amount of gas consumed, daily pricing, and monthly totals.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GAUGE READING REPORTS **Item #31**

This record series consists of gauge reading reports. The documentation does not reflect river flow data collected in connection with hydro-electric power generation.

RETENTION:

- a) Record copy. 2 years
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GAUGE READING REPORTS: HYDRO-ELECTRIC POWER **Item #32**

This record series consists of gauge reading reports that pertain to river flow data collected in connection with hydro-electric power generation.

RETENTION:

- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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HAZARDOUS WASTE RECORDS: HAULING/ DISPOSAL **Item #33**

This record series consists of files documenting source facility tracking of hauling and disposal of any type of hazardous waste materials. The series includes the following information: date of shipment, quantity shipped, address and location of collection point, signatures as required, and date of receipt.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

HAZARDOUS WASTE RECORDS: STORAGE OPERATIONS **Item #34**

This record series consists of the operation records and documentation for hazardous waste storage, processing, and disposal facilities. This record series includes: a description of each hazardous waste received and the quantity in which it was received; the methods and dates of its treatment, storage, and disposal at the facility; the location of each hazardous waste within the facility; a map or diagram of each disposal cell or area; records and results of waste analysis; reports of incidents that require implementation of the facility's contingency plan; monitoring, testing, or analytical data and corrective action taken; and other records as required by federal regulation. It is required by 40 CFR 265.73(b).

RETENTION:

- a) Record copy. Retain until closure of the facility.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

HOLD TAGS **Item #35**

This record series consists of tags that are used to coordinate crews with apparatus.

RETENTION:

- a) Record copy. 1 year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INFLOW AND INFILTRATION REPORTS: ANNUAL **Item #36**

This record series consists of annual reports on the condition of the water reclamation collection system.

RETENTION:

- a) Record copy. 5 fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INSPECTION RECORDS: HAZARDOUS WASTE STORAGE **Item #37**

This record series consists of general inspection reports for hazardous waste storage, processing, and disposal facilities as required by the Department of Environmental Protection. This documentation is intended to identify malfunctions, deterioration, operator error, or discharges which may cause or lead to the discharge of hazardous waste into the environment and/or threaten human health. These records will reflect the date and time of inspection, the name of the inspector, any notations of what was observed, and the date and nature of any remedial actions. It is required by 40 CFR 265.73(b)(5) and 40 CFR 265.15(d).

RETENTION:

- a) Record copy. 3 years after date of inspection.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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INSPECTION TICKETS: ELECTRICAL

Item #38

This record series consists tickets that pertaining to cases when an electrical inspection needs to be done before re-connecting electrical service.

RETENTION:

- a) Record copy. 1 year after completion.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost

**INSTRUMENT/ CONTROL RECORDS: POWER PLANT/ WATER TREATMENT
PLANT/ WASTEWATER PLANT**

Item #39

This record series consists of tests done on instruments and controls, including calibration sheets.

RETENTION:

- a) Record copy. 2 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INVENTORY TAGS: METER

Item #40

This record series consists of a meter inventory, and includes meter number and purchase information.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INVESTIGATION REPORTS: CUSTOMER USAGE (NOT AUTHORIZED) Item #41

This record series consists of records and other information gathered during the investigation of persons accused of stealing utility services.

RETENTION:

- a) Record copy. 5 years after disposition of the case.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

JOURNAL VOUCHERS/ JOURNAL ENTRIES

Item #42

This record series consists of journal vouchers and journal entries. It is required by 18 CFR 125.3(8)(a).

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

LOAN RECORDS: ENERGY (CUSTOMER)

Item #43

This record series consists of loans given to customers and may include energy audit, background sheets, promissory notes, and customer payment information.

RETENTION:

- a) Record copy. 5 years after paid provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

LOCATION SKETCHES/ DRAWINGS: GAS AND WATER METER/ SERVICE

Item #44

This record series consists of sketches of service and meter as well as detailed information used to assist in locating service lines and meters.

RETENTION:

- a) Record copy. Retain for life of the structure being served.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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MAINTENANCE DRAWINGS/ PRINTS RECORDS: PLANTS **Item #45**

This record series consists of drawings and prints of equipment that is located in agency plants.

RETENTION:

- a) Record copy. Retain as long as equipment is in service.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**MAINTENANCE PLANNING RECORDS: POWER PLANT/ WATER TREATMENT
PLANT/ WASTEWATER PLANT** **Item #46**

This record series consists of the history file, filed by unit, component and system component number, and may include, but is not limited to, plant work order and information pertinent to the equipment.

RETENTION:

- a) Record copy. Retain for life of component.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MAINTENANCE RECORDS: LIFT STATIONS/ WATER RECLAMATION FACILITIES **Item #47**

This record series consists of mechanical and electrical maintenance of lift stations and water reclamation facilities, as well as readings and pumping times conducted daily, weekly, monthly, quarterly and semi-annually.

RETENTION:

- a) Record copy. 3 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MAINTENANCE WORK ORDERS/ JOB ORDERS **Item #48**

This record series consists of, but is not limited to, authorizations for expenditures for maintenance work to be covered by work orders, including memoranda showing the estimates of costs to be incurred; work order sheets to which are posted in detail the entries for labor, material, and other charges in connection with maintenance, and other work pertaining to utility operations; and summaries of expenditures on maintenance and job orders and clearances to operating other accounts (exclusive of plant accounts). It is required by 18 CFR 125.3 (15).

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MEDICAL SEAL RECORDS **Item #49**

This record series consists of medical documentation allowing the customer reconnection priority in the event of power outages and water and sewer service. The files consist of, but are not limited to, medical requests, medical seal numbers and other related correspondence.

RETENTION:

- a) Record copy. 3 fiscal years after expiration of service provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

METALLURGICAL ANALYSIS RECORDS: POWER PLANT **Item #50**

This record series consists of boiler samples sent for analysis, and the report that gives cause of failure, test results, etc.

RETENTION:

- a) Record copy. 6 years after report issued.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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METER EXCHANGE RECORDS

Item #51

This record series consists of a form that is completed when a meter in service is removed and replaced by another one. The series includes the date, the service address, and full description and serial numbers of both meters.

RETENTION:

- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

METER HISTORY RECORDS

Item #52

This record series consists of documentation that is kept on each meter, i.e. meter description, serial number, date purchased and maintenance performed.

RETENTION:

- a) Record copy. Retain for life of meter.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

METER SALVAGE RECORDS

Item #53

This record series consists of the inventory tags from meters that are no longer in working condition.

RETENTION:

- a) Record copy. Retain for life of meter.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

METER TEST RECORDS

Item #54

This record series consists of a form that is completed when an electric or water meter is tested for accuracy. The series includes, but is not limited to, the date of the test, last service address, the meter number, the test results, and the signature of individual performing the test.

RETENTION:

- a) Record copy. Retain for life of meter.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MONITOR WELL DATA REPORTS: MONTHLY

Item #55

This record series consists of monthly reports of water and chemical analysis or chloride levels prepared by the agency and provided to the pertinent Water Management District.

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MONITOR WELL PSI CHARTS

Item #56

This record series consists of charts documenting to record pressure in upper and lower monitoring wells.

RETENTION:

- a) Record copy. 5 fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MONITOR WELL REPORTS

Item #57

This record series consists of reports that are submitted to the pertinent Water Management District in regards to agency permit requirements.

RETENTION:

- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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OPERATING REPORTS: WATER AND SEWER (MONTHLY) Item #58

This record series consists of monthly operating reports required by the Florida Department of Environmental Protection. *See Rule 62-550.720(5), F.A.C.*

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

OPERATIONS RECORDS: POWER INTERCHANGE Item #59

This record series consists of documentation relating to the exchange and utilization of power between the agency and other utility companies, and includes buy and sell transactions, operations and service reports, and interchange billing.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERFORMANCE EVALUATIONS: LABORATORY (ANNUAL) Item #60

This record series consists of the annual operating performance evaluation of the water reclamation facility laboratory.

RETENTION:

- a) Record copy. 5 fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERFORMANCE RECORDS: INDEPENDENT REGULATION OF WATER/ SEWER CONNECTIONS Item #61

This record series consists of, but is not limited to, books, records, documents, and other evidence pertinent to performance, including quality assurance/ quality control program reports and supporting documentation.

RETENTION:

- a) Record copy. 5 years after completion of project.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERMIT RECORDS: ENVIRONMENTAL (CONSTRUCTION) Item #62

This record series consists of environmental applications and permits for construction. It also includes engineering reports and designs, plant descriptions, types and quantities of waste material to be generated, proposed waste control facilities, treatment objectives, design criteria and other relevant information.

RETENTION:

- a) Record copy. Retain for life of facility.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERMIT RECORDS: ENVIRONMENTAL (OPERATIONS) Item #63

This record series consists of environmental applications and permits for plant operations, and other relevant information.

RETENTION:

- a) Record copy. 2 years after expiration of permit.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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PERMIT RECORDS: WATER USE

Item #64

This record series consists of applications submitted to, and permits issued by, the pertinent water management district for potable water use.

RETENTION:

- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERMITS: RIGHT-OF-WAY

Item #65

This record series consists of utility, state road and county road right-of-way permits from others allowing agency to cross the right-of-way.

RETENTION:

- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERMITS: TREE REMOVAL

Item #66

This record series consists of permits from residents allowing the agency to remove trees from their property.

RETENTION:

- a) Record copy. 3 fiscal years after removal provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PETROLEUM SITE REHABILITATION RECORDS

Item #67

This record series consists of documents pertaining to petroleum site rehabilitation activities and costs included in a reimbursement application. These records are governed by Rule 62-773.300(3), F.A.C.

RETENTION:

- a) Record copy. 5 years after reimbursement.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PLANT LEDGERS

Item #68

This record series consists of, but is not limited to, ledgers of utility plant accounts including land and other detailed ledgers showing the cost of utility plant by classes; and continuing plant inventory ledger, book or card records showing description, location, quantities, cost, etc. of physical units (or items) of utility plants owned. This is required by 18 CFR 125.02 (g) and 18 CFR 125.3(16).

RETENTION:

- a) Record copy. 25 years or until facility is removed from utility service, whichever is longer.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

POLE PULLING REPORTS

Item #69

This record series consists of reports on the setting of new poles and includes address and reference number.

RETENTION:

- a) Record copy. 3 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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POLYCHLORONATED/ BIPHENYLS (PCB) RECORDS

Item #70

This record series consists of polychlorinated biphenyls (PCB) monitoring, sampling, test and analysis records and reports.

RETENTION:

- a) Record copy. 5 years after termination of disposal activity.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

POWER INTERCHANGE OPERATIONS RECORDS

Item #71

This record series consists of, but is not limited to, all information related to the exchange and utilization of power between the agency and other utility companies. These records document buy and sell transactions, operation and service reports, and interchange billing.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

POWER PLANT LOG SHEETS

Item #72

This record series consists of log sheets compiled by employees documenting and checking instruments.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

POWER PLANT LOGS: FEEDER

Item #73

This record series consists of print-out logs recording the amount of power being used by each substation circuit at the time of the peak load.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

POWER PLANT LOGS: GAS

Item #74

This record series consists of hourly recordings of generation showing megawatts generated, amount of gas and oil used in the power production. This may also be known as strip charts.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

POWER PLANT RECORDS: OPERATIONS

Item #75

This record series consists of documentation of instruments at power plants, and may include amount electricity generated, emission, outage files, and the amount of fuel burned. The series also includes the chart recording of all instruments.

RETENTION:

- a) Record copy. 5 years provided no litigation is pending.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PRE-TREATMENT REPORTS: ANNUAL

Item #76

This record series consists of the annual report concerning the contents and effects of the sewerage on the water reclamation collection system and the water reclamation facility.

RETENTION:

- a) Record copy. 5 fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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PRIORITY POLLUTANTS RECORDS

Item #77

This record series consists of documentation of disposed sludge from agency facilities.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PRODUCTION RECORDS: SERVICE CENTER

Item #78

This record series consists of documentation of job completion, crew hours worked on each job, engineering sketches and job description, crew summary reports, and performance indicator reports.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PROPERTY RECORDS: CONDEMNED

Item #79

This record series consists of documentation of the condemnation of property. It includes, but is not limited to, surveys, appraisals, resolutions and correspondence.

RETENTION:

- a) Record copy. Retain as long as agency owns property.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUBLIC ELECTRIC UTILITY REPORTS: ANNUAL

Item #80

This record series consists of the annual report (Form EIA-412) that is submitted to the U.S. Department of Energy detailing financial, operational and statistical information pertaining to the electrical systems of the utility. The financial information reported takes the form of a balance sheet, income statement and cash flow statement. Operational statistical information includes electricity generated, number of employees, total operational and maintenance expenses, composition of transmission and distribution lines, etc.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUBLIC SERVICE COMMISSION FILES

Item #81

This record series consists of, but is not limited to, reports and correspondence that is sent by the agency to the Public Service Commission in Tallahassee.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUBLIC WATER RECORDS: BACTERIOLOGICAL ANALYSES

Item #82

This record series consists of biological analyses of local drinking water supplies. The records include the following information: (1) date, place, and time of sampling, and the name of the person who collected the sample; (2) identification of the sample as to whether it was a routine distribution system sample, check sample, raw or process water sample or other special purpose sample; (3) date of analysis; (4) laboratory and person responsible for performing analysis; (5) analytical technique/method used; and (6) results of the analysis. It is required by 40 CFR Section 141.33. *See also Rule 62-550.720(1), F.A.C.*

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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PUBLIC WATER RECORDS: CHEMICAL ANALYSES

Item #83

This record series consists of chemical analysis of local drinking water supplies. The records include the following information: (1) date, place, and time of sampling, and the name of the person who collected the sample; (2) identification of the sample as to whether it was a routine distribution system sample, check sample, raw or process water sample or other special purpose sample; (3) date of analysis; (4) laboratory and person responsible for performing analysis; (5) analytical technique/method used; and (6) results of the analysis. It is required by 40 CFR Section 141.33. *See also Rule 62-550.720(1), F.A.C.*

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUBLIC WATER RECORDS: MICROBIOLOGICAL ANALYSES

Item #84

This record series consists of microbiological analyses of local drinking water supplies. The records include the following information: actual laboratory reports (or data regarding those reports that have been transferred to tabular summaries) documenting: the analytical method used; the number of samples analyzed each month; the analytical results; lab reports or reports in appropriate summary form of records of microbiological analyses of repeat or special samples; records of turbidity measurements, including date and place of sampling, date and results of analyses; records of disinfectant residual measurements and other parameters necessary to document disinfection effectiveness. It is required by 40 CFR Section 142.14(f).

RETENTION:

- a) Record copy. 1 year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUBLIC WATER SYSTEM ANALYSIS RECORDS

Item #85

This record series consists of original records of all sampling data and analysis, reports, surveys, letters, evaluations, schedules, State determinations and other information required by 40 CFR 141.81 through 141.88. The records include information supporting applicable corrosion control treatment requirements, data and documentation describing control treatment requirements, documentation to demonstrate in compliance with the source water treatment requirements, information to demonstrate compliance with lead service line replacement requirements, information demonstrating compliance with the public education and supplemental monitoring requirements, information demonstrating compliance with the monitoring requirements for lead and copper in tap water, information demonstrating compliance with the monitoring requirements for water quality parameters, and information demonstrating compliance with monitoring requirements for lead and copper in source water. *See also Rule 62-550.720(6), F.A.C.*

RETENTION:

- a) Record copy. 12 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUBLIC WATER SYSTEM CORRECTIVE ACTIONS

Item #86

This record series consists of actions taken to correct violations of primary drinking water regulations. *See 40 CFR Section 141.33 and Rule 62-550.720(2) F.A.C.*

RETENTION:

- a) Record copy. 3 years after last action taken for each violation.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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PUBLIC WATER SYSTEM EXEMPTION/ VARIANCE RECORDS **Item #87**

This record series consists of information relating to any variances or exemptions granted to a public drinking water system. It is required by 40 CFR Section 141.33. *See also Rule 62-550.720(4), F.A.C.*
RETENTION:

- a) Record copy. 5 years after expiration of variance or exemption.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUBLIC WATER SYSTEM SANITARY SURVEYS **Item #88**

This record series consists of copies of any written reports, summaries or communications relating to sanitary surveys of the system conducted by the system itself, by a private consultant, or by any local, State or Federal agency. *See 40 CFR Section 141.33 and Rule 62-550.720(3), F.A.C.*
RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUMPAGE REPORTS: MONTHLY **Item #89**

This record series consists of monthly reports of ground water pumped out of aquifers which is provided to the pertinent Water Management District.
RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

QUALITY ASSURANCE RECORDS: LABORATORY (TESTS) **Item #90**

This record series consists of quality assurance, quality control and process control records as required by the Department of Health for certification.
RETENTION:

- a) Record copy. 5 years after test.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

QUESTIONNAIRES: CUSTOMER SERVICE **Item #91**

This record series consists of questionnaires completed by customers to rate the utilities and its various programs and services.
RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RAINFALL REPORTS: MONTHLY **Item #92**

This record series consists of monthly reports that monitor rainfall levels.
RETENTION:

- a) Record copy. 3 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RATE STUDIES/ SCHEDULES **Item #93**

This record series consists of utility specific studies on existing and proposed rates, as well as listings of costs per kilowatt-hour, including fuel adjustments. It is required by 18 CFR 125.3(30).
RETENTION:

- a) Record copy. 6 years after published rate sheets and schedules are superseded or no longer used to charge for utility service.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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RELAY TESTING RECORDS: ANNUAL

Item #94

This record series consists of relay testing and settings for each relay used by the agency. These tests are conducted on an annual basis.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RELIABILITY STUDIES

Item #95

This record series consists of various studies relating to the current status of utility systems/ subsystems as well as recommendations for future requirements.

RETENTION:

- a) Record copy. 2 years after superseded.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RESIDUAL REDUCTION REPORTS: QUARTERLY

Item #96

This record series consists of residual reduction reports for agency facilities.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SLUDGE REPORTS: QUARTERLY

Item #97

This record series consists of documentation of agency facilities disposed sludge.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SPILL REPORTS

Item #98

This record series consists of reports of spills that were not significant or notification was not required.

RETENTION:

- a) Record copy. 5 years after spill.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STATION AND SYSTEM GENERATION REPORTS AND CLEARANCE LOGS

Item #99

This record series consists of station and system generation reports and clearance logs. It is required by 18 CFR 125.3(22.1)(d). This does not include hydro power, which is listed below in Item #100.

RETENTION:

- a) Record copy. 6 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**STATION AND SYSTEM GENERATION REPORTS AND CLEARANCE LOGS:
HYDRO-POWER**

Item #100

This record series consists of station and system generation reports and clearance logs for hydro-power stations.

RETENTION:

- a) Record copy. 25 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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STORAGE TANK RECORDS

Item #101

This record series consists of storage tank information siting, maintenance, etc.

RETENTION:

- a) Record copy. Retain for life of tank.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STORM REPORTS

Item #102

This record series consists of documentation of storms and includes the storm, status, what was affected, restoration time and outages.

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SURVEILLANCE FEE RECORDS

Item #103

This record series consists of documentation related to fees charged by the Department of Environmental Protection for surveillance of treatment facilities.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SYSTEM PLANNING RECORDS

Item #104

This record series consists of data, analysis and reports done by the agency, such as financial analysis, electrical system analysis, etc.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TRAINING RECORDS: HAZARDOUS WASTE (EMPLOYEE)

Item #105

This record series consists of documentation of classroom instruction and on-the-job training of personnel who must handle hazardous waste as part of their work activities. The record of training must be sufficient to demonstrate appropriate training in compliance with federal requirements as stated in 40 CFR 264.16.

RETENTION:

- a) Record copy. 3 years after termination of employment.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TRANSFORMER HISTORY RECORDS

Item #106

This record series consists of transformer history records. This may include the annual Doble Power Factor test, PCB test, and the LTC maintenance inspection. It is required by 18 CFR 125.3(14)(c).

RETENTION:

- a) Record copy. Retain for life of transformer.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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TREATMENT PLANT LOGS: DAILY

Item #107

This record series consists of logs that record all chemical settings, flows, analysis of treatment process, filter information, tank levels, pressure, etc.

RETENTION:

- a) Record copy. 4 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TREATMENT PLANT RECORDS: LABORATORY ANALYSIS

Item #108

This record series consists of laboratory analysis for the day to day process control in water and wastewater treatment plants. These tests contain, but are not limited to: plant sludge monitoring and reporting, wastewater analysis throughout the treatment process, and various distribution system bacteriological analyses.

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TREATMENT PLANT REPORTS: WATER/ WASTEWATER (DAILY) **Item #109**

This record series consists of daily reports pertaining to operators on duty, wells in service, repairs to equipment, and any important information about what happened during any shift or twenty four hour period.

RETENTION:

- a) Record copy. 4 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TREE TRIMMING RECORDS

Item #110

This record series consists of documentation pertaining to problems or repair work in yards needed because of tree trimming activities.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TROUBLE CALL INFORMATION REPORTS

Item #111

This record series consists of customer calls that dispatch responds to. Dispatch records the problem from information provided by the customer, the cause of the problem, and what was done to rectify it.

RETENTION:

- a) Record copy. 1 year after resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

USED OIL RECORDS

Item #112

This record series consists of Department of Environmental Protection Form 62-701.900(10) and/or records of the source of used oil, including the name and street address of each source, the EPA identification number of the source, if applicable; total number of gallons of used oil received from each source, including any oily wastes which may be an integral part of the used oil shipment; and the type of used oil received, using the type code designation found in the form instructions; date of receipt, and the destination or end use of used oil and oily wastes, including name and street address of each destination or end user, the used oil identification number, if applicable, and the end use code designation found in the form instructions. These records relate to Rule 62-710.510(4), F.A.C.

RETENTION:

- a) Record copy. 3 calendar years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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UTILITY CUSTOMER RECORDS

Item #113

This record series consists of individual account records, meter cards and readings, payment receipts and deposit records for utility services.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

VEHICLE ASSIGNMENT SUMMARY RECORDS

Item #114

This record series consists of call-out records documenting employees who have vehicles at home, and how often they use the vehicle in off-hours.

RETENTION:

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

VOUCHERS

Item #115

This record series consists of, but is not limited to, paid and canceled vouchers (one copy-analysis sheets showing detailed distribution of charges on individual vouchers and other supporting papers); original bills and invoices for materials, services etc. paid by vouchers; paid checks and receipts for payments of specific vouchers; and authorization for the payment of specific vouchers. This is required under 18 CFR 125.3(11) (a)-(d).

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates, Retain until obsolete, superseded or administrative value is lost.

WARRANTY TEST RECORDS

Item #116

This record series consists of performance and evaluations of warranties held by the agency and includes test results, parameters and correspondence.

RETENTION:

- a) Record copy. 3 fiscal years after completion of test provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

WASTEWATER PRE-TREATMENT RECORDS: INDUSTRIAL

Item #117

This record series consists of inspections and notifications if over limit of treatments done before dumped into sewage system.

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

WATER ANALYSIS RECORDS: WASTEWATER/ ENVIRONMENTAL WATER

Item #118

This record series consists of bench raw data sheets, test result sheets, data warehouse, and other wastewater/ environmental water test records.

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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WATER PLANT OPERATOR MANUALS

Item #119

This record series consists of manuals used to operate a water plant facility or the equipment within a facility owned by the agency (utility).

RETENTION:

- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

WATER QUALITY REPORTS: ANNUAL

Item #120

This record series consists of annual influent and effluent sampling for toxins.

RETENTION:

- a) Record copy. 5 fiscal years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

WELL CONTAMINATION RECORDS

Item #121

This record series consists of documentation/ correspondence with the Department of Environmental Protection regarding well contamination.

RETENTION:

- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

WELL DEPTH CHARTS

Item #122

This record series consists of charts used to record wet well depth.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

WELL FIELD REHABILITATION RECORDS

Item #123

This record series consists of documentation detailing work performed on well.

RETENTION:

- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

WELL FLOW CHARTS: DEEP INJECTION

Item #124

This record series consists of charts used to record total plant effluent flow to the deep injection well.

RETENTION:

- a) Record copy. 5 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

WELL MECHANICAL INTEGRITY TEST REPORTS: DEEP INJECTION

Item #125

This record series consists of documentation of the deep injection well mechanical integrity tests that are performed.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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CROSS REFERENCE

A

ANALYSES RECORDS

WATER ANALYSES RECORDS: WASTEWATER/ ENVIRONMENTAL WATER (Item #118)

AS-BUILT DRAWINGS

DRAWINGS: AS-BUILT/ ENGINEERING (Item #18)

B

BACTERIOLOGICAL ANALYSES RECORDS

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C

CERCLA RECORDS

CLAIM RECORDS: CERCLA (Item #11)

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CHLORINE/ CHLORAMINE LEAK REPAIR RECORDS (Item #9)

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COMPLAINTS: CITIZENS/ CONSUMERS/ EMPLOYEES (GS1-L General Schedule, Item #94)

CONDEMNED PROPERTY RECORDS

PROPERTY RECORDS: CONDEMNED (Item #79)

CONSTRUCTION DRAWINGS

DRAWINGS: CONSTRUCTION (APPROVED) (Item #19)

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PUBLIC WATER SYSTEM CORRECTIVE ACTIONS (Item #86)

CREW ASSIGNMENT RECORDS

ASSIGNMENT RECORDS: CREW (Item #4)

CUSTOMER COMPLAINT RECORDS

COMPLAINTS: CITIZENS/ CONSUMERS/ EMPLOYEES (GS1-L General Schedule, Item #94)

CUSTOMER ENERGY AUDITS

AUDITS: ENERGY (CUSTOMER) (Item #5)

CUSTOMER ENERGY LOAN RECORDS

LOAN RECORDS: ENERGY (CUSTOMER) (Item #43)

CUSTOMER QUESTIONNAIRES

QUESTIONNAIRES: CUSTOMER SERVICE (Item #91)

CUSTOMER UNAUTHORIZED USAGE RECORDS

INVESTIGATION REPORTS: CUSTOMER USAGE (NOT AUTHORIZED) (Item #41)

CUSTOMER UTILITY RECORDS

UTILITY CUSTOMER RECORDS (Item #113)

D

DEEP INJECTION WELL FLOW CHARTS

WELL FLOW CHARTS: DEEP INJECTION (Item #124)

DEEP INJECTION WELL MECHANICAL INTEGRITY TEST REPORTS

WELL MECHANICAL INTEGRITY TEST REPORTS: DEEP INJECTION (Item #125)

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WELL DEPTH CHARTS (Item #122)

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HAZARDOUS WASTE RECORDS: HAULING/ DISPOSAL (Item #33)

DRAWINGS OF GAS AND WATER METER SERVICE

LOCATION SKETCHES/ DRAWINGS: GAS AND WATER METER/ SERVICE (Item #44)

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CROSS REFERENCE (continued)

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PUBLIC WATER SYSTEM ANALYSIS RECORDS (Item #85)
DRINKING WATER SYSTEM CORRECTIVE ACTIONS
PUBLIC WATER SYSTEM CORRECTIVE ACTIONS (Item #86)
DRINKING WATER SYSTEM EXEMPTION/ VARIANCE RECORDS
PUBLIC WATER SYSTEM EXEMPTION/ VARIANCE RECORDS (Item #87)
DRINKING WATER SYSTEM SANITARY SURVEYS
PUBLIC WATER SYSTEM SANITARY SURVEYS (Item #88)
DRINKING WATER TESTING RECORDS: BACTERIOLOGICAL ANALYSES
PUBLIC WATER RECORDS: BACTERIOLOGICAL ANALYSES (Item #82)
DRINKING WATER TESTING RECORDS: CHEMICAL ANALYSES
PUBLIC WATER RECORDS: CHEMICAL ANALYSES (Item #83)
DRINKING WATER TESTING RECORDS: MICROBIOLOGICAL ANALYSES
PUBLIC WATER RECORDS: MICROBIOLOGICAL ANALYSES (Item #84)

E

ELECTRIC UTILITY REPORTS
PUBLIC ELECTRIC UTILITY REPORTS: ANNUAL (Item #80)
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TRAINING RECORDS: HAZARDOUS WASTE (EMPLOYEE) (Item #105)
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LOAN RECORDS: ENERGY (CUSTOMER) (Item #43)
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F

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G

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H

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HAZARDOUS WASTE STORAGE INSPECTION RECORDS
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I

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J

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L

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M

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POWER PLANT MAINTENANCE PLANNING RECORDS

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Q

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R

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W

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CONNECTION RECORDS: INITIAL WATER/ WASTEWATER (Item #14)

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WATER TREATMENT PLANT REPORTS

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