

Schedule 114

METROPOLITAN UTILITIES DISTRICT

February 20, 2020

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

114

AGENCY, BOARD OR COMMISSION

METROPOLITAN UTILITIES DISTRICT

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of March 23, 2001

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

President

DATE

1/19/20

PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

DATE

2/11/2020

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE

DATE

2/19/20

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

DATE

2/20/20

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying this schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

**SCHEDULE 114
METROPOLITAN UTILITIES DISTRICT**

February 20, 2020

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of March 23, 2001

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-00-01	DIRECTIVES AND MEMOS	Documents used to issue official orders or policy for the district	Discretion of the department head and when no longer of reference value	
114-00-02	TRAINING RECORDS	Records detailing training completed by District employees. Hard copy rosters of attendance can be destroyed once attendance has been recorded electronically.	10 Years after termination of employment	
114-00-03	ANNUAL REPORTS	Annual reports of the District	10 Years	
114-00-04	EASEMENTS, CONTRACTS AND OTHER MISC. AGREEMENTS		Retained for 6 Years after expiration or cancellation by responsible department. Duplicate copies maintained by other departments can be disposed of when no longer of reference value	
114-00-05	SAP REQUISITIONS		Electronic Data - 5 Years	
114-01-01	PETITIONS & EQUALIZATIONS FOR GAS AND WATER MAIN DISTRICTS (GMD/WMD)		permanent	
114-01-02	DEEDS AND ABSTRACTS		6 years after disposal of property	
114-01-03	ACQUISITION OF PLANT AND PROPERTY RIGHTS		6 years after disposal of property	
114-01-04	BOARD AND COMMITTEE MINUTES & DOCUMENTS AND RECORDING TAPES OF BOARD AND COMMITTEE MEETINGS		Transcribed Board Tapes after 4 years. BOARD AND COMMITTEE MINUTES AND DOCUMENTS-Permanent	
114-01-05	CONSTRUCTION CONTRACTS MAJOR ITEMS		Duplicate copies maintained by the President's Office can be disposed of when no longer of reference value.	
114-01-06	NONBUILDING CONSTRUCTION CONTRACTS		Duplicate copies maintained by the President's Office can be disposed of when no longer of reference value.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-02-01	ATTORNEY'S OPINIONS OR ADVICE		Dispose of after no longer pertinent to the operations of the District.	
114-02-02	CLAIMS DATABASE		(Electronic Data) 5 Years after settlement of claim and Audit and when no longer of any reference value.	
114-02-03	CLAIMS FILES		5 Years after Settlement and Audit	
114-02-04	LAWSUITS-CASE FILES		10 Years after Settlement or Trial	
114-02-05	RATE CASE HEARINGS (FPC & FERC)		10 Years after Case is closed	
114-06-01	PERSONNEL HISTORY FILE (FOLDER) i.e. Employment application, performance reports, promotion, commendations, correspondence, etc.		10 Years after termination of employment	
114-06-02	PERSONNEL RECORD CARD/PSCF		50 Years after termination	
114-06-03	RETIREMENT CALCULATIONS		50 Years after termination	
114-06-04	SAP PERSONNEL SYSTEM	Currently held within SAP/SuccessFactors	10 Years after termination of	
114-06-05	APPLICANT PROFILE/EMPLOYMENT APPLICATIONS (NOT HIRED)	2014 to present is retained in SuccessFactors	4 Years after date of application	
114-06-06	EMPLOYMENT	I-9 Forms & document copies	3 Years from date of hiring or 1 Year	Federal Retention
114-06-07	EEO REPORTS	EEO 1, EEO 4, Vets 100, Vets 100A, Vets 4212	Permanent	
114-06-08	WORKER COMPENSATION RECORDS		5 Years after date of last payment or date of injury or whichever is longer.	
114-06-09	INSURANCE RECORDS CHANGES		Dispose 3 years after termination	
114-06-10	GIFT DISCLOSURE DOCUMENTATION		10 Years from date of form	<input type="checkbox"/>

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-06-11	EMPLOYEE'S BENEFIT FILE	life ins/retirement/LTD info/enrollment info/beneficiary forms	<p>Non vested terminated employees 10 years after termination</p> <p>Vested terminated employees including LTD 3 years after death</p> <p>Retired employees 3 years after employee and contingent annuitant / spouses' death</p> <p>Surviving spouses 3 years after spouses' death</p>	
114-06-12	TUITION REIMBURSEMENTS	tuition reimbursements, book receipts, tuition deferral letters)	5 Years from reimbursement date or maximum of 10 years if no audit has been performed	<input type="checkbox"/>
114-06-13	EMPLOYEE MEDICAL FILES	Records are maintained by third-party occupational health medical services provider	30 Years after termination	40 CFR 311; 29 CFR 1910.1020; 29 CFR 1910.134
114-06-14	BACKGROUND CHECKS	Pre-employment and CFATS checks	3 Years from date of hiring or 1 Year after EE termination; whichever is later	Equal to I-9 retention
114-06-15	DRUG OR ALCOHOL RESULTS	Pre-employment, Randoms, reasonable suspicion, follow-up, RTW and post accident	7 years from test date	DOT
114-07-01	SAFETY RECORDS OF EMPLOYEES	Electronic database containing information related to employee injuries (similar in nature to the OSHA 300 logs and summaries) and vehicle accidents	Until termination of employment	
114-07-02	ANNUAL SAFETY INSPECTIONS	Reports and documentation related to annual safety site inspections, including supplemental reports needed for Risk Management Plan compliance.	5 Years	40 CFR 68.200
114-07-03	SAFETY COMMITTEE MINUTES	Written minutes of all safety committee meetings	3 Years	230 NAC Ch. 6, §002(B)(8)
114-07-04	RESPIRATORY FIT TESTING RECORDS	Records of Fit Testing results conducted under the respiratory protection program	Dispose after superseded	40 CFR 311; 29 CFR 1910.1020; 29 CFR 1910.134
114-07-05	CFATS COMMUNICATIONS WITH DEPARTMENT OF HOMELAND SECURITY	Includes submitted Top-Screens, submitted Vulnerability Assessments, submitted Site Security Plans, and all related correspondence with the Department of Homeland Security	6 Years	6 CFR 27.255

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-07-06	CFATS REQUIRED RECORDS	Includes training; drills and exercises; incidents and breaches of security; maintenance, calibration, and testing of security equipment; security threats; audits of Site Security Plans and Security Vulnerability Assessments; letters of authorization and approval from DHS; and documentation identifying the results of audits and inspections conducted pursuant to 6 CFR 27.250	3 Years	6 CFR 27.255
114-09-01	SAP SYSTEM - REQUISITIONS AND PURCHASE ORDERS	Purchase requisitions entered by Stores and other departments/divisions for materials, parts, supplies and services and the POs associated with such.	Electronic Data - 5 Years or maximum of 10 years if no audit has been performed	
114-09-02	PROOFS (AFFIDAVITS) OF PUBLICATION/LEGAL NOTICES	Proof of public advertisements generally in the OWH or other public publication.	5 Years	
114-09-03	BOARD APPROVED CONTRACTS & AGREEMENTS	Contracts and agreements (i.e. construction, material, maintenance and services)	6 Years	
114-09-04	QUOTATIONS (Required in writing)	Quotes/Bids over \$25,000	3 Years	
114-09-05	CONSTRUCTION BONDS (PERFORMANCE AND LABOR & MATERIALS PAYMENT)	Bonds required for capital improvement construction projects and select services (i.e. Security Guard).	10 Years after completion of construction	
114-09-06	MAJOR PLANT CONSTRUCTION CONTRACT FILES	Interpreted to include very large capital improvement projects at LNG and WTFs.	10 Years after completion of construction	
114-09-07	CERTIFICATE OF LIABILITY INSURANCE	Proof of insurance (PDF File).	3 Years	
114-10-01	IT SYSTEM & PROJECT DOCUMENTATION	Program documentation includes IT Project and Support documentation.	Retain system support documentation 1 year after system is retired; Maintain project documentation for 5 years after project completion.	
114-10-02	SOURCE CODE	Application Source Code	Retain for 1 year after the application or module is retired.	
114-10-03	IT CHANGE CONTROL REGISTER	Documentation that describes approved production changes.	Retain for 3 years	
114-10-04	SERVICE/CHARGE REQUESTS & INCIDENTS	Service and Change request and Incident tickets	Retain for 5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-20-01	CONTRACTS AND AGREEMENTS FOR THE PURCHASE AND SALE OF GAS		5 Years after expiration	
114-20-02	MONTHLY PROPANE CAVERN INVENTORY		5 Years	
114-20-03	STOCK REPORTS	Odorant, Propane Cavern and LNG Tank Storage	5 Years	
114-21-01	PROPANE AIR AND LNG PLANT DAILY OPERATING LOG BOOKS		10 Years	
114-21-02	LNG MAINTENANCE AND OPERATIONS RECORDS		10 Years : Microfilm - Permanent	
114-21-03	COMPUTERIZE CONTROL SYSTEM		Electronic Data.	
114-21-04	COMPUTERIZED MACHINE TREND READINGS		Maintained online -3 Months	
114-21-05	WEEKLY & MONTHLY GAS ODORANT INTENSITY REPORT		5 Years	
114-22-01	SCADA SYSTEM-ELECTONIC DATA		Maintain data until superceded and when no longer of reference value.	
114-22-02	RECORD OF GAS PURCHASE AND SENDOUT		6 Years	
114-22-03	OPERATING LOGS		5 Years	
114-22-04	INTERRUPTIBLE CURTAILMENT		3 Years	
114-22-05	D.O.E. ENGERGY STAT. DATA		3 Years	
114-22-06	LARGE VOLUME CUSTOMER RECORDS		5 Years	
114-22-07	PIPELINE STATISTICAL DATA		3 Years	
114-23-01	SERVICE MAPPING	Available in GIS/MUDMAPS	Electronic Data. Maintain current up to date database record. Dispose of data when superseded	
114-23-02	GAS SERVICE LOCATIONS	Available in GIS/MUDMAPS	Maintain current up to date map record until recorded in GIS/OPEN TEXT	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-23-03	GAS DISTRIBUTION PLANT ON PC's (for Regulators, First Cut Regulators, Drips & Stoppers)	Available in GIS/MUDMAPS	Maintain current up to date in Access database/SAP record. Dispose of data when superseded	
114-23-04	GAS VALVE DATABASE	Available in SAP/GIS/MUDMAPS	Maintain current up to date database record. Dispose of data when superseded	
114-23-05	DRIP PUMP RECORDS F-1200		Permanent	
114-23-06	GAS DISTRIBUTION FOREMAN'S DAILY LOG		2 years	
114-34-01	INVESTIGATION AND REPAIR F-174		2 Years	
114-34-02	GAS LEAK DATABASE (ELECTRONIC DATA)		Dispose of after 10 years and when determined to be no longer of reference value by Corrosion Engineer, whichever is later.	
114-34-03	LEAK SURVEY REPORTS & MAPS		Permanent	
114-34-04	CUSTOMER NOTICE FORM 441		3 Years	
114-34-05	BACK FLOW INSPECTION RECORDS		5 Years	
114-34-06	HEATING PERMIT RECORDS		Permanent until heating equipment abandoned	
114-34-07	DIVERSIONS-F 1669/F316		5 Years	
114-34-08	PC BASEMENT INSPECTION DATABASE		Input data maintained until superceded and when no longer of reference value.	
114-34-09	FIRE CALL AND NIGHT EMERGENCY LOGS		5 Years	
114-34-10	EMERGENCY ORDERS		5 Years	
114-34-11	FIRE LINE CONTROLS FORM 267 AND FORM 1001A AND B AND LETTERS		Active - On File Inactive - 3 Years	
114-35-01	CIS-METER MASTER RECORDS ON MAINFRAME		Maintain updated database for life of meter.	
114-35-02	METRETEK METER READING FILES		Electronic Data. Dispose after information forwarded to Cust. Acct. & Rates & Reg. Affairs.	
114-35-03	CORR. DEVICE HIST. CARDS		Life of Meter	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-35-04	MONTHLY REPAIR REPORTS		3 Years	
114-35-05	SET, REMOTE & JUNK METER STUBS		16 Months	
114-35-06	LARGE METER REPAIR FILE		3 Years	
114-35-07	PRESSURE RECORDING DEVICE FILES		Life of Instrument	
114-35-08	LETTERS ON JUNKED METERS		3 Years	
114-35-09	METER TEST SHEETS-F-419-A-C		3 Years	
114-35-10	TRUCK STOCK TICKETS		6 Months	
114-40-01	SCADA SYSTEM	Includes water system engine hours monthly	Electronic Data - Maintain data until	
114-40-02	WATER SYSTEM STATUS REPORTS	Includes water system engine hours monthly report, water system equipment stats, systems control trouble report, and chlorination report	1 Year	
114-40-03	DAILY LOG AND PUMPAGE RECORD	Includes daily log and water system monthly pumpage record both stored and printed from SCADA	10 Years	
114-40-04	PUMPAGE REPORT		Water Plants - 5 Years : Systems Control - 10 Years	
114-40-05	RIVER STATION LOG SHEET		Florence - 5 Years Systems Control - 10 Years (Peak Periods Only)	
114-40-06	DAILY CLEARWELL "V" NOTCH READ	This is an observational flow measurement of water to the underdrain of the clearwell	Florence - 10 Years	
114-40-07	MISC. REPORTS OF PREVENTIVE MAINTENANCE		Send to Maintenance	See 114-40-29
114-40-08	MONTHLY SAFETY		Florence - 5 Years	
114-40-09	MONTHLY FIRE INSPECTION REPORT		Florence - 5 Years	
114-40-10	ENGINE OPERATING LOG		Water Plants - 5 Years	
114-40-11	DAILY ALUM FERRIC SULFATE REPORT		Florence - 1 Year - Input PC Database	
114-40-12	DAILY LIME REPORT		Florence - 1 Year - Input PC Database	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-40-13	DAILY CHLORINE REPORT		Florence - 1 Year - Input PC Database	
114-40-14	DAILY CHLORINATION RUNOFF REPORT		Florence - 1 Year - Input PC Database	
114-40-15	DAILY CARBON REPORT		Florence - 1 Year - Input PC Database	
114-40-16	DAILY POLYELECTROLYTE APPLICATION RECORD		Florence - 1 Year - Input PC Database	
114-40-17	FILTRATION PLANT RECORD		Florence - 1 Year - Input PC Database	
114-40-18	DAILY FILTER RECORD		Water Plants - 5 Years Systems Control - 10 Years	
114-40-19	FILTER PLANT - ALKALINITY & PH DATA - WEEKLY		Florence - 5 Years	
114-40-20	SLUDGE VOLUME MEASUREMENT		Florence - 5 Years	
114-40-21	WASTE DISCHARGE REPORT (Monthly)		Water Plants - 5 Years Systems Control - 10 Years	
114-40-22	ANALYSIS OF WASTE DISCHARGES		Water Plants - 5 Years Water Operations - 10 Years	
114-40-23	DAILY POLYPHOSPHATE REPORT		Florence - 1 Year - Input PC Database	
114-40-24	PURIFICATION OPERATIONAL RECORD		Florence - 1 Year	
114-40-25	DAILY PURIFICATION		Water Plants - 5 Years	
114-40-26	DAILY PRIMARY		Florence - 5 Years	
114-40-27	VARIOUS DAILY TREATMENT RECORDS	Daily Treatment Sheets filled out by Plant Operators. Examples include: CT Compliance Data Forms, Daily Ferric Sulfate Report Form, Daily Chlorine Feed Report, Daily Ammonia Report, Daily Lime Report, Daily Fluoride Feed Report, Well Operation Log, Daily Clarifier Report, Daily Purification Report, Daily Softening Basin Operating Log, Daily Filter Operation Log, Daily Pumping Log,	Retain for 10 years or until the information from the records is used to develop a final report and is no longer of reference value	
114-40-28	WELLFIELD PUMPAGE REPORT		Spreadsheet - permanent Hardcopy backup - until no longer of reference value	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-40-29	VARIOUS MECHANICAL MAINTENANCE DOCUMENTS	Examples include: Daily Check List, Air Handler Filter Maintenance Report, Air Compressor Check List, Oil Level check list, High Service Starting Air Check List, Kathabar PM Log, Monthly Plant Maintenance Tack List, Monthly Well Engine Run Log	2 Years	
114-40-30	WEEKLY CATHODIC PROTECTION		Send to Corrosion Engineer	See 114-90-13
114-40-31	WEEKLY CLARIFICATION RECTIFIERS CHECK		Send to Corrosion Engineer	See 114-90-13
114-40-32	VARIOUS CHEMICAL MAINTENANCE DOCUMENTS	Examples include: Weekly Inventory Verification Sheets, Chemical Maintenance Weekly Task Sheets, Chemical Maintenance Monthly Tasks, Daily Chemical Task Sheets, Semi-Annual Chemical Task Sheets, Annual Chemical Maintenance Sheet.	2 Years	
114-40-33	GASOLINE AND DIESEL FUEL INVENTORIES AND REPORTS		1 Year	
114-43-01	VALVE & HYDRANT DATABASE		Maintain current up to date database record. Input data will be maintained until no longer reference value.	
114-43-02	LEAK SURVEY REPORT		5 Years	
114-43-03	WATER QUALITY COMPLAINTS		Permanent	
114-43-04	PRESSURE COMPLAINTS		2 Years	
114-43-05	WATER QUALITY AND PRESSURE DAILY COMPLAINTS		Water Distribution -(After 30 Days send to Engineering)	
114-43-06	MONTHLY DATA SHEET (MAINT. TOTALS)		5 Years	
114-47-01	TEST DATA FOR WATER QUALITY CHARTS		Platte River - 5 Years	
114-47-02	WATER QUALITY CHARTS		10 Years (Engr., Syst. Control., Florence, & Platte)	
114-47-03	MEDIA QUALITY CONTROL RECORD		Platte River - 10 Years	
114-47-04	DAILY WELL ANALYSIS(YEARLY)		Platte River - 10 Years	
114-47-05	CHEMICAL AND WATER QUALITY PC ACCESS DATABASE		Electronic Data - Maintain updated database for 10 Years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-47-06	WATER TREATMENT OPERATIONAL SUMMARY		Florence - 1 Year - Output PC Database Platte South and Platte West - 5 Years Water Operations - 1 Year	
114-47-07	CHEMICAL INVENTORY - (WEEKLY)		Water Plants - 1 Year - Output PC Database	
114-47-08	CHEMICAL BIN AND TANK		Water Plants - 1 Year - Input PC	
114-47-09	CHEMICAL SUMMARY		Water Plants - 1 Year - Input/output PC Database Water Operations - 1 Year	
114-47-10	RAW WATER		Florence - 1 Year - Output PC Database	
114-47-11	TAP WATER PURIFICATION SUMMARY - Table 2		Florence - 1 Year - Output PC Database Water Operations - 1 Year	
114-47-12	MONTHLY FLUORIDE REPORT		Water Plants - 5 Years - Output PC Database Water Operations - 10 Years (Copy sent to the State Health & Human Svcs Regulation and Licensure)	
114-47-13	CHEMICAL CHARACTERISTICS RAW WATER ANALYSIS		Florence - 1 Year : Platte South and Platte West - 5 Years Water Operations - 1 Year	
114-47-14	CHEMICAL CHARACTERISTICS TAP WATER ANALYSIS		Florence - 1 Year : Water Operations - 1 Year	
114-47-15	REPORT OF WATER ANALYSIS PC WORKSHEET MISSOURI RIVER		Florence - 5 Years : Water Operations - 10 Years	
114-47-16	REPORT OF WATER ANALYSIS PC WORKSHEET FINISHED WATER		Water Plants - 5 Years - Output PC Database : Water Operations - 10 Years (Copy sent to the State Health & Human Svcs Regulation and Licensure)	
114-47-17	FINISHED WATER		Water Plants - 5 Years - Output PC	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-47-18	LAB TEST WORKSHEET		Florence - 10 Years Platte South and Platte West - 5 Years	
114-47-19	MONTHLY THRESHOLD ODOR SHEET		Florence - 1 Year	
114-47-20	RADIOACTIVITY COUNTING SHEET - DAILY		Florence - 5 Years	
114-47-21	GROSS RADIOACTIVITY & SAMPLES FOR ANALYSIS		Florence - 5 Years : Water Operations - 10 Years	
114-47-22	GROSS RADIOACTIVITY REPORT		Florence - 1 Year (Copy sent to the State Health & Human Svcs Regulation and Licensure)	
114-47-23	ANALYTICAL QUALITY CONTROL FOR RADIOACTIVITY(lead source)		Florence - 10 Years	
114-47-24	DAILY BACTERIOLOGICAL. DATA(w/ZONES)		Florence - 5 Years	
114-47-25	BACTERIOLOGICAL DATA		Florence - 5 Years	
114-47-26	MONTHLY COLIFORM REPORT BACTERIOLOGICAL Monthly		Water Plants - 5 Years, Water Operations – 1 Year (Copy sent to the State Health and Human Svcs Regulation and Licensure)	
114-47-27	DAILY BACTERIOLOGICAL DATA		Water Plants - 5 Years : Water Operations - 1 Year	
114-47-28	RAW WATER BACT. RESULTS MEMBRANE FILTER METHOD		Florence - 5 Years	
114-47-29	AUTOCLAVE & STERILIZATION RECORD		Water Plants - 10 Years	
114-47-30	MONTHLY TEMP. RECORD		Water Plants - 10 Years	
114-47-31	LABORATORY QUALITY ASSURANCE SUMMARY		Water Plants - 10 Years	
114-47-32	ANALYTICAL DATA VALIDATION		Water Plants - 10 Years	
114-47-33	INSTRUMENT CALIBRATION RECORD (Quarterly)		Water Plants - 10 Years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-47-34	MAINT. DISTILLED WATER SYSTEM		Florence - 10 Years	
114-47-35	AA ANALYSIS		Florence - 10 Years	
114-61-01	INTERRUPTIBLE GAS SERVICE CONTRACTS & FIRM GAS CONTRACTS		3 Years after expiration or cancellation	
114-61-02	GAS FRANCHISE/ORDINANCE AGREEMENTS		Electronic Date - Permanent	
114-61-03	WATER FRANCHISE/ORDINANCE AGREEMENTS		Electronic Date - Permanent	
114-61-04	WHOLESALE WATER CONTRACTS		Electronic Date - Permanent	
114-61-05	REBATE PAYMENTS		5 years or maximum of 10 years if no audit has been performed.	
114-61-06	CAPITAL CONTRIBUTION PROGRAMS		5 years or maximum of 10 years if no audit has been performed.	
114-61-07	COOP ADVERTISING		3 Years	
114-61-08	ABANDONMENT OF GAS AND WATER SERVICE F-1004	Paperwork associated with request to disconnect services for demolition properties	1 Year	
114-61-09	APPLICATION FOR WATER SERVICE F-178B	New Water Service Application	3 Years	
114-61-10	HEATING PERMIT APPLICATION F-222	Application for heating permit	3 Years	
114-61-11	WATER SERVICE ADDRESS BOOKS	Books listing all tap addresses on our system	Permanent	
114-61-12	QUARTER SECTON MAPS	Books showing mains, connection charges, services, etc.	Until map is superseded	
114-61-13	APPL. FOR GAS SERVICE F-313C&M	New Gas Service Application	3 Years	
114-61-14	CONNECTION CHARGE FORM 282-b	Documents connection charges paid to MUD	Permanent	
114-73-01	METER READING STATISTICS	Shows a breakdown of meters read by each Meter Reader on a monthly basis. It includes the number of errors, read percentages, route details and number of meters assigned vs completed.	5 Years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-73-02	CUSTOMER NOTICE - F441	Warning notices from Field Services Division pertaining to water service leaks, stop box issues and miscellaneous repairs needed. Warning notices from Reread pertaining to manhole or other miscellaneous repairs needed; and the letters mailed to the customers regarding the warning.	5 Years - hardcopy.	
114-73-03	METER READING CAN'T READ REPORT		2 Years	
114-73-04	REROUTE LISTINGS		2 Years	
114-73-05	EMPLOYEE DOCUMENTATION FILES		Permanent	
114-73-06	GAS AND WATER METER SET NUMBER LISTING	Stored electronically in SAP	5 Years	
114-74-01	BANKRUPTCY FILING		10 Years	
114-74-02	COIH HISTORY OF COMPLETED ORDERS	ON/OFF orders, rechecks, re-read orders, furnace inspects, meter change orders, install orders, stop box repair	Electronic Data. Maintain online for 5 Years after completion	
114-74-03	ONLINE APPLICATION FOR SERVICE REQUESTS	Online forms - web application to offer online service requests to customers to: Discontinue Service, Update Contact Information, Start New Service, Transfer Service	Retain in accordance with customer account retention schedule	
114-74-04	PHONE AND RADIO LOG TELEPHONE TAPING OF COLLECTIONS CALLS	All customer calls from BCM system	Tapes erased after 6 months	
114-74-05	EMERGENCY SERVICE ORDERS - ORDER IN COTS SYSTEM	Emergency gas/water service orders	5 Years	
114-74-06	REPAIR ORDERS FORM	Run Fuel Line, Connect Gas appliance GSM	5 Years after completion	
114-74-07	GAS AND WATER SERVICE CARDS	Gas/Water service cards, water cut offs, furnace permits	Permanent	
114-75-01	CIS CUSTOMER MASTER RECORDS		Maintain until 7 years after last transaction once customer is inactive	
114-75-02	COLLECTION AGENCY FILES & REPORTS	All files either sent to or received from the Collection Agencies. Includes both weekly and monthly files.	5 years or maximum of 10 years if no audit has been performed.	
114-75-03	ADJUSTMENTS TO CUST. ACCT. F118 AND F-482		3 Years for Manual Adjustments	
114-75-04	SEWER BASE LISTING-ANNUAL		2 Years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-75-05	GAS BASE AND FACTOR LISTING-ANNUAL		2 Years	
114-75-06	HEAT AID PLEDGE LISTING		2 Years	
114-75-07	GAS SUB METER LISTING	Stored electronically in SAP	5 Years	
114-75-08	EFT CUSTOMER AUTHORIZATIONS	Scanned and stored electronically	Active -Permanent, Inactive - 3 Years	
114-75-09	EFT DAILY RECORD	Stored electronically	5 Years	
114-75-10	NSF LISTING FOR EFT & PAYMENTUS (CREDIT CARDS/RECURRING E-CHECK)	Stored electronically	5 Years or maximum of 10 years if no audit has been performed	
114-75-11	METER TEST SHEETS F1115	Stored electronically	5 Years	
114-75-12	BACK UP FOR MISCELLANEOUS BILLINGS/SALES ORDERS	Paper sales orders, e-mails and contracts	5 Years	
114-75-13	TAX EXEMPT CERTIFICATE F-13		Active - On File, Inactive - 5 Years	
114-77-01	CASHIERING SYSTEM	Bill Pay papers, cash desk, (all incoming payment channel NOT checks)	5 years or maximum of 10 years if no audit has been performed.	
114-77-02	CHECK COPIES	Copies of checks stored on third-party vendor website	7 Years	
114-77-03	PAPER COPIES	Paper checks taken at cashier window and deposited through back office conversion (BOC)	10 Days	
114-77-04	WRITE OFF LISTING	Electronic listing of write off amounts by account	5 Years after the write off	
114-81-01	AUDIT REPORTS - EXTERNAL	Annual and special audits of the District	7 Years	
114-81-02	BUDGETS	Records related to internal financial planning and financial management. Includes Capital, Operating Expense and Personnel information related to the development and presentation of the annual budget.	5 Years	
114-81-03	FINANCIAL STATEMENTS	Month-end and Year-end Financial Statement packets for both Gas and Water	Permanent	
114-81-04	ANNUAL STATISTICAL REPORTS		Permanent	
114-81-05	JOURNAL ENTRIES	Journal entries and supporting documentation	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-81-06	GENERAL LEDGER		Permanent	
114-81-07	FUNCTION LEDGERS/ COST CENTER REPORTS	Detail activity of expenses by cost center (Function Ledger is pre-SAP term)	Permanent	
114-81-08	FUNCTION LEDGER	Summary of expenses by cost center	Permanent	
114-81-09	PLANT LEDGERS		Permanent	
114-81-10	EXPENSE AND BUDGET RECAP	Summary of expenses and budget	Permanent	
114-81-11	DEPRECIATION RECORDS & STUDIES	Records of accumulated provisions for depreciation and depletion of utility plant assets and supporting documentation. Includes depreciation cost studies to determine useful life of assets	25 Years	18 CFR 125.3, Item Number 24
114-81-12	INVENTORY RECORDS	Records of various inventories taken; including equipment, supply and property	5 Years OR when succeeding inventory has been completed (whichever is later)	
114-81-13	COST SUMMARIES & JOB LEDGER	Detail of capital orders (includes WSC and GSC orders)	Permanent	
114-81-14	GAS AND WATER WORK ORDERS	Detail of billable and/or reimbursable work orders	Permanent	
114-81-15	LABOR DISTRIBUTION REPORTS	Detail of labor distribution of hours worked for employee's where time is charged to orders/jobs	Permanent	
114-81-16	AUTO AND SPEC. MACHINE REPORTS	Detail of auto and special machine hours assigned to orders/jobs	Permanent	
114-81-17	AUTO AND SPECIAL MACHINE TIME SHEETS	Time sheets for auto and special machines	7 Years	
114-81-18	CONTRACTOR CONTROL REPORT	Detail of payments made to contractors	5 Years after completion of contract	
114-81-19	CUSTOMER ADVANCES FOR CONSTRUCTION - SUBLEDGER	Records of customer advances paid in advance of projects related to the construction of utility facilities	Permanent	
114-81-20	CONTRIBUTIONS IN AID OF CONSTRUCTION - SUBLEDGER	Records of contributions where contribution is to provide for expansion, improvement, or replacement of utility's facilities	Permanent	
114-81-21	WATER AND GAS ASSESSMENT RECORDS	Tax assessments/levies and payment records (WMD and GMD jobs)	25 Years	
114-81-22	MISCELLANEOUS CASH RECEIPTS	Miscellaneous cash receipts for Florence water sales, pension repayments, Contributions in Aid of Construction, CNG rebate, etc.	5 Years or maximum of 10 years if no audit has been performed	<input type="checkbox"/>
114-81-23	DISBURSEMENT REGISTERS/LIST	Listing of cash disbursements for payment of expenses incurred by the district	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-81-24	ACCOUNTS PAYABLE CHECK SUPPORT	Supporting document received or generated by the district that provides support for payments made to vendors for goods and services, employee reimbursement of qualified expenses, etc. May include, but not limited to: invoices, disbursement documents, purchase orders, requisitions, expense reimbursement forms, etc.	7 Years	
114-81-25	CANCELLED CHECK, WARRANTS AND BANK STATEMENTS	Records used to maintain and balance banking accounts. Records may include but are not limited to: bank statements, cancelled checks, deposit slips, etc.	7 Years	
114-81-26	PAYROLL ADJUSTMENTS	Records to include, but not limited to: additional pay, deductions, retro pay, workers' compensation, etc.	5 years or maximum of 10 years if no audit has been performed.	
114-81-27	PAYROLL RECORDS	Payroll Records include payroll register, or payroll year-to-date register.	5 years or maximum of 10 years if no audit has been performed.	
114-81-28	EMPLOYEE WITHHOLDING EXEMPTION CERTIFICATE FORM W-4	W-4 forms retained by the district	4 Years after superseded or termination (whichever is sooner)	
114-81-29	SOCIAL SECURITY RECORDS	Includes employer's copies of W-2 forms	Permanent	
114-81-30	GARNISHMENTS	Court orders for employer to withhold a percentage of employees salaries for payment of personal debts	2 Years after Settlement	
114-81-31	UNITED WAY PLEDGE CARDS		5 years or maximum of 10 years if no audit has been performed.	
114-81-32	DEFERRED COMPENSATION LISTING		20 Years	
114-81-33	DEFERRED COMPENSATION ELECTION/ PARTICIPATION FORM	Form signed by employee to authorize, update or cancel election of deferred compensation activity	Current plus 3 previous changes or 4 years after termination	
114-81-34	BOND AND RETIREMENT LISTING		20 Years	
114-81-35	INSURANCE POLICIES	Liability, theft, fire, accident, and other insurance policies for district property and personnel	5 Years after lapse of policy OR when all claims have been settled (whichever is later)	
114-81-36	BILLING PRICE BOOK	Supporting documents used to calculate prices for the annual Billing Price Book	5 years or maximum of 10 years if no audit has been performed.	<input type="checkbox"/>
114-81-37	RATE SCHEDULES OF UTILITY SERVICE	Published rate sheets and schedules of utility service; including schedules suspended or superseded	Permanent - refer to Board & Committee Minutes & Documents for schedule	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-81-38	RATE SCHEDULE WORKING PAPERS	Supporting documentation and workpapers for published rate sheet and schedules of utility service	6 Years	18 CFR 125.3, Item Number 30
114-81-39	GAS COST ADJUSTMENT (GCA) LETTER	Monthly gas rate changes	Permanent	
114-81-40	TAX RETURNS & WORKPAPERS	Tax returns, schedules and supporting documentation for taxes paid, audits, and payment receipts. Includes, but not limited to, sales tax, use tax, property tax, motor fuel tax, CNG tax, and payroll tax returns.	7 Years	
114-81-41	CITY SEWER AND TRASH-BILLINGS WORKPAPERS		5 Years	
114-81-43	INTERNAL AUDIT REPORT		7 years	18 CFR 125.3, Item Number 4(b)
114-82-01	SAP INVENTORY SYSTEM	Stocked inventory, material specifications, reservations, issues, receipts, etc.	3 Months - Transaction History transferred to SAP History file	
114-82-02	SAP TRANSACTION HISTORY FILE	Stocked inventory, material specifications, reservations, issues, receipts, etc.	3 Years	
114-82-03	STORES STOCK STATUS REPORT		5 Years	
114-82-04	STORES SAP REPORTS AND LISTINGS	General Reports	2 Years or when no longer of any administrative value	
114-82-05	STOCK ISSUE AND RETURN	Paper issue and return tickets	4 Years	
114-82-06	PHYSICAL INVENTORIES OF STOCK & RECONCILIATION	Electronic within SAP	Destroy at option after 2 years	
114-82-07	RECURRING REQUISITION for SAP For Stock Materials	Conducted electronically within SAP	2 Years after requisition filled or discontinued	
114-82-08	RETURN NOTICE	Return Material Authorizations obtained from vendors/suppliers for returned material	2 Years	
114-82-09	CASH SALES TICKET	Over the counter cash sales (i.e. to employees & contractors)	5 years or maximum of 10 years if no audit has been performed.	
114-82-10	NEW MATERIAL REQUEST FORM	Form used by departments requesting new materials to be stocked.	2 Years	
114-90-01	GAS LEAK REPORT FORM 34		Permanent	
114-90-02	COMPLETED PROJECT FOLDERS: DISTRIBUTION SYSTEM MAINS, AND BLDG PROJECTS	Gas or water main or building project drawings	Dispose when pipe/structure is abandoned or when no longer of reference value ECM/Open Text - Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-90-03	COMPLETED PROJECT FOLDERS: OTHER PROJECTS	Projects of significance other than gas or water mains or building projects	Dispose when project is abandoned or when record is no longer of reference value ECM/Open Text - Permanent	
114-90-04	COMPLETED PROJECT FOLDERS: AS-BUILT DRAWINGS AND MISCELLANEOUS DRAWINGS	As-built (final/completed/constructed) drawings for various projects	Dispose when facility is abandoned or when record is no longer of reference value ECM/Open Text - Permanent	
114-90-05	CONSTRUCTION CONTRACTS AND SPECIFICATIONS: BUILDINGS AND APPURTENANCES		Life of Facility Microfilm - Permanent	
114-90-06	CONSTRUCTION CONTRACTS AND SPECIFICATIONS: WATER MAINS		Life of Facility Microfilm - Permanent	
114-90-07	GEOGRAPHIC INFORMATION SYSTEM	Geospatial database and schematic map of key gas and water distribution system information and searchable, high-level system or record to facilitate data analyses	Electronic Data. Maintain current up to date database record. Permanent.	
114-90-08	UTILITY LOCATE RECORDS		Electronic Data. - 5 Years	
114-90-09	FIRE FLOW TEST RECORDS	Fire hydrant flow test cards/records and database files	Maintain current up to date database record. Dispose when no longer of reference value	
114-90-10	PROJECT MANAGEMENT	Database of key, high-level information for various capital projects (including predominantly gas and water mains and facilities)	Maintain current up to date database record. Permanent	
114-90-11	DESIGN CALCULATIONS, SKETCHES, AND WORKPAPERS	Design work used to produce final drawings, reports, recommendations, conclusions, analyses, etc.	Dispose when no longer of reference value.	
114-90-12	PIONEER WATER MAIN CONTRIBUTION CALCULATIONS AND RECORDS	Spreadsheets, letters, documents, maps, etc. to support these contribution calculations	Maintain current up-to-date data for the recovery period of the main or when no longer of reference value, whichever is later	
114-90-13	CATHODIC PROTECTION (CP) RECORDS AND CORROSION DATABASE	CP test point readings and associated data now maintained primarily in ProActive software. Includes X-trube services, isolated steel services, insulator readings, and associated data.	Maintain current up to date records and database. Dispose when facility is abandoned or data is no longer of reference value.	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-90-14	CATHODIC PROTECTION RECORDS FOR BARE STEEL MAINS AND OTHER DISTRICT FACILITIES	CP test point readings and associated data now maintained primarily in ProActive software. Includes underground tanks, steel structures, and regulator buildings.	Dispose when facility is abandoned or data is no longer of reference value.	
114-90-15	WATER AND GAS MAIN LEAK REPORTS	Form 34 (for gas) and Form F-1119 (for water)	Dispose when main is abandoned. ECM/Open Text - Permanent	
114-90-16	PIPELINE MARKER AND MAIN CROSSING INSPECTION REPORTS	Reports detailing the condition of gas and water main pipeline markers and mains crossing over waterways or supported from bridges	10 Years	
114-90-17	PRESSURE TEST RECORDS OF MAINS	Form 1030 (for gas) and Form 1023 (for water) and related documents (including pressure charts or records)	Dispose when main is abandoned. ECM/Open Text - Permanent	
114-90-18	WATER PRESSURE SURVEY RECORDS	Supporting spreadsheets, calculations, analysis documents, maps and database files	Maintain current up to date database record. Dispose when no longer of reference value	
114-90-19	GAS PRESSURE SURVEY RECORDS	Supporting maps and tables	Maintain current up to date database record. Dispose when no longer of reference value	
114-97-01	PREVENTIVE MAINT. RECORD (FLEET FORM)		1 Year	
114-97-02	FLEET MAINTENANCE PC DATABASE		Maintain current up to date database record until disposal of equipment. Input data maintained until no longer reference value.	
114-97-03	FUEL TANK MONITORING RECORDS FOR EPA		3 Years	
114-97-04	STATIONARY EQUIPMENT RECORDS		1 Year after disposal of equipment	
114-97-05	NEW VEHICLE AND MACHINE JOB FOLDERS INCLUDES APPLICABLE WARRANTS		1 Year after disposal of equipment	
114-97-06	VEHICLE AND MACHINE FOLDERS		1 Year after disposal of equipment	
114-97-07	DATA AND ASSIGNMENT SHEETS		1 Year after disposal of equipment	
114-97-08	FUEL AND OIL PC DATABASE		Maintain current up to date database record until disposal of equipment. Input data maintained until no longer reference value.	
114-97-09	DAILY SHOP LOGS		1 Year	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-97-10	CASH PURCHASE (EMERGENCY) ORDERS		6 months	
114-97-11	FIRE EXTINGUISHER AND WELDING CYLINDER FILES		Life of Property	
114-97-12	FUEL AND MOTOR OIL DELIVERY TICKETS		3 Years	
114-01-07	RECORDS COMPLIANCE STATEMENT FORM RMA 2		Immediately dispose of obsolete record	Obsolete
114-07-07	NATIONAL SAFETY COUNCIL AND MGA ACCIDENT PREVENTION REPORTS		Immediately dispose of obsolete records	Obsolete
114-09-08	PMM SYSTEM SUMMARY REPORTS		Immediately dispose of obsolete record	obsolete
114-09-09	PMM SYSTEM-ANNUAL VENDOR ARCHIVE-PAPER SUMMARIES		Immediately dispose of obsolete record	obsolete
114-10-05	MASTER RECORD CHANGES-SO 94 AND OTHER SOURCES		Immediately dispose of obsolete records	Obsolete
114-10-06	SEWER WRITE-OFF LISTING		Immediately dispose of obsolete record	obsolete
114-10-07	SPL. CYCLE BALANCES CONTROL		Immediately dispose of obsolete record	Obsolete
114-22-08	CUSTOMER READ CARDS LARGE VOLUME		Immediately dispose of obsolete records	Obsolete
114-23-07	DISTRICT REGULATOR STATION INFORMATION CARDS		Immediately dispose of obsolete records	Obsolete
114-23-08	PRESSURE CHARTS		Immediately dispose of obsolete record	obsolete
114-40-34	MONTHLY FILTER SUMMARY FORM 1160		Immediately dispose of obsolete records	obsolete
114-40-35	RECORDING CHARTS		Immediately dispose of obsolete record	Obsolete
114-40-36	WATER SYSTEMS ACCESS DATABASE		Immediately dispose of obsolete record	Obsolete
114-61-15	NEW SERVICE RECORD #4 F-314-WATER	Documents connection charges paid to MUD	Immediately dispose of obsolete records	Obsolete
114-61-16	NEW SERVICE RECORD#9 F 313-GAS		Immediately dispose of obsolete records	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-61-17	SURVEYORS CERTIFICATES AND LEGAL DESCRIPTIONS USED FOR COMMERCIAL AND INDUSTRIAL CAPITAL FACILITIES PAYMENTS		Immediately dispose of obsolete record	Obsolete
114-73-07	ITRON METER READING DATA		Immediately dispose of obsolete records	Obsolete
114-73-08	MANUAL METER READING DATA		Immediately dispose of obsolete records	Obsolete
114-74-08	BARRICADE REPORT F-129		Immediately dispose of obsolete records	Obsolete
114-74-09	COTS (PAPER) ORDERS		Immediately dispose of obsolete records	Obsolete
114-74-10	ENERGY AUDIT RECORDS FORM 1349		Immediately dispose of obsolete records	Obsolete
114-74-11	FIELD CARD SYSTEM/COLLECTION HISTORY ON MAINFRAME (COTS/COIH)		Immediately dispose of obsolete records	Obsolete
114-74-12	FINAL BILL RECORD F-1433(INCLUDING UB RECORD)		Immediately dispose of obsolete records	Obsolete
114-74-13	PAVING CUTS PC FORM		Immediately dispose of obsolete records	Obsolete
114-75-14	BATCH DATA CONTROL ON PC		Immediately dispose of obsolete records	Obsolete
114-75-15	CASH ALLOCATION REGISTER		Immediately dispose of obsolete records	Obsolete
114-75-16	CASH POST LISTINGS		Immediately dispose of obsolete records	Obsolete
114-75-17	CASH ROUTE LISTING		Immediately dispose of obsolete records	Obsolete
114-75-18	CASH SALES ORDER REGISTER		Immediately dispose of obsolete records	Obsolete
114-75-19	CUSTOMER DEPOSIT CARDS F463 (TISSUE COPY)		Immediately dispose of obsolete records	Obsolete
114-75-20	CUSTOMER DEPOSIT RECORD F463 (HARD COPY)		Immediately dispose of obsolete records	Obsolete
114-75-21	DAILY CASH BATCH LISTING		Immediately dispose of obsolete records	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-75-22	DEPOSIT INSTALLMENT		Immediately dispose of obsolete records	Obsolete
114-75-23	HIGH BILL LISTING		Immediately dispose of obsolete records	Obsolete
114-75-24	HILO LISTING		Immediately dispose of obsolete records	Obsolete
114-75-25	INSTALLMENT ORDER SOURCE 42 LISTING		Immediately dispose of obsolete records	Obsolete
114-75-26	LATE PAYMENT CHARGE RECORDS		Immediately dispose of obsolete records	Obsolete
114-75-27	LLP ANNUAL LISTINGS (YE STATUS, REVIEW, CHANGES)		Immediately dispose of obsolete records	Obsolete
114-75-28	LLP PLAN APPLICATIONS	Paper or e-mail application signed by customer	Immediately dispose of obsolete records	Obsolete
114-75-29	MISC. SOURCE LISTING-DAILY		Immediately dispose of obsolete records	obsolete
114-75-30	ORDER CONTROL REGISTER, F199		Immediately dispose of obsolete records	Obsolete
114-75-31	READ CARDS F333 AND REREADS F372 AND MACH. PRINTED		Immediately dispose of obsolete record	Obsolete
114-75-32	RECALCULATE LLP LISTING		Immediately dispose of obsolete record	Obsolete
114-75-33	SEQUENTIAL LISTING		Immediately dispose of obsolete record	obsolete
114-75-34	SERVICE ORDERS F 10(CUST. ACCTG. COPY)		Immediately dispose of obsolete record	obsolete
114-75-35	SOURCE 20 AND 52 LISTINGS		Immediately dispose of obsolete record	Obsolete
114-75-36	SOURCE 85 LISTING		Immediately dispose of obsolete record	Obsolete
114-75-37	SOURCE 86 AND 88 LISTINGS		Immediately dispose of obsolete record	Obsolete
114-75-38	SOURCE 97 LPP CHANGES LISTING DAILY		Immediately dispose of obsolete record	Obsolete
114-75-39	SOURCE OF MASTER RECORD CHANGES SOURCE 88 AND 94		Immediately dispose of obsolete record	Obsolete
114-75-40	SPECIAL REPORTS BILLED LISTING FOR SPL 5000 BILLS		Immediately dispose of obsolete record	Obsolete
114-75-41	SPL 18 STATEMENTS		Immediately dispose of obsolete record	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-75-42	SPL 50 BILLS-ACCOUNTS RECEIVABLE ON PC		Immediately dispose of obsolete record	Obsolete
114-75-43	SUMMER REMOTE READINGS		Immediately dispose of obsolete record	Obsolete
114-75-44	UNPOSTABLE LISTING		Immediately dispose of obsolete record	obsolete
114-75-45	TRAILER COURT LISTINGS		Immediately dispose of obsolete record	Obsolete
114-77-05	ANNUAL CHARGE-OFF (BLUE BOOK)		Immediately dispose of obsolete records	Obsolete
114-77-06	COTS/COIH CUSTOMER COMPLETED ORDERS		Immediately dispose of obsolete records	Obsolete
114-77-07	REMITTANCE PROCESSOR 7780 SYSTEM		Immediately dispose of obsolete records	Obsolete
114-77-08	SPECIAL INVESTIGATIONS		Immediately dispose of obsolete records	Obsolete
114-81-42	CHECK REGISTER PC DATABASE		Immediately dispose of obsolete records	Obsolete
114-81-44	CONSTURCTIONS AND MAINT. REPAIR ORDER LISTINGS		Immediately dispose of obsolete records	Obsolete
114-81-45	DAILY CASH SHEETS		Immediately dispose of obsolete records	Obsolete
114-81-46	GAS SERVICE AND METER ORDER F 313		Immediately dispose of obsolete records	Obsolete
114-81-47	GAS SERVICE CONNECTION CHARGE COPY # 6 f-313		Immediately dispose of obsolete records	Obsolete
114-81-48	GENESYS PAYROLL SYSTEM		Immediately dispose of obsolete records	Obsolete
114-81-49	IFTA/CNG, COMPRESSED FUEL TAX FORMS AND WORKPAPERS		Immediately dispose of obsolete records	Obsolete
114-81-50	JE 45 STORES TRANSFERS		Immediately dispose of obsolete records	Obsolete
114-81-51	MONTHLY FINANCIAL STATEMENTS WORKPAPERS ON PAC		Immediately dispose of obsolete records	obsolete
114-81-52	NDG RATE FILINGS		Immediately dispose of obsolete records	Obsolete
114-81-53	PAYMENT AND USE TAX DISTRIBUTION REPORT		Immediately dispose of obsolete records	Obsolete

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
114-81-54	PMM ACCOUNTS PAYABLE SYSTEM		Immediately dispose of obsolete record	obsolete
114-81-55	SECURITIES SUBLEDGER		Immediately dispose of obsolete record	obsolete
114-81-56	SICKPAY PC DATABASE		Immediately dispose of obsolete record	obsolete
114-81-57	SUNDRY AND MISC. CASH TICKETS		Immediately dispose of obsolete record	Obsolete
114-81-58	USE TAX ACCRUAL REPORT		Immediately dispose of obsolete record	obsolete
114-81-59	UTILITY SERVICE-SALES TAX WORKPAPERS		Immediately dispose of obsolete record	obsolete
114-81-60	WORK PAPERS, STUDIES & REPORTS USED BY RATE ANALYST		Immediately dispose of obsolete record	Obsolete
114-82-11	DISTRIBUTION CORRECTION FORM 45		Immediately dispose of obsolete records	Obsolete
114-82-12	MATERIAL RECEIVING REPORT ON LOUTUS NOTES		Immediately dispose of obsolete records	Obsolete
114-90-20	ELECTRONIC MAPPING SYSTEM-SOURCE INPUT DATA		Immediately dispose of obsolete records	Obsolete
114-90-21	LEAK, BREAK AND ANODE HISTORIES		Immediately dispose of obsolete records	Obsolete