

Schedule 131

OMAHA PUBLIC POWER DISTRICT

October 22, 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

131

AGENCY, BOARD OR COMMISSION

OMAHA PUBLIC POWER DISTRICT

DIVISION, BUREAU OR OTHER UNIT

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

Supersedes Edition of November 11, 1995

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

DocuSigned by:

Volker Schultz

14E3F1817E4A420

Director Enterprise Data Services

TITLE

DATE

7/13/2020 | 7:27 PM CDT

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

Gayle Kourtyj

DATE

10/14/2020

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

Deann Hauffman

DATE

10/21/20

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

Vicki Bowen

DATE

10/22/2020

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 131
OMAHA PUBLIC POWER DISTRICT**

October 22, 2020

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

Supersedes November 11, 1995

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
ACC-30	ACCOUNTING CAPITAL PROPERTY	Records related to the accounting for the capital gain or loss related to the purchase and sale of property.	ACT+6	Event: While property is owned; until property sold or scraped.
ACC-30-10	ACCOUNTING CAPITAL PROPERTY ELECTRIC UTILITY	Records related to plant construction and other capital property issues for electric utility facilities.	25	
ACC-40	ACCOUNTING JOURNALS/LEDGERS	Records related to summarizing charges to individual accounts.	10	
ACC-40-10	ACCOUNTING JOURNALS/LEDGERS ELECTRIC UTILITY	Summary record of account balances by debits and credits for electric utility operations used to prove the accuracy of the accounting information.	25	
ACC-50	ACCOUNTING PAYROLL	Records related to the accounting for payroll.	6	
ACC-50-20	ACCOUNTING PAYROLL TIME CARDS	Records indicating time worked, including absences, vacation, sick leave, etc. Includes allocation of time to various projects.	6	
ACC-70	ACCOUNTING ACCOUNTING MANAGEMENT- INFORMATION	Summary record of accounting information.	MAX 3	
ACC-90	ACCOUNTING GENERAL ACCOUNTING	General accounting records including accounts payable and accounts receivable.	6	
ADM-10	ADMINISTRATNION INTERNAL SERVICES	Records documenting internal support or services that are not covered in more specific categories.	3	
ADM-10-20-10	ADMINISTRATNION INTERNAL SERVICES INFORMATION SYSTEMS COMPUTER SOFTWARE/ INFRASTRUCTURE	Documentation of computer software developed or used, and computer infrastructure.	ACT+1	Event: While software is being used.
ADM-10-20-20	ADMINISTRATNION INTERNAL SERVICES INFORMATION SYSTEMS COMPUTER BACKUPS	Computer backup information for replacing computer files in case of disaster or loss of information.	IND	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
ADM-10-40	ADMINISTRATNION INTERNAL SERVICES CALL CENTERS	Records documenting internal call centers. Include recording of calls.	3	
ADM-15	ADMINISTRATNION MANAGEMENT INFORMATION	Reports and records providing management information, e.g., status, progress, etc.	MAX 3	
ADM-20	ADMINISTRATNION PLANNING / FORECASTING	Records related to internal planning and forecasting.	ACT+1	Event: While plan is in effect.
ADM-30	ADMINISTRATNION POLICIES / PROCEDURES	Records documenting policies and procedures.	ACT+10	Event: While policy or procedure is in effect.
ADM-40-06	ADMINISTRATNION PROPERTY MANAGEMENT DRAWINGS / BLUEPRINTS	Records detailing the design of company facilities.	ACT+10	Event: While facility is owned or leased.
ADM-40-12	ADMINISTRATNION PROPERTY MANAGEMENT MAINTENANCE RECORDS	Records documenting the maintenance of property or equipment.	ACT+3	Event: While equipment is owned and used; until sold or scraped.
ADM-40-14	ADMINISTRATNION PROPERTY MANAGEMENT MOTOR VEHICLE RECORDS	Records documenting the purchase and maintenance for motor vehicles.	ACT+3	Event: While motor vehicle is still being used by company.
ADM-40-20	ADMINISTRATNION PROPERTY MANAGEMENT OFFICE LAYOUT	Records documenting the location and placement of furniture and equipment in offices.	ACT+10	Event: While layout is in effect; until changed.
ADM-40-22	ADMINISTRATNION PROPERTY MANAGEMENT PROPERTY INVENTORY	Records describing the type, model, and location of property.	3	
ADM-40-24	ADMINISTRATNION PROPERTY MANAGEMENT REAL ESTATE RECORDS	Records related to the purchase, sales and management of real property -- land, buildings, offices.	IND	Event: While the real estate is owned.
ADM-50-12	ADMINISTRATNION RECORDS MANAGEMENT RECORDS DESTRUCTION	Records documenting the destruction of records in accordance with the records retention program.	10	
ADM-50-18	ADMINISTRATNION RECORDS MANAGEMENT RECORDS RETENTION SCHEDULE	Official Records Retention Schedule including legal research, revisions, review comments, approvals and other related information.	ACT+10	Event: While records retention schedule is still in effect.
ADM-50-20	ADMINISTRATNION RECORDS MANAGEMENT RECORDS TRANSFER	Records documenting the movement of records from active to inactive storage.	ACT	Event: While the records exist.
ADM-60	ADMINISTRATNION SAFETY	Records related to the prevention, investigation and handling of accidents.	3	
ADM-70	ADMINISTRATNION SECURITY	Records related to the protection of employees, property and information from unauthorized activities.	3	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
ADM-70-06	ADMINISTRATNION SECURITY EMPLOYEE ACCESS	Records documenting employees access credentials and access history.	3	
ADM-70-20	ADMINISTRATNION SECURITY CYBER/DATA SECURITY	Records documenting security measures in place and possible breaches.	3	
ADM-75	ADMINISTRATNION PERMITS / LICENSES	Permits issued by government permitting the specified activities to take place.	ACT+6	Event: While permit is in effect; until permit closed.
ADM-90	ADMINISTRATNION GENERAL	Records related to administration activities not covered in more specific categories.	MAX 3	
ADM-90-06	ADMINISTRATNION GENERAL CORRESPONDENCE	Files containing copies of letters and memoranda sent to others and original letters and memoranda received from others that cannot be placed in more specific categories.	MAX 3	
ADM-90-13	ADMINISTRATNION GENERAL REFERENCE	Record maintained for reference purposes only.	ACT	Event: While the record or information is current and relevant.
ENV-20	ENVIRONMENNT HAZARDOUS SUBSTANCES	Records related to hazardous substances.	IND	
ENV-20-10	ENVIRONMENNT HAZARDOUS SUBSTANCES DISPOSAL RECORDS	Records related to the disposal of hazardous substances.	IND	
ENV-20-20	ENVIRONMENNT HAZARDOUS SUBSTANCES STORAGE TANKS - UNDERGROUND	Records related to underground storage tanks.	IND	
ENV-50	ENVIRONMENNT AIR POLLUTION	Records related to air pollution.	5	
ENV-10-02	FINANCE AUDITS EXTERNAL	Records reviewing and documenting financial information created as part of an audit performed by an outside person or organization.	10	
ENV-10-04	FINANCE AUDITS INTERNAL	Records reviewing and documenting financial information created as part of an audit performed by a person in the organization.	5	
FIN-20	FINANCE BANKING	Records related to banking activities.	6	
FIN-30	FINANCE BUDGETING	Records related to budgeting activities.	ACT+1	Event: While budget is effect; until changed.
FIN-40	FINANCE COLLECTIONS / BAD DEBTS	Records related to the management and collection of bad debts.	6	
FIN-60-02	FINANCE FINANCING EXTERNAL	Contract with an outside lending institution to borrow money stating the terms and conditions of the loan.	ACT+6	Event: While the loan is still open; until terminated.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
FIN-70	FINANCE INVESTMENTS	Records related to investing.	ACT+6	Event: While the investment is owned; until sold.
FIN-80	FINANCE PURCHASING	Records related to purchasing goods and services.	5	
FIN-80-10	FINANCE PURCHASING PURCHASE ORDERS	Records of purchasing including approved bids, specifications, change orders, delivery, etc.	ACT+6	Event: While the purchase order is in effect; until terminated.
FIN-80-12	FINANCE PURCHASING PURCHASE REQUISITIONS	Records requesting the purchase of goods or services.	3	
HUM-10-04	HUMAN RESOURCES BENEFITS BENEFITS PROVIDED	Claims submitted by employees requesting payment of benefits.	6	
HUM-10-06	HUMAN RESOURCES BENEFITS ELECTIONS	Records designating the persons to whom employee benefits will be paid in the event of the death of the employee.	ACT+6	Event: While election is effect; until changed.
HUM-10-08	HUMAN RESOURCES BENEFITS ELIGIBILITY	Records documenting employees who have become eligible for benefits under the benefit plans.	IND	
HUM-10-10	HUMAN RESOURCES BENEFITS PLANS / PROGRAMS	Records describing insurance plans available to employees.	ACT+6	Event: While the benefit plan is in effect; until changed or terminated
HUM-30-10	HUMAN RESOURCES GOVERNMENT REPORTING I-9S	Legally required I-9 forms for employees.	ACT+3	Event: While employee is employed; until terminated.
HUM-40-02	HUMAN RESOURCES HEALTH AND SAFETY ACCIDENT / INJURY REPORTS	Records describing job-related accidents and injuries.	6	
HUM-40-04	HUMAN RESOURCES HEALTH AND SAFETY AUDIOMETRIC TESTING	Hearing tests performed on employees.	IND	
HUM-40-06	HUMAN RESOURCES HEALTH AND SAFETY DAMAGE REPORTS	Records containing reports of damage to equipment or property.	6	
HUM-40-07	HUMAN RESOURCES HEALTH AND SAFETY DRIVER LOGS/QUALIFICATIONS	Driving records of individuals including logs and qualifications.	ACT+3	Event: While the driver is driving motor vehicles for the organization
HUM-40-10	HUMAN RESOURCES HEALTH AND SAFETY HAZARDOUS EXPOSURE	Records documenting general exposure of employees to hazardous substances.	IND	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
HUM-40-10-04	HUMAN RESOURCES HEALTH AND SAFETY HAZARDOUS EXPOSURE MATERIAL SAFETY DATA SHEETS (MSDS)	Records maintained in locations where hazardous substances exist that describe the substances, effects, safety precautions, antidotes and other related information.	IND	
HUM-40-16	HUMAN RESOURCES HEALTH AND SAFETY MEDICAL RECORDS	Records documenting individual employee medical history maintained by the organization.	IND	
HUM-40-18	HUMAN RESOURCES HEALTH AND SAFETY NOISE EXPOSURE RECORDS	Records documenting the noise levels to which employees are subjected.	2	
HUM-40-20	HUMAN RESOURCES HEALTH AND SAFETY WORKERS COMPENSATION RECORDS	Records documenting occupational injuries and claims involving workers compensation.	IND	
HUM-40-22	HUMAN RESOURCES HEALTH AND SAFETY DRUG AND ALCOHOL TESTING PROGRAMS	Records documenting drug and alcohol testing programs, generally.	5	
HUM-40-22-10	HUMAN RESOURCES HEALTH AND SAFETY DRUG AND ALCOHOL TESTING PROGRAMS POSITIVE RESULTS	Records documenting drug and alcohol positive test results.	5	
HUM-40-22-20	HUMAN RESOURCES HEALTH AND SAFETY DRUG AND ALCOHOL TESTING PROGRAMS NEGATIVE TESTS	Records documenting drug and alcohol negative testing results.	1	
HUM-40-30	HUMAN RESOURCES HEALTH AND SAFETY WORKPLACE INSPECTION	Records documenting inspection of workplace for safety and occupational hazards.	3	
HUM-50	HUMAN RESOURCES LABOR RELATIONS	Records related to relations between the company, labor unions and employees.	ACT+6	Event: While labor union is active with OPPD
HUM-60	HUMAN RESOURCES PERSONNEL ADMINISTRATION	Records related to employment actions involving groups of employees.	6	
HUM-60-10	HUMAN RESOURCES PERSONNEL ADMINISTRATION SALARY ADMINISTRATION	Records related to determining and monitoring salaries.	6	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
HUM-70-04	HUMAN RESOURCES PERSONNEL FILES DETAILED RECORDS	Records documenting detailed personnel actions for employees.	6	
HUM-70-10	HUMAN RESOURCES PERSONNEL FILES SUMMARY RECORDS	Records summarizing personnel actions of employees.	ACT+6	Event: While the employee is employed; until termination.
HUM-75	HUMAN RESOURCES PERSONNEL SELECTION	Records related to hiring employees.	3	
HUM-85	HUMAN RESOURCES TRAINING	Records related to training employees.	ACT+3	Event: While the employee is employed; until termination.
HUM-85-04	HUMAN RESOURCES TRAINING TRAINING CERTIFICATION	Certifications from training indicating completion of training programs.	ACT+3	Event: While training certification is in effect; until terminated.
HUM-85-06	HUMAN RESOURCES TRAINING TRAINING MATERIALS	Records containing materials used to train employees.	ACT+3	Event: While training materials still being used; until modified and discontinued
LEG-10	LEGAL BUSINESS ORGANIZATION	Records related to the creation and formal proceedings of the corporation.	IND	
LEG-10-12	LEGAL BUSINESS ORGANIZATION MEETINGS	Records summarizing the proceedings of business meetings other than board or shareholder meetings.	IND	
LEG-20	LEGAL CONTRACTS / AGREEMENTS	Records documenting legal obligations between the company and other parties.	ACT+6	Event: While the contract is in effect; until terminated.
LEG-20-06	LEGAL CONTRACTS / AGREEMENTS CONTRACT COMPLIANCE	Records demonstrating compliance with the terms and conditions of contracts.	6	
LEG-20-12	LEGAL CONTRACTS/AGREEMENTS DEEDS	Records that legally transfer ownership of property.	IND	
LEG-20-14	LEGAL CONTRACTS / AGREEMENTS EASEMENTS	Contracts permitting one party to enter onto a portion of the property of another for a stated purpose.	IND	
LEG-20-20	LEGAL CONTRACTS / AGREEMENTS LEASES	Contracts specifying the terms and conditions under which the owner of property grants possession of the property to another for a specified period of time.	ACT+6	Event: While the lease is in effect; until terminated.
LEG-20-26	LEGAL CONTRACTS / AGREEMENTS PROPERTY IMPROVEMENT CONTRACTS	Contracts specifying the terms and conditions under which one party will provide service for improvement to property.	ACT+10	Event: While the property is owned or leased.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
LEG-20-28	LEGAL CONTRACTS / AGREEMENTS PROPERTY TITLES	Records documenting the ownership of property.	IND	
LEG-20-50	LEGAL CONTRACTS / AGREEMENTS PLANT CONSTRUCTION CONTRACTS	Contracts specifying the terms and conditions under which one party will provide services for plant construction.	ACT+10	Event: While plant is in operation -- until retired.
LEG-30	LEGAL COPYRIGHTS / TRADEMARKS / PATENTS	Records of rights conveyed by government related to copyrights, trademarks and patents. Event: While the intellectual property right is in effect.	ACT+6	
LEG-50	LEGAL LEGAL PROJECTS	Records prepared by the legal department while undertaking legal activities.	ACT+10	Event: While the project is still active or the project subject matter is in progress
LEG-50-02	LEGAL LEGAL PROJECTS LEGAL OPINIONS	Records resulting from legal projects which document the specific legal advice provided.	IND	
LEG-60	LEGAL LITIGATION / CLAIMS	Records related to possible or pending litigation or other legal action.	ACT+6	Event: While the litigation is in progress; until final judgment.
LEG-60-10	LEGAL LITIGATION / CLAIMS FINAL JUDGMENTS / SETTLEMENTS / COURT ORDERS	Records specifying final judgments, settlements or orders related to or resulting from litigation.	IND	
LEG-70	LEGAL LEGAL COMPLIANCE	Records documenting compliance with legal requirements.	6	
LEG-70-10-05	LEGAL LEGAL COMPLIANCE PLANT SALES / PURCHASE	Filing addressing plant sales and purchases.	IND	
LEG-70-10-10	LEGAL LEGAL COMPLIANCE REPORTS/FORMS SUBMITTED TO GOVERNMENT POWER REGULATORY AGENCIES	Required or significant reports submitted to power regulatory agencies such as FERC, NERC, state utilities commissioners, etc.	IND	
LEG-70-20	LEGAL LEGAL COMPLIANCE TARIFFS / RATES	Records related to filing and approval of tariffs and rates.	ACT+6	Event: While tariff or rates is in effect; until changed or canceled.
LEG-70-30	LEGAL LEGAL COMPLIANCE REGULATORY ORDERS	Regulatory orders from state and federal agencies applying uniquely to company.	ACT+6	Event: While regulatory order is still in effect.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
MAR-10	MARKETING / SALES ADVERTISING	Records related to programs or campaigns for advertising products and services.	6	
MAR-20	MARKETING / SALES CUSTOMER RELATIONS	Records related to communications and contacts with customers.	ACT+6	Event: While the customer is still current.
MAR-30-02	MARKETING / SALES PLANNING MARKET RESEARCH DATA	Information obtained through marketing surveys used to formulate marketing strategies.	ACT+6	Event: While the market research is current and relevant.
POW-10-20	POWER OPERATIONS PLANT / FACILITIES CONSTRUCTION	Contracts between the company and IRS or other tax agencies specifying allocation of taxes.	ACT+10	Event: While facility is being constructed; until construction completed.
POW-10-20-06	POWER OPERATIONS PLANT / FACILITIES CONSTRUCTION DRAWINGS / BLUEPRINTS	Drawings and blueprints of power plants, including computer-assisted drawing system version, microfilm, Mylar's, etc.	ACT+10	Event: While drawings are current; until changed.
POW-10-20-08	POWER OPERATIONS PLANT / FACILITIES CONSTRUCTION WORK ORDERS	Work order requesting construction for plants.	ACT+10	Event: While work is being performed; until completed.
POW-10-30	POWER OPERATIONS PLANT / FACILITIES MAINTENANCE	Records related to maintenance of power plants. See POW-20-40 for records related to maintenance of power plant equipment.	5	
POW-10-40	POWER OPERATIONS PLANT / FACILITIES RETIREMENT	Records related to retirement, demolition or deactivation of power plants.	ACT+5	Event: While facility is being retired; until retirement complete.
POW-20	POWER OPERATIONS EQUIPMENT	Records related to equipment used in the production and transmission of power.	ACT+5	Event: While equipment is operations; until equipment retired or replaced
POW-20-40	POWER OPERATIONS EQUIPMENT MAINTENANCE	Records documenting maintenance for equipment used in the production and transmission of power.	ACT+5	Event: While equipment is being used; until equipment removed.
POW-20-40-04	POWER OPERATIONS EQUIPMENT MAINTENANCE METER MAINTENANCE AND HISTORY	Records documenting meter maintenance and history.	ACT+5	Event: While meter is still being used.
POW-20-40-06	POWER OPERATIONS EQUIPMENT MAINTENANCE WORK ORDERS	Work orders requesting maintenance for equipment used in the production and transmission of power.	3	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
POW-20-40-10	POWER OPERATIONS EQUIPMENT MAINTENANCE GENERAL INSPECTION AND TESTING	Records documenting inspection and testing generally.	3	See POW-20-10 for Meter Inspection and Testing.
POW-20-40-40	POWER OPERATIONS EQUIPMENT MAINTENANCE METER INSPECTION AND TESTING	Records documenting meter records including inspection and testing.	ACT+3	Event: While meter is still being used.
POW-30	POWER OPERATIONS PRODUCTION	Records related to the production of electricity.	6	
POW-30-10	POWER OPERATIONS PRODUCTION GAUGE REPORTS / TRANSMISSION LINE LOGS	Record of transmission including line logs, daily operator reports, transmission line reports, operating logs.	3	
POW-30-20	POWER OPERATIONS PRODUCTION POWER PLANNING / FORECASTING	Records related to the planning and forecasting for the production of electricity.	6	
POW-30-30	POWER OPERATIONS PRODUCTION RECORDING INSTRUMENT CHARTS	Record charts.	1	
POW-40	POWER OPERATIONS TRANSMISSION / DISTRIBUTION	Records related to the transmission of electricity.	3	
POW-40-10	POWER OPERATIONS TRANSMISSION / DISTRIBUTION DAILY SYSTEM OPERATORS REPORTS	Daily reports prepared by system operator documenting transmission of electricity.	3	
POW-40-60	POWER OPERATIONS TRANSMISSION / DISTRIBUTION VEGETATION MANAGEMENT	Management of trees and vegetation along right-of-ways.	ACT+10	Event: While right-of-way is still owned or used.
POW-50	POWER OPERATIONS ENERGY TRADING	Records related to the buying and selling of electricity and fuel.	5	
POW-60	POWER OPERATIONS CUSTOMER RELATIONS	Records related to relations with electricity customers.	ACT+6	Event: While customer is current; until customer terminates.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
POW-60-10	POWER OPERATIONS CUSTOMER RELATIONS CONTRACTS	Records documenting contracts with customers.	ACT+6	Event: While customers is still receiving services.
POW-60-20	POWER OPERATIONS CUSTOMER RELATIONS SERVICE INSTALLATIONS	Records documenting installation of electricity services to customers including location of underground pipes and cables, hookup to facility, type of service, etc.	6	
POW-60-30	POWER OPERATIONS CUSTOMER RELATIONS COMPLAINTS	Records documenting complaints from electricity customers including resolution of problems.	6	
POW-60-50	POWER OPERATIONS CUSTOMER RELATIONS METER READINGS	Customer meter readings.	6	
POW-60-60	POWER OPERATIONS CUSTOMER RELATIONS BILLING / PAYMENT	Bills sent to customers and payments received.	6	
POW-60-60-10	POWER OPERATIONS CUSTOMER RELATIONS BILLING / PAYMENT DEPOSITS	Customer deposit accounting and refunds.	6	Event: While customer is still receiving services.
POW-60-65	POWER OPERATIONS CUSTOMER RELATIONS SERVICE ORDERS / INSTALLATIONS	Records documenting installation of electricity services to customers including location of underground pipes and cables, hookup to facility, type of service, etc.	6	
POW-60-70	POWER OPERATIONS CUSTOMER RELATIONS SERVICE REQUESTS	Records documents service requests from electricity customers.	6	
POW-60-80	POWER OPERATIONS CUSTOMER RELATIONS NOTICES	Records of notices to customer regarding expected outages, service changes, etc.	6	
PRJ	PROJECTS	Records related to project activities not covered under more specific categories.	ACT+1	Event: While the project is in progress; until completed or terminated
PUB-10	PUBLIC RELATIONS COMMUNITY RELATIONS	Records related to participation or promotion of community activities, charitable contributions, civic organizations, etc.	3	
PUB-20	PUBLIC RELATIONS EMPLOYEE RELATIONS	Records related to communications with and programs for employees not covered by more specific human resources categories.	3	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
PUB-30	PUBLIC RELATIONS GOVERNMENT RELATIONS	Records related to communications with governmental agencies and monitoring of legislation and regulations.	5	
PUB-40	PUBLIC RELATIONS INDUSTRY RELATIONS	Records related to associations and other cooperative efforts with other organizations in the industry.	ACT	Event: While the employee is still actively participating in the association
PUB-60	PUBLIC RELATIONS PUBLICITY	Records related to publicity activities.	MAX 3	
PUB-80	PUBLIC RELATIONS HISTORICAL	Records kept with historical content.	IND	
TAX-20	TAX EMPLOYMENT	Employment tax returns and work papers.	6	
TAX-30	TAX EXCISE	Excise tax returns and work papers.	6	
TAX-60-10	TAX PROPERTY PERSONAL	Personal property tax returns and work papers.	6	
TAX-60-20	TAX PROPERTY REAL	Real property tax returns and work papers.	6	
TAX-80	TAX SALES / USE	Sales and use tax returns and work papers.	6	
TAX-90	TAX GENERAL	Tax records not covered elsewhere.	6	
TAX-90-20	TAX GENERAL ABANDONED AND UNCLAIMED PROPERTY	Abandoned and unclaimed property reports, returns and related work papers.	7	
TRE-20-02	TREASURY INSURANCE CERTIFICATES OF INSURANCE	Legal proof of insurance coverage.	6	
TRE-20-06	TREASURY INSURANCE INSURANCE CLAIMS	Detailed information regarding the filing of insurance claims.	ACT+6	Event: While the claim is still not resolved; until resolution.
TRE-20-10-02	TREASURY INSURANCE INSURANCE POLICIES ACTIVE	Records related to agreements providing coverage against loss.	ACT+6	Event: While the insurance policy is in effect; until terminated.

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
TRE-20-16	TREASURY INSURANCE LIABILITY INSURANCE	Records related to insurance coverage for product liability, hazardous exposure, or other problems manifesting themselves long after the policy terminates.	IND	