

# Schedule 114

## METROPOLITAN UTILITIES DISTRICT



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

SCHEDULE NUMBER	114
AGENCY, BOARD OR COMMISSION	<b>Metropolitan Utilities District</b>
DIVISION, BUREAU OR OTHER UNIT	
<b>Supersedes Edition of April 15, 1991</b>	

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

**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]*

SIGNATURE \* *General Manager*

TITLE *General Manager*

DATE *Approved as to form*  
*[Signature]*  
General Counsel  
*-3-14-01*

**PART II – ARCHIVAL APPROVAL**

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 \* *Andrea I. Faling*

STATE ARCHIVIST

DATE *March 20, 2001*

**PART III – APPROVAL BY 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 \* *[Signature]*

ADMINISTRATOR

DATE *3/23/01*

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## INSTRUCTIONS FOR USING THIS SCHEDULE

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Records retention and disposition schedules are designed to serve as your records management guidelines for disposing, storing, and microfilming office records. This schedule was written specifically for records unique to your office and the General Records Schedule #24 contains those records common to most local government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your 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. Complete a **Records Disposition Report** for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was done in your normal course of business.

**Please remember to retain the blank form for future use.**

### NON-SCHEDULED RECORDS

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

### SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. Your Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that 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 your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, etc.

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

## **INTRODUCTION**

This procedure provides a retention and disposition schedule of the various records used throughout the District. An attempt was made to describe each record series and determine the minimum length of time to keep official records considering the requirements of the regulatory agencies and the overall value of the record.

## **II. CONFORMANCE WITH RECORD RETENTION REQUIREMENTS AND STANDARDS**

The District is a legal sub-division of the State of Nebraska and therefore must conform to State of Nebraska Statutes, which address record retention and disposal procedures. The Secretary of State under the Records Management Act administers a records management program for state and local agencies which will apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation and disposal of state and local records. The intent of the Revised Records Management Act as of April 2, 1998 (Sections 84-1201 to 84-1226) is to provide a systematic and centrally correlated management of state and local agency records for the purpose of promoting efficiency and economy in the day to day record keeping activities.

The Federal Energy Regulatory Commission prescribes record keeping requirements for public utilities, licensees, natural gas companies subject to the jurisdiction of the Commission as outlined in 18 CFR Part 125 of FERC regulations.

The National Association of Regulatory Commissioners (NARUC) also has standards regarding record retention. The retention period shown for each item in this schedule has been established in conformance with FERC requirements and the Nebraska Records Management Act.

In accordance with Records Management Act 84-1212.02 all local agency heads are authorized to dispose of the records of their agency in accordance with record retention and disposition schedules that have been approved by the State Records Board. The District is required to report the disposition of all scheduled and non-scheduled records on forms prescribed by the State Records Administrator. Refer to Section VI for reporting requirements. Internal Auditing has been delegated the responsibility of monitoring and coordinating the record retention and disposition at the District.

Schedule 24 ( Sch 24 ) is referenced throughout this procedure and has been used as a guideline in updating MUD's Record Retention procedure. Schedule 24 is the Records Retention Schedule provided by the State of Nebraska for General Records of Local Agencies such as Metropolitan Utilities District.

## **III. RELATED PROCEDURES**

- A. Procedure 28-1 provides information on securing backup tape files of critical District computer applications and system software.
- B. Procedure 28-3 provides information as to control for back up of all computer programs and related documentation

## **III. RELATED PROCEDURES** (continued)

- C. Procedure 28-10 outlines Local Area Network (LAN) PC Backup Procedures

**IV. DEFINITIONS**

- A. Record - A record is any book, document, paper, photograph, microfilm, sound recording, magnetic/optical storage medium, or other material regardless of physical form or characteristics created or received pursuant to law, charter, ordinance, in connection with any activity relating to or having an effect upon the transaction of public business. (State of Nebraska definition.)
- B. Non-Record Materials - The following are considered to be non-record materials, which may be disposed of at the discretion of the Division Head.
1. Extra copies of documents preserved only for convenience or reference.
  2. Stocks of publications, reproduced documents, or other printed materials preserved for supply purposes.
  3. Reading files .
  4. Letters of transmittal which add nothing to the transmitted information.
  5. Inter-office memoranda, stenotype tapes, and recordings after they have been transcribed.

**V. MICROFILMING**

The primary purpose of placing records on microfilm is to preserve records that have a long-term or permanent retention period. Microfilmed records also save valuable office space. Original paper records may be destroyed after microfilming, Pursuant to Nebraska Statute 25-12, 112. See also 430 NAC Ch. 7-002.

**VI. RECORD DISPOSAL SCHEDULE**

A. General

For records listed in this procedure, check the appropriate retention period and destroy those records that have met their retention period. The retention period shown (unless qualified) does not include the current year. Generally items are listed under the Department which has ownership.

Some records in this Procedure are shown as being microfilmed and the microfilm (microfiche) is indicated to be retained "permanently". Unless indicated otherwise, this indicates that the original document is to be microfilmed as soon as it can after creation and the microfilm (microfiche) is kept permanently.

B. Disposition Reporting Requirements

Annually after cleanup day ( Columbus Day ), each Division Supervisor is to report to Internal Auditing on or before October 31st an approximate tabulation of records disposed of during the previous year. A template has been created in Procedure 23-01 using "Word software" for each department to complete their report. This report will be used by Internal Auditing to notify the Records Management Division of all scheduled records which have been disposed in the previous year.

C. Records Not Included in this Schedule

Notify Internal Auditing. They will determine if record will fit under description of a record in this schedule. If not scheduled, the new record schedule series is to be submitted by Internal Auditing to the Records Management Division for inclusion in an updated schedule. Until the addition is approved by the State Records Board the record must be retained.

**VII. RESPONSIBILITY - MICROFILMING**

Division Supervisors are responsible for requisitioning and preparing their records for microfilming. General Accounting should be notified when any microfilmed documents are sent to the salt mines in Kansas for storage so General Accounting can note this in the microfilm log.

**ALL DEPARTMENTS**

<b>ALL DEPARTMENTS</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PMM REQUISITION APPROVAL FORM - Form 188	3 Years by requesting department
DIRECTIVES AND MEMOS	Dispose of at discretion of the department head and when no longer of reference value. (Sch 24-2-17)
ADMINISTRATIVE CORRESPONDENCE	Dispose after 3 years and when no longer of reference value
GENERAL CORRESPONDENCE	Dispose after 2 years. (Sch 24-2-5)
WORKING PAPERS REPORT AND STUDIES	Dispose of when no longer of reference value (Sch 24-1-22)

<b>GENERAL MANAGER'S OFFICE</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PETITIONS & EQUALIZATIONS FOR GAS AND WATER MAIN DISTRICTS (GMD/WMD)	Permanent
DEEDS & ABSTRACTS	6 Years after disposal of property
EASEMENTS, CONTRACTS & OTHER MISC. AGREEMENTS	6 Years after expiration or cancellation
ACQUISITION OF PLANT & PROPERTY RIGHTS	6 Years after disposal of property
BOARD MEMBER AND ASSOC. BONDS	10 Years after release, replacement or expiration
BOARD AND COMMITTEE MINUTES & DOCUMENTS and RECORDING TAPES OF BOARD AND COMMITTEE MEETINGS	Dispose of Transcribed Board Tapes after 4 Years. BOARD AND COMMITTEE MINUTES & DOCUMENTS - Permanent
INTERNAL AUDIT REPORTS	7 Years
CONSTRUCTION CONTRACTS:	
A. MAJOR ITEMS	Permanent
B. NONBUILDING CONSTRUCTION CONTRACTS	10 Years after completion
MICROFILM PROJECTS REGISTRATION FORM-RMA-03004B	Dispose of after form is superceded or 1 Year after project is discontinued, whichever comes first. (Sch 24-2-19)
RECORDS COMPLIANCE STATEMENT FORM-RMA-2	Dispose after 1 Year (Sch 24-2-20)
RECORDS DISPOSITION REPORT FORM-RMA-03006A	Dispose after 1 Year (Sch 24-2-21)
INFORMATION DENIAL CORRESPONDENCE	Dispose after 10 Years -(Sch 24-2-25)
PROCEDURES MANUAL	(Current updated procedures maintained in LOTUS NOTES.) Dispose of previous procedures after superceded and when no longer of reference value.
NEWS/PRESS RELEASES ON WEBSITE	Dispose after 1 Year (Sch 24-2-26)

<b>LAW DEPARTMENT</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
ATTORNEY'S OPINIONS OR ADVICE	Dispose of after no longer pertinent to the operations of the District.
CLAIMS DATABASE	(Electronic Data) Dispose of 5 Years after settlement of claim and Audit and when no longer of any reference value.
CLAIMS REGISTERS - FILES	5 Years after Settlement and Audit
LAWSUITS – CASE FILES	10 Years after Settlement or Trial
RATE CASE HEARINGS (FPC & FERC)	10 Years after Case is closed

<b>GENERAL ACCOUNTING</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PMM ACCOUNTS PAYABLE SYSTEM	Electronic Data - 3 Years
CHECK REGISTER PC DATABASE	Electronic Data - 3 years
BUDGETS	5 Years
MONTHLY FINANCIAL STATEMENTS	Permanent
MONTHLY FINANCIAL STATEMENT WORKPAPERS ON PC	1 year or when no longer of reference value
JOURNAL ENTRIES F-483	Microfilm - Permanent
GENERAL LEDGER	Microfilm - Permanent
FUNCTION LEDGERS	Microfilm - Permanent
FUNCTION LEDGER SUMMARY F-185	Microfilm - Permanent
PLANT LEDGERS	Permanent
EXPENSE AND BUDGET RECAP	Microfilm - Permanent
DEPRECIATION RECORDS & STUDIES	25 Years
COST SUMMARIES, WORK ORDER & JOB LEDGER	5 Years after job closed to Plant Microfilm - Permanent
CONSTRUCTION & MAINT. REPAIR ORDER LISTINGS	7 Years
GAS & WATER WORK ORDERS	7 Years after Completion. Microfilm - Permanent
LABOR DISTRIBUTION RUNS	7 Years. Microfilm - Permanent
AUTO AND SPEC. MACHINE RUNS	7 Years. Microfilm - Permanent
VEHICLE AND MACHINE REPORTS	7 Years
CONTRACTOR CONTROL CARDS	5 Years after completion of contract
JE 45 STORES TRANSFERS	7 Years
STORES STOCK STATUS REPORT	7 Years
CUSTOMER ADVANCES FOR CONSTRUCTION SUBLEDGER	Permanent
CONTRIBUTIONS IN AID OF CONSTRUCTION - SUBLEDGER	Permanent
WATER AND GAS ASSESSMENT RECORDS	25 Years
DAILY CASH SHEETS	7 Years
CASH SALES TICKETS CASHIER COPY	5 Years
SUNDRY & MISC. CASH TICKETS	5 Years
DISBURSEMENT REGISTERS/LIST	Microfilm - Permanent
VOUCHER/WARRANT COPIES AND INVOICES	7 Years. Microfilm - Permanent
CANCELLED CHECK, WARRANTS AND BANK STATEMENTS	7 Years. Microfilm - Permanent

<b>GENERAL ACCOUNTING (continued)</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
SECURITIES SUBLEDGER	5 Years
GENESYS PAYROLL SYSTEM	Electronic Data - Permanent
SICKPAY PC DATABASE	Electronic Data - Permanent
PAYROLL REGISTER	Permanent
TIME SHEETS & CARDS	5 Years
PAYROLL ADJUSTMENTS	5 Years
EMPLOYEE WITHHOLDING EXEMPTION CERTIFICATE FORM W-4	5 Years after superseded
SOCIAL SECURITY & MEDICARE RECORDS	Permanent
GARNISHMENTS	2 Years after Settlement
UNITED WAY PLEDGE CARDS	1 Year after completion
DEFERRED COMPENSATION LISTING	20 Years
BOND AND RETIREMENT LISTING	20 Years
INSURANCE POLICIES	7 Years after expiration of Policy
GAS SERVICE CONNECTION CHARGE COPY # 6 F-313	2 Years
RATE SCHEDULES OF UTILITY SERVICE	Permanent
NDG RATE FILINGS	5 Years
PURCHASE GAS ADJUSTMENT LETTERS	5 Years
WORK PAPERS, STUDIES & REPORTS used by Rate Analyst	Destroy when no longer of administrative value
UTILITY SERVICE - SALES TAX WORKPAPERS	5 Years
PAYMENT AND USE TAX DISTRIBUTION REPORT	5 Years
USE TAX ACCRUAL REPORT	5 Years
IFTA/CNG, COMPRESSED FUEL TAX FORMS AND WORKPAPERS	3 Years
CITY SEWER AND TRASH - BILLINGS WORKPAPERS	5 Years

<b>INFORMATION SYSTEMS</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PC FALCON SYSTEM COMPUTER DATA ENTRY (Sch 24-4-1)	Electronic Data upload to mainframe. Return source input to User Department.
PROGRAM DOCUMENTATIONS & REVISIONS	Program Documentation - Retain as long as program is in use. For revisions, retain change sheets 3 years.
DAILY CASH BATCH LISTING	Dispose paper copy after three months. Microfilmed daily upon creation and send microfilm to Remittance Processing.
CASH POST LISTING	Dispose paper copy after three months. Microfilmed daily and send microfilm to Customer Accounting.
BILLING REGISTER RECAP	3 Years

<b>INFORMATION SYSTEMS (continued)</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
SPL. CYCLE BALANCES CONTROL	3 Years
SEWER WRITE-OFF LISTING	3 months
MASTER RECORD CHANGES - SO 94 and other sources	3 months
SOURCE 20 & 52 LISTING	3 months

<b>HUMAN RESOURCES DEPARTMENT</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PERSONNEL HISTORY FILE (FOLDER) i.e. Employment application, performance reports, promotion, commendations, correspondence, etc.	10 Years after termination of employment (Sch 24-3-2)
PERRSONNEL RECORD CARD	50 Years after termination
RETIREMENT CALCULATIONS	50 Years after termination
EMPLOYEE MEDICAL FILES	30 Years after termination
GENESYS PERSONNEL SYSTEM SALARY AND JOB HISTORY	Electronic Data - Permanent
EMPLOYMENT APPLICATIONS (If not Hired)	3 Years after date of application (Sch 24-3-15)
EMPLOYMENT ELIGIBILITY VERIFICATION : I-9 FILES	3 Years from date of hiring or 1 Year after employee termination whichever is later (Federal Requirement).
EEO REPORTS	Permanent
WORKER COMPENSATION RECORDS	5 Years after date of last payment or date of injury or whichever is longer.
GRIEVANCES	Dispose of after 10 Years after termination of employment Sch (24-3-16)
INSURANCE RECORDS CHANGES	Dispose 5 Years after termination (Sch 24-3-3)
MUD Personnel Policy Manual on LOTUS NOTES	Maintain data until superceded or when no longer of reference value.
PERSONNEL POLICY CHANGES	Permanent
SAFETY RECORDS OF EMPLOYEES	Until employee retires
NATIONAL SAFETY COUNCIL AND MGA ACCIDENT PREVENTION REPORTS	5 Years

<b>PURCHASING DEPARTMENT</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PMM SYSTEM - REQUISITIONS AND PURCHASE ORDERS	Electronic Data - 3 Years after completion of order
PMM SYSTEM - ANNUAL VENDOR ARCHIVE-PAPER SUMMARIES	Dispose after 7 Years
PMM SYSTEM SUMMARY REPORTS	Dispose after superceded
PROOFS (AFFIDAVITS) OF PUBLICATION/LEGAL NOTICES	Dispose of 2 Years after publication, provided audit has been completed. (Sch 24-2-32)
BOARD APPROVED CONTRACTS & AGREEMENTS	6 Years

<b>PURCHASING DEPARTMENT (continued)</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
QUOTATIONS (Required in writing)	3 Years
CONSTRUCTION RECORDS & FILES (Includes affidavits of publication of calls for bids, accept/reject bids, purchase orders, inspection reports, contract, & correspondence relating to non-plant construction projects.)	10 Years after completion of construction
MAJOR PLANT CONSTRUCTION CONTRACT FILES	Permanent
CORRESPONDENCE FILES	3 Years
PMM REQUISITIONS - Form 188	3 Years

**ENERGY ACQUISITION**

<b>ENERGY ACQUISITION</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
CONTRACTS AND AGREEMENTS FOR THE PURCHASE AND SALE OF GAS	5 Years after expiration
MONTHLY PROPANE CAVERN INVENTORY	5 Years
STOCK REPORTS (Odorant, Propane Cavern, and LNG Tank Storage)	5 Years

**GAS SYSTEMS CONTROL**

<b>GAS SYSTEMS CONTROL</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
SCADA SYSTEM - Electronic Data.	Maintain data until superceded and when no longer of reference value.
RECORD OF GAS PURCHASE AND SENDOUT	6 Years
OPERATING LOGS	5 Years
INTERRUPTIBLE CURTAILMENT	3 Years
D.O.E. ENERGY STAT. DATA	3 Years
LARGE VOLUME CUSTOMER RECORDS	5 Years
FLOW CHARTS - LARGE VOLUME CUSTOMERS	2 Years
CUSTOMER READ CARDS LARGE VOLUME	6 Months
PIPELINE STATISTICAL DATA	3 Years

**MARKETING AND MECHANICAL SERVICE**

<b>MARKETING</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
INTERRUPTIBLE GAS SERVICE CONTRACTS	1 Year after expiration or cancellation
REBATE PAYMENTS	5 Years
CAPITAL CNTRIBUTION PROGRAMS	5 Years
COOP ADVERTISING	5 Years

<b>BUILDER &amp; CONTRACTOR SERVICES</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
ABANDONMENT OF GAS AND WATER SERVICE - F-1004	1 Year
APPLICATION FOR WATER SERVICE F-178B	Permanent
HEATING PERMIT APPLICATION F-222	3 Years
WATER SERVICE ADDRESS BOOKS	Permanent
QUARTER SECTION MAPS	Until map is superseded
APPL. FOR GAS SERVICE F-313C&M	5 Years
NEW SERVICE RECORD #4 F-314 - WATER	Permanent
NEW SERVICE RECORD #9 F-313 - GAS	Permanent
CONNECTION CHARGE FORM 282-B	Permanent
SURVEYORS CERTIFICATES AND LEGAL DESCRIPTIONS USED FOR COMMERCIAL & INDUSTRIAL CAPITAL FACILITIES PAYMENTS	Permanent

<b>MECHANICAL SERVICE</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
INVESTIGATION & REPAIR F-174	2 Years
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.
LEAK SURVEY REPORTS & MAPS	Permanent
CUSTOMER NOTICE - FORM 441	3 Years
BACKFLOW INSPECTION RECORDS	5 Years
HEATING PERMIT RECORDS	Permanent until heating equipment abandoned
DIVERSIONS - F 1669/F316	5 Years
PC BASEMENT INSPECTION DATABASE	Input data maintained until superceded and when no longer of reference value.
FIRE CALL & NIGHT EMERGENCY LOGS	5 Years
EMERGENCY ORDERS	5 Years

<b>MEASUREMENT DIVISION</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
CIS - METER MASTER RECORDS on mainframe	Maintain updated database for life of meter.
METRETEK METER READING FILES	Electronic Data. Dispose after information forwarded to Cust. Acct. & Rates & Reg. Affairs.
CORR. DEVICE HIST. CARDS	Life of Meter
MONTHLY REPAIR REPORTS	3 Years
SET, REMOTE & JUNK METER STUBS	16 Months
LARGE METER REPAIR FILE	3 Years
PRESSURE RECORDING DEVICE FILES	Life of Instrument
LETTERS ON JUNKED METERS	3 Years
METER TEST SHEETS - F-419 - A-C	3 Years
TRUCK STOCK TICKETS	6 Months

**WATER OPERATIONS**

<b>WATER SYSTEMS CONTROL</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
SCADA SYSTEM	Electronic Data. Maintain data until superceded and when no longer of reference value.
WATER SYSTEMS ACCESS DATABASE	Electronic data 10 Years and when no longer of reference value
ANNUAL REPORTS (Synopsis of Entire Water System Operations)	10 Years
WATER SYSTEM ENGINE HRS. MONTHLY REPORT	Systems Control - 1 Year (Copy to Maintenance Div.)
SYSTEM MONTHLY PUMPAGE RECORD PC SPREAD SHEET	Electronic Data. - 10 Years (Retained with Water System Daily Log)
WATER SYSTEM EQUIP. STATUS	1 Year
SYSTEMS CONTROL TROUBLE REPORT	1 Year
DAILY LOG BOOK	10 Years

<b>WATER PUMPING</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
FLORENCE PUMPING STATION DAILY LOG/F344	Florence - 5 Years Systems Control - 10 Years (Peak Periods Only)
RIVER STATION LOG SHEET/F1129	Florence - 5 Years Systems Control - 10 Years (Peak Periods Only)
DAILY CLEARWELL "V" NOTCH READ	Florence - 10 Years
RAINWOOD STATION FUEL OIL	Florence - 1 Year
FUEL OIL - MONTHLY RPT.	Florence - 1 Year
MISC. REPORTS OF PREVENTIVE MAINTENANCE	Send to Maintenance
MONTHLY SAFETY INSPECTION AND CHECKLIST	Florence - 5 Years
MONTHLY FIRE INSPECTION REPORT	Florence - 5 Years
ENGINE OPERATING LOG	Florence - 5 Years
RECORDING CHARTS	Florence - 5 Years
<b>WATER OPERATORS:</b>	
DAILY ALUM-FERRIC SULFATE REPORT/1138	Florence - 1 Year - Input PC Database
DAILY LIME REPORT 1145	Florence - 1 Year - Input PC Database
DAILY CHLORINE REPORT1175	Florence - 1 Year - Input PC Database
DAILY CHLORINATION RUNOFF REPORT/F1294	Florence - 1 Year - Input PC Database
DAILY CARBON REPORT 1320	Florence - 1 Year - Input PC Database
DAILY POLYELECTROLYTE APPLICATION RECORD/1285	Florence - 1 Year - Input PC Database
FILTRATION PLANT RECORD/F1140-R1	Florence - 1 Year - Input PC Database
DAILY FILTER RECORD/F5	Florence - 5 Years
FILTER PLANT - ALKALINITY & PH DATA/F1Sch 241 - WEEKLY	Florence - 5 Years
SLUDGE VOLUME MEASUREMENT/F1389	Florence - 5 Years
WASTE DISCHARGE REPORT/F1005(Monthly)	Florence - 5 Years

<b>WATER PUMPING (continued)</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
ANALYSIS OF WASTE DISCHARGES/F1251	Florence - 5 Years
DAILY POLYPHOSPHATE REPORT	Florence - 1 Year - Input PC Database
PURIFICATION OPERATIONAL RECORD/F1148	Florence - 1 Year
DAILY PURIFICATION REPORT/F1144	Florence - 5 Years
DAILY PRIMARY CLARIFIER REPORT/1143	Florence - 5 Years
<b>WATER QUALITY:</b>	
CHEMICAL AND WATER QUALITY PC ACCESS DATABASE	Electronic Data. Maintain updated database for 10 Years
WATER TREATMENT OPERATIONAL SUMMARY	Florence - 1 Year - Output PC Database Water Operations - 1 Year
CHEMICAL INVENTORY - (WEEKLY)	Florence - 1 Year - Output PC Database
CHEMICAL BIN AND TANK INVENTORY	Florence - 1 Year - Input PC Database
CHEMICAL SUMMARY F417429	Florence - 1 Year - Input/Output PC Database
RAW WATER PURIFICATION SUMMARY - Table 1	Florence - 1 Year - Output PC Database Water Operations - 1 Year
TAP WATER PURIFICATION SUMMARY - Table 2	Florence - 1 Year - Output PC Database Water Operations - 1 Year
MONTHLY FLUORIDE REPORT	Florence- 5 Years - Output PC Database Water Operations - 10 Years (Copy sent to the State Health and Human Services Regulation and Licensure)
CHEMICAL CHARACTERISTICS RAW WATER ANALYSIS	Florence - 1 Year Water Operations - 1 Year
CHEMICAL CHARACTERISTICS TAP WATER ANALYSIS	Florence - 1 Year Water Operations - 1 Year
REPORT OF WATER ANALYSIS PC WORKSHEET MISSOURI RIVER Form 1267	Florence - 5 Years Water Operations - 10 Years
REPORT OF WATER ANALYSIS PC WORKSHEET FINISHED WATER Form 1267	Florence - 5 Years, Water Operations - 10 Years (Copy sent to the State Health and Human Services Regulation and Licensure)
FINISHED WATER TURBIDITY AND DISINFECTION (Monthly Report)	Florence - 5 Years, Water Operations - 10 Years (Copy sent to the State Health and Human Services Regulation and Licensure)
LAB TEST WORKSHEET	Florence - 10 Years
MONTHLY THRESHOLD ODOR SHEET	Florence - 1 Year
RADIOACTIVITY COUNTING SHEET - DAILY	Florence - 5 Years
GROSS RADIOACTIVITY & SAMPLES FOR ANALYSIS	Florence - 5 Years Water Operations - 10 Years
GROSS RADIOACTIVITY REPORT	Florence - 1 Years (Copy sent to the State Health and Human Services Regulation and Licensure)
ANALYTICAL QUALITY CONTROL FOR RADIOACTIVITY(lead source)	Florence - 10 Years

<b>WATER PUMPING (continued)</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
DAILY BACTERIOLOGICAL DATA(w/ZONES)	Florence - 5 Years
BACTERIOLOGICAL DATA	Florence - 5 Years
MONTHLY COLIFORM REPORT BACTERIOLOGICAL Monthly	Florence - 5 Years, Water Operations - 1 Year (Copy sent to the State Health and Human Services Regulation and Licensure)
DAILY BACTERIOLOGICAL DATA/1029-AE	Florence - 5 Years Water Operations - 1 Year
RAW WATER BACT. RESULTS MEMBRANE FILTER METHOD	Florence - 5 Years
AUTOCLAVE & STERILIZATION RECORD/1331	Florence - 10 Years
MONTHLY TEMP. RECORD	Florence - 10 Years
LABORATORY QUALITY ASSURANCE SUMMARY	Florence - 10 Years
ANALYTICAL DATA VALIDATION	Florence - 10 Years
INSTRUMENT CALIBRATION RECORD/F1328 (Quarterly)	Florence - 10 Years
MAINT. DISTILLED WATER SYSTEM	Florence - 10 Years
AA ANALYSIS	Florence - 10 Years

<b>PLATTE RIVER PLANT</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
REPORT OF FINISHED WATER ANALYSIS PLATTE & WELLFIELD WATER(F 1267)	Platte River - 5 Years, Water Operations - 10 Years (Finished Water Copy sent to the State Health and Human Services Regulation and Licensure)
CHEMICAL CHARACTERISTICS RAW / TAP WATER	Platte River - 1 Year Water Operations - 1 Year
LABORATORY TEST WORK SHEET - F-1299	Platte River - 5 Years
DAILY BACTERIOLOGICAL DATA/1029-AE	Platte River - 5 Years Water Operations - 1 Year
BACTERIOLOGICAL RECORD(MONTHLY) F-1113	Platte River - 5 Years Water Operations - 1 Year
TEST DATA FOR WATER QUALITY CHARTS	Platte River - 5 Years
WASTE DISCHARGE REPORT (MONTHLY) - F-1312	Platte River - 5 Years Systems Control - 10 Years
WATER QUALITY CHARTS	10 Years (Engr., Syst. Control., Florence & Platte)
FINISHED WATER TURBIDITY & (USEPA) (MONTHLY)	Platte River - 5 Years, Water Operations - 10 Years (Copy sent to the State Health and Human Services Regulation and Licensure)
LAB QUALITY ASSURANCE SUMMARY (Form 1355)	Platte River - 10 Years
ANALYTICAL DATA VALIDATION	Florence - 10 Years
MONTHLY TEMP. RECORD	Platte River - 10 Years
AUTOCLAVE AND STERILIZATION RECORD	Platte River - 10 Years
INSTRUMENT CALIBRATION RECORD/F1328 (Quarterly)	Florence - 10 Years
MEDIA QUALITY CONTROL RECORD	Platte River - 10 Years

<b>PLATTE RIVER PLANT</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PLATTE RIVER PLANT CHEMICAL DOSAGE DATA	Platte River - 1 Year Water Operations - 1 Year
ANALYSIS OF WASTE DISCHARGE FORM-1251(QUARTERLY)	Platte River - 5 Years Water Operations - 10 Years
DAILY WELL ANALYSIS(YEARLY) FORM-1394	Platte River - 10 Years
TREATMENT RECORD(FLUORIDE) EE147	Platte River - 5 Years Water Operations - 10 Years (Peak Periods Only)
AVE. SPEC. CAPACITY WELLS (YEARLY) F-1287	Platte River & Systems Control - Permanent
DAILY WELL OPERATOR LOG - FORM-1166	Platte River - 5 Years Water Operations - 10 Years (Peak Periods Only)
MAINT. WEEKLY CHECKLIST - F-1400	Platte River - 1 Year
WEEKLY CATHODIC PROTECTION	Platte - 5 Years - Corrosion Eng
WEEKLY CLARIFICATION RECTIFIERS CHECK CP FM & 25 6/76	Platte - 5 Years - Corrosion Eng
WEEKLY CHEM. EQUIP. CHECKLIST	Platte River - 1 Year
UPFLOW WEEKLY CHECKLIST	Platte River - 1 Year
WEEKLY CHEMICAL INVENTORY F-1(Sch 24-7)	Platte River - 1 Year
GASOLINE, MOTOR OIL, DIESEL FUEL, ANTI-FREEZE, ETC. INVENTORY F-1298	Platte River - 1 Year
CHEMICAL BIN AND TANK INVENTORY (MONTHLY) FORM- 1471	Platte River - 1 Year
ELECTRIC METERS AND PUMPING DATA FORM-116A	Platte River - 5 Years Systems Control - 10 Years
WATER TREATMENT OPERATIONAL SUMMARY F-1318	Platte River - 5 Years Water Operations - 1 Year
DAILY PURIFICATION REPORT F-1169 (Revised - 2 Sheets)	Platte River - 5 Years
DAILY FLUORIDE OPERATION REPORT F-1189	Platte River - 1 Year
MONTHLY FLORIDE REPORT	Platte River - 5 Years, Water Operations - 10 Years (Copy sent to the State Health and Human Services Regulation and Licensure)
DAILY FILTER RECORD Form 1162	Platte River - 5 Years Systems Control - 10 Years
MONTHLY FILTER SUMMARY Form 1160	Platte River - 5 Years
PLATTE RIVER DAILY PUMPING LOG F-1172	Platte River - 5 Years Systems Control - 10 Years
DAILY METER READINGS - F-1165	Platte River - 5 Years Systems Control - 10 Years
WEEKLY UPFLOW SLUDGE BLOW OFF CONTROL RECORDS	Platte River - 1 Year
DAILY ENGINE OPERATING LOG F-1287	Platte River - 5 Years

<b>WATER DISTRIBUTION</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
VALVE & HYDRANT DATABASE	Maintain current up to date database record. Input data will be maintained until no longer reference value.
LEAK SURVEY REPORT	5 Years
WATER QUALITY COMPLAINTS - F-1147	Permanent
PRESSURE COMPLAINTS	2 Years
WATER QUALITY & PRESSURE DAILY COMPLAINTS - F411	Water Distribution -(After 30 Days send to Engineering)
MONTHLY DATA SHEET F-1056 (MAINT. TOTALS)	5 Years

**Customer Services**

<b>METER READING</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
MANUAL METER READING DATA	Dispose after processing into the CIS system
ITRON METER READING DATA	Dispose after processing into the CIS system
METER READING REPORTS AND STATISTICAL DATA	Dispose when no longer of reference value
CUSTOMER NOTICE - F441	2 Years

<b>COLLECTION &amp; REMITTANCE PROCESSING</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
FINAL BILL RECORD F-1433(INCLUDING UB RECORD)	3 Years
FIELD CARD SYSTEM/COLLECTION HISTORY ON MAINFRAME (COTS/COIH)	Maintain current up to date database record online for 2 Years.
COTS/COIH CUSTOMER COMPLETED ORDERS	Electronic Data. Maintain historical date database record online for 2 Years. Completed Orders Microfilmed Monthly - Permanent.
PHONE LOG - LOGER TELEPHONE TAPING OF COLLECTION CALLS	Tapes erased after 6 months
BANKRUPTCY FILING RECORDS	10 Years
ANNUAL CHARGE-OFF(BLUE BOOK)	3 Years after charge-off
CASHIERING SYSTEM	Electronic Data. Maintain current up to date database record. Online 1 Year. Daily Transaction Listing - 1 Year.
REMITTANCE PROCESSOR 7780 SYSTEM	Daily Transaction Documents - 1 Year Daily input processing (checks, bills, etc.) - Dispose after 3 Years
DAILY CASH BATCH LISTING	Dispose microfilm after 5 Years
SPECIAL INVESTIGATIONS	Maintained in COTS/COIH

<b>CUSTOMER SERVICE</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
COIH HISTORY OF COMPLETED ORDERS on Mainframe	Electronic Data. Maintain online for 2 Years after completion Completed Orders Microfilmed Monthly Permanent
COTS (PAPER) ORDERS	Destroy after verified processed into COTS history
APPLICATION HISTORY SYSTEM ON MAINFRAME	Active Customers - Permanent Inactive Customers - 2 Years for accounts paid in full Inactive Customers - 7 Years for accounts with unpaid balances
PHONE & RADIO LOG TELEPHONE TAPING OF COLLECTION CALLS	Tapes erased after 6 months
ENERGY AUDIT RECORDS FORM 1349	5 Years (Federal retention requirement)
EMERGENCY SERVICE ORDERS - Order in COTS System	5 Years. (paper copy)
REPAIR ORDERS - FORM 174	5 Years. (paper copy)
GAS AND WATER SERVICE CARDS	Permanent
GAS LEAK REPORT - FORM 34	Permanent
PAVING CUTS - PC FORM	3 Years
BARRICADE REPORT - F-129	2 Years

<b>CUSTOMER ACCOUNTING</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
CIS - CUSTOMER MASTER RECORDS on mainframe	Maintain continuously updated database record. B & I REGISTER (Microfilm Monthly) Dispose after 7 Years
CASH POST LISTINGS	Dispose after 7 Years
SPECIAL REPORTS BILLED LISTING for SPL 5000 BILLS	2 Years
SPL 500 BILLS - ACCOUNTS RECEIVABLE on PC	Maintain current up to date database record. Dispose 6 Years after payment/completion.
SPL 18 STATEMENTS	3 Years
CASH STUBS	1 Year -Received from Remittance Processing
READ CARDS F-333 & REREADS - F-372 & MACH. PRINTED	1 Year (3 Years if used for bill adjustment)
ADJUSTMENTS TO CUST. ACCT. F-118 & F-482	Dupl. w/support Doc. - 3 Years Original 6 Years
SERVICE ORDERS - F-10 (Cust. Acctg. Copy)	6 Years
GAS SERVICE & METER ORDER F-313	Copies 2 & 3 - 10 Years Copies 5 & 10- 1 Year
WATER SERVICE ORDER F-314	Copies 1 & 6 - 6 Years
FINAL BILL RECORD F-1433(INCLUDING UB RECORD)	Transferred from Collections after 3 Years. Dispose after 3 Years in Customer Accounting (6 Years total).
HIGH BILL LISTING	3 Years
CASH SALES ORDER REGISTER	3 Years after completion
CASH ALLOCATION REGISTER	3 Years
MISC. SOURCE LISTING - DAILY	3 Years
SEWER BASE LISTING - ANNUAL	2 Years
GAS BASE & FACTOR LISTINGS - ANNUAL	2 Years

<b>CUSTOMER ACCOUNTING (continued)</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
SEQUENTIAL LISTING	2 Years
HILO LISTING	2 Years
INSTALLMENT ORDER SOURCE 42 LISTING	2 Years
HEAT AID PLEDGE SOURCE 84 LISTING	2 Years
DEPOSIT INSTALLMENT	2 Years
SOURCE 85 LISTING	2 Years
SOURCE 86 & 88 LISTINGS	3 Years
CASH ROUTE LISTING	3 Years
GAS SUB METER LISTING	2 Years
GAS AND WATER METER SET NUMBER LISTING	2 Years
LATE PAYMENT CHARGE RECORDS	2 Years
METER READING CAN'T READ REPORT	2 Years
SOURCE OF MASTER RECORD CHANGES Source 88 & 94	3 Years
CUSTOMER DEPOSIT RECORD F463 (HARD COPY)	2 Years after refund or cancellation Microfilm (Permanent) Finalized Accounts
CUSTOMER DEPOSIT CARDS F463 (TISSUE COPY)	3 Years
EFT CUSTOMER AUTHORIZATIONS	Active -Permanent, Inactive - 3 Years
EFT BANK TAPE FILE	Cleared after EFT transactions processed
EFT REGISTER LISTING - daily (Billing Register)	2 Years
EFT CONTROL REGISTER (book)	2 Years
EFT TRANSACTION LISTING - daily & F-1339(adds, deletes, changes)	2 Years
RECALCULATE LLP LISTING	1 Year after end of applicable Level Payment Plan year
LLP PLAN APPLICATIONS	1 Year
LLP ANNUAL LISTINGS (YE Status, Review, Changes)	2 Years
SOURCE 97 LPP CHANGES LISTING - daily	2 Years
UNPOSTABLE LISTING	3 Years
SOURCE 20 & 52 LISTINGS	3 Years
METER TEST SHEETS F-1115	2 Years
SUMMER REMOTE READINGS	3 Years
FIRE LINE CONTROLS FORM 267 & FORM 1001A & B & LETTERS	Active - On File, Inactive - 3 Years
BATCH DATA CONTROL on PC	Dispose after 3 Years
ORDER CONTROL REGISTER, F-199	3 Years after page completed
SUNDRY & MERCHANDISE LISTINGS & LOG (So 52 & 20)	3 Years
TAX EXEMPT CERTIFICATE F-13	Active - On File, Inactive - 3 Years
REROUTE LISTINGS	2 Years
TRAILER COURT LISTINGS	2 Years
WORKING PAPERS/PC FILES (Data, Statistics, and Correspondence used in compiling & adjusting customer bills not specifically mentioned above for Customer Accounting)	Dispose when no reference value.

**SUPPORT SERVICES**

**TRANSPORTATION & MAINTENANCE**

<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PREVENTIVE MAINT. RECORD (FLEET FORM)	1 Year
FLEET MAINTENANCE PC DATABASE	Maintain current up to date database record until disposal of equipment. Input data maintained until no longer reference value.
FUEL TANK MONITORING RECORDS FOR EPA	3 Years
STATIONARY EQUIPMENT RECORDS	1 Year after disposal of equipment
NEW VEHICLE & MACHINE JOB FOLDERS includes applicable warranties	1 Year after disposal of equipment
VEHICLE & MACHINE FOLDERS	1 Year after disposal of equipment
DATA & ASSIGNMENT SHEETS	1 Year after disposal of equipment
FUEL & OIL PC DATABASE	Maintain current up to date database record until disposal of equipment. Input data maintained until no longer reference value.
DAILY SHOP LOGS	1 Year
CASH PURCHASE (EMERGENCY) ORDERS	6 months
FIRE EXTINGUISHER & WELDING CYLINDER FILES	Life of Property
FUEL AND MOTOR OIL DELIVERY TICKETS	3 Years

**STORES**

<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PMM INVENTORY SYSTEM - on Mainframe	Electronic Data. 3 months Transaction History transferred to PMM History File
PMM TRANSACTION HISTORY FILE - on Mainframe	Electronic Data. 3 Years
STORES STOCK STATUS REPORT	5 Years
STORES PMM REPORTS AND LISTINGS	2 Years or when no longer of any administrative value
STOCK ISSUE AND RETURN	4 Years
PHYSICAL INVENTORIES OF STOCK & RECONCILIATION	Destroy at option after 2 years
RECURRING REQUISITION for PMM For Stock Materials	2 Years after requisition filled or discontinued
PURCHASE REQUISITIONS Form 188&188s	2 Years after requisition entered into PMM system
RETURN NOTICE	2 Years
CASH SALES TICKET	2 Years
MATERIAL RECEIVING REPORT on LOTUS NOTES	Electronic Data. 3 Years after completion of order
DISTRIBUTION CORRECTION FORM 45	2 Years

**GAS PRODUCTION**

<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PROPANE AIR AND LNG PLANT DAILY OPERATING LOG BOOKS	10 Years
LNG MAINTENANCE AND OPERATIONS RECORDS	10 Years Microfilm - Permanent
COMPUTERIZE CONTROL SYSTEM	Electronic Data.
COMPUTERIZED MACHINE TREND READINGS	Maintained online -3 Months
WEEKLY & MONTHLY GAS ODORANT INTENSITY REPORT	5 Years

<b>GAS DISTRIBUTION</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
SERVICE MAPPING ON MICROSTATION SE SYSTEM	Electronic Data. Maintain current up to date database record. Dispose of data when superceded.
GAS SERVICE LOCATIONS	Maintain current up to date map record until recorded in MICROSTATION SE SYSTEM .
GAS DISTRIBUTION PLANT ON PC's (for Regulators, First Cut Regulators, Drips & Stoppers)	Maintain current up to date database record. Dispose of data when superceded.
DISTRICT REGULATOR STATION INFORMATION CARDS	Permanent
GAS VALVE DATABASE ON MAINFRAME	Maintain current up to date database record. Dispose of data when superceded.
DRIP PUMP RECORDS F-1200	Permanent
GAS DISTRIBUTION FOREMAN'S DAILY LOG	2 years
PRESSURE CHARTS	2 years

**ENGINEERING AND CONSTRUCTION**

<b>ENGINEERING</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
COMPLETED PROJECT FOLDERS:	
A. DISTRIBUTION SYSTEM MAINS, & BLDG PROJECTS	Dispose when pipe/structure is abandoned or when no longer of reference value. Microfilm - Permanent
B. OTHER PROJECTS	May be discarded after being microfilmed. Microfilm - Permanent
C. AS-BUILT DRAWINGS AND MISCELLANEOUS DRAWINGS	Until record is superseded or until after facility is abandoned. Microfilm - Permanent
CONSTRUCTION CONTRACTS AND SPECIFICATIONS:	
A. BUILDINGS & APPURTENANCES	Life of Facility Microfilm - Permanent
B. WATER MAINS (small water main specs. discard after microfilming).	Life of Facility Microfilm - Permanent
ELECTRONIC MAPPING SYSTEM	Electronic Data. Maintain current up to date database record.
ELECTRONIC MAPPING SYSTEM - SOURCE INPUT DATA	Dispose when of no reference value.
UTILITY LOCATE RECORDS IRTH SYSTEM	Electronic Data. - 5 Years Maintained by One Call Center One-Call Notification System Act State Statute 76-2330
FIRE FLOW PC DATABASE	Maintain current up to date database record. Dispose when no longer of reference value.
PROJECT MANAGEMENT PC DATABASE	Maintain up to date database record. Permanent
DESIGN CALCULATIONS AND WORKPAPERS	Dispose when no longer of reference value.

<b>ENGINEERING (continued)</b>	
<b>RECORD DESCRIPTION</b>	<b>RETENTION PERIOD MICROFILM/REFERENCE</b>
PIONEER MAIN & CONNECTION CALCULATIONS PC WORKSHEET	Maintain current up-to-date data for 25 years after main is in service or when no longer reference value, whichever is later.
CORROSION PC DATABASE	Maintain current up to date database record. Dispose when no longer of reference value.
CATHODIC PROTECTION RECORDS FOR BARE STEEL MAINS AND OTHER DISTRICT FACILITIES	Until record is superseded, or until after main/facility is abandoned.
LEAK, BREAK AND ANODE HISTORIES	Until record is superseded, or until after main is abandoned.
CI WATER & GAS MAIN AND GAS LEAK REPORTS	Until record is superseded, or until after main is abandoned.
PIPELINE MARKING & BRIDGE CROSSING SURVEYS	6 Years - DOT Reg.
AIR PRESSURE TESTS OF MAINS	Permanent - DOT 192.517
GAS LEAK DATABASE	Dispose after 10 Years or when no longer of reference value, whichever is later.
WATER PRESSURE DATABASE	Maintain current up to date database record. Dispose when no longer of reference value.
GAS PRESSURE DATABASE	Maintain current up to date database record. Dispose when no longer of reference value.

# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

## REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

## OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

## VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet