State of Florida

GENERAL RECORDS SCHEDULE GS14
FOR
PUBLIC UTILITIES

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Rule 1B-24.003(1)(a), *Florida Administrative Code*

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Division of Library and Information Services

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GENERAL RECORDS SCHEDULE
GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

GS1-SL	**State and Local Government Agencies**
GS2	**Law Enforcement, Correctional Facilities and District Medical Examiners**
GS3	**Election Records**
GS4	**Public Hospitals, Health Care Facilities and Medical Providers**
GS5	**Public Universities and Colleges**
GS7	**Public Schools Pre-K-12 and Adult and Career Education**
GS8	**Fire Departments**
GS9	**State Attorneys**
GS11	**Clerks of Court**
GS12	**Property Appraisers**
GS13	**Tax Collectors**
GS14	**Public Utilities**
GS15	**Public Libraries**

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices and fiscal management principles. Please note that these are ***minimum*** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is ***not*** permitted to ***reduce*** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's Records Management website at info.florida.gov/records-management/.

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I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*. **This schedule covers records created, received or maintained by agencies that provide public utilities.**

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:

   1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.

   2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial

records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

Because conceivably any record in any agency might be required for audit, we are no longer including the "provided applicable audits have been released" language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency's audit requirements.

B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, which are applicable to all public agencies, consist of two separate but related actions:

A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is "a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use." Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, and Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule officially establishes the ***minimum*** length of time that the record series must be retained. **This retention applies to the agency's record (master) copy of the records – those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always "Retain until obsolete, superseded, or administrative value is lost" ("OSA") unless otherwise specified.**

Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

   Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Foreword for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

   If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

   REMEMBER: The retention period stated in the applicable schedule is the ***minimum*** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may ***only*** be used by the agency for which they were established.

   To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E-105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/.

   Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one

must be established by following the procedures listed above for individual records schedules.

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in cubic feet of physical records destroyed (for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form), and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/. Agencies must maintain this documentation as a permanent record but should ***not*** submit it to the Records Management Program for review or approval.

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of "3 anniversary years" will have a different eligibility date from records with a retention of "3 fiscal years" or "3 calendar years."

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of "3 anniversary years," the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of "3 calendar years," the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of "3 fiscal years," the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of "6 months," the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of “90 days,” the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

Example: Calculating Eligibility Dates

If the **ending date** for a specific record series is **7/31/2007**, when are these records eligible for disposition under different retention period types?

~~Retention Period~~	~~Start Counting From~~	~~Add # of Years~~	~~Date Eligible for Disposition~~
~~3 anniversary years~~	~~7/31/2007~~	~~+3~~	~~= 7/31/2010~~
~~3 fiscal years (local govt.)~~	~~10/1/2007~~	~~+3~~	~~= 10/1/2010~~
~~3 fiscal years (school district)~~	~~7/1/2008~~	~~+3~~	~~= 7/1/2011~~
~~3 calendar years~~	~~1/1/2008~~	~~+3~~	~~= 1/1/2011~~
Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2007	+3	= 7/31/2010
3 fiscal years (local govt.)	9/30/2007	+3	= 9/30/2010
3 fiscal years (school district)	6/30/2008	+3	= 6/30/2011
3 calendar years	12/31/2007	+3	= 12/31/2010

V. ARCHIVAL VALUE

A. **State Agencies** - The State Archives of Florida identifies records having enduring historic, administrative or fiscal value that may be eligible for permanent preservation. If a record series description states, “***These records may have archival value***,” the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgt@dos.myflorida.com. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention ***and*** possible archival value, agencies should contact the State Archives after five years for

archival review and guidance as to whether, when and how to transfer the records to the Archives.

B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that "***These records may have archival value***" for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, ***provided that the printed version contains all date/time stamps and routing information***. However, in the event that an agency is involved in or can reasonably anticipate ***litigation*** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should ***immediately*** place a hold on disposition of ***any and all*** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.

B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."

C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by

established records retention schedules in order to meet accreditation standards.

D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

> Records must be retained for ***at least*** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the three fiscal year minimum.

E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.

B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36” shelf	2.0 cubic feet
Legal-size 36” shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12” rows	1.0 cubic foot
3 x 5 cards, five 25” rows	1.0 cubic foot
4 x 6 cards, six 12” rows	1.0 cubic foot
5 x 8 cards, four 12” rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2” x 26” x 38”	1.1 cubic feet

Map case drawer, 2” x 38” x 50”	2.2 cubic feet
Roll storage, 2” x 2” x 38”	0.1 cubic foot
Roll storage, 2” x 2” x 50”	0.2 cubic foot
Roll storage, 4” x 4” x 38”	0.3 cubic foot
Roll storage, 4” x 4” x 50”	0.5 cubic foot

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length” x Width” x Height”) ÷ 1,728 = cubic feet

RECORDS RETENTION SCHEDULES

AGREEMENTS: RAILROAD **Item #1**
This record series consists of agreements to construct on or use property owned by railroads for purposes of installing electric, gas, cable, telephone or water hardware or for any other utility purpose. The series may include, but is not limited to, legal documents, correspondence, reports and other supporting documentation used for the negotiation and fulfillment of the agreement.
RETENTION: Permanent.

AGRICULTURAL USE PLANS **Item #2**
This record series consists of proposed land use plans including site plans. The series also contains documentation of land use, including residual reports.
RETENTION: 5 fiscal years.

AUDITS: ENERGY (CUSTOMER) **Item #5**
This record series consists of documentation of energy conservation reviews of residential and commercial buildings by the agency for customers. Audits are performed to determine where building owners may be able to lower their utility use. The series may include, but is not limited to, the name and address of the customer, survey findings, thermal images, conservation recommendations and the name of the representative who conducted the audit.
RETENTION: 5 fiscal years.

CLAIM RECORDS: COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT **Item #11**
This record series documents claims made under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Requirements of this series are governed by 40 CFR 307, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Claims Procedures. The agency shall notify the Environmental Protection Agency (EPA) of the location of the records and allow the EPA the opportunity to take possession of the records before they are destroyed.
RETENTION: 10 anniversary years after date of award of final claim or 10 anniversary years after EPA cost recovery action is initiated, whichever is applicable. ***Offer to EPA before destroying.***

FINAL ADJUDICATION OF MITIGATION INVESTIGATIONS **Item #27**
This record series consists of final documentation settling the mitigation dispute that includes general releases, documentation relating to replacement of inadequate equipment, and investigation reports that document the non-culpability of the agency.
RETENTION: 35 anniversary years after case closed.

HAZARDOUS WASTE FACILITY OPERATING RECORDS **Item #34**
This record series consists of the operational records of hazardous waste storage, processing and disposal facilities. The series may include such information as a description and the quantity of each type of hazardous waste received; methods and dates of treatment, storage and disposal; location of hazardous waste within the facility; a map or diagram of disposal cells or areas; results of waste analyses; reports of incidents that require implementation of the facility's contingency plan; monitoring, testing or analytical data and corrective action taken; and other records as required by federal regulation. Records are created and retained pursuant to 40 CFR 265.73(b), Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities, Operating record.
RETENTION: Retain until closure of the facility.

HAZARDOUS WASTE RECORDS: HAULING **Item #33**
This record series documents the hauling of any type of hazardous waste materials. The series documents such information as amounts shipped, address or location of collection, and pickup and delivery dates.
RETENTION: 5 anniversary years.

INSPECTION RECORDS: SEWER **Item #126**
This record series consists of inspection records for sewer mains, manholes, wet wells, water manholes and other related structures. Inspections are used to verify that structures meet agency standards before acceptance from contractors for new constructions; to ensure condition of structure; to verify condition of existing structure; and to assist with routine maintenance and repairs. The series may include, but is not limited to, visual recordings of the inspection, observations of the inspection, cleaning reports, field reports and inspection details.
RETENTION: Retain as long as facility or structure exists.

METER RECORDS **Item #127**
This record series documents the installation, history and removal of utility meters. The series may include, but is not limited to, meter description, serial number, purchasing information, maintenance history, inventory tags and results of accuracy tests. The series also includes requests for and any supporting documentation related to removal, replacement or exchange of meters.
RETENTION: Retain for life of meter.

PLANT LEDGERS **Item #68**
This record series consists of plant ledgers documenting the assets of each plant account. This subsidiary ledger to the general ledger may include such items as a description of the plant asset, the location of the asset, the date the asset was placed in utility service, the associated general ledger account, the original cost and contributed cost of the asset, and other information relating to the asset. Records are created and retention pursuant to 18 CFR 125, Preservation of Records of Public Utilities and Licensees.
RETENTION: 25 anniversary years or until facility is removed from utility service, whichever is longer.

POWER PLANT OPERATION RECORDS **Item #128**
This record series consists of records documenting the operation of power plants. The series documents such information as instrument test results and analysis, amount of electricity generated, amount of fuel burned, emission numbers, outage reports, megawatts generated, amount of gas and oil used in power production, and amount of power used by each substation circuit at periodic times.
RETENTION: 5 anniversary years.

PRODUCTION REPORTS AND LOGS: HYDRO-ELECTRIC **Item #100**
This record series consists of operation and maintenance production reports and logs for hydro-electric stations. The series may include, but is not limited to, station and system generation reports and clearance logs. Records are created and retention is pursuant to 18 CFR 125.3, Preservation of Records of Public Utilities and Licensees. See also "PRODUCTION REPORTS AND LOGS: NON-HYDRO-ELECTRIC."
RETENTION: 25 anniversary years.

PRODUCTION REPORTS AND LOGS: NON-HYDRO-ELECTRIC **Item #99**
This record series consists of operation and maintenance production reports and logs for steam and other non-hydro-electric stations. The series may include, but is not limited to, station and system generation reports, transmission and distribution logs and reports, and clearance logs. Records are created and retention is pursuant to 18 CFR 125.3, Preservation of Records of Public Utilities and Licensees. See also "PRODUCTION REPORTS AND LOGS: HYDRO-ELECTRIC."
RETENTION: 6 anniversary years.

PUBLIC WATER SYSTEM RECORDS: ANALYSIS RECORDS **Item #85**
This record series consists of public water system analysis records as provided by the Safe Drinking Water Act. The series may include, but is not limited to, sampling data, reports, surveys, letters, evaluations, schedules, state determinations, public education material for lead and copper level exceedance, and records documenting control, treatment and monitoring requirements. Records are created and retention is pursuant to 40 CFR 141, National Primary Drinking Water Regulations, and Rule 62-550, *Florida Administrative Code*, Drinking Water Standards, Monitoring, and Reporting.
RETENTION: 12 anniversary years.

PUBLIC WATER SYSTEM RECORDS: CHEMICAL ANALYSES **Item #83**
This record series consists of chemical analysis of local drinking water supplies. The records may include such information as date, place and time of sampling and the name of the person who collected the sample; type and purpose of sample; date of analysis; laboratory and name of person performing analysis; analytical technique or method used; and results of the analysis. Records are created and retention is pursuant to 40 CFR 141.33, National Primary Drinking Water Regulations, Reporting and Recordkeeping, Record Maintenance and Rule 62-550.720, *Florida Administrative Code*, Drinking Water Standards, Monitoring, and Reporting; Recordkeeping.
RETENTION: 10 anniversary years.

PUBLIC WATER SYSTEM RECORDS: CONSUMER CONFIDENCE REPORTS **Item #129**
This record series consists of community water system consumer confidence reports. Consumer confidence reports contain information on the quality of water delivered by the system and characterize any risks from exposure to contaminants detected in the drinking water. The reports contain such information as source of the water delivered, type of water, source water assessments, detected contaminants, and results of sampling and monitoring, Retention is pursuant to 40 CFR 141.155(h), Consumer Confidence Reports, Report delivery and recordkeeping.
RETENTION: 3 anniversary years from date of report.

PUBLIC WATER SYSTEM RECORDS: CORRECTIVE ACTIONS **Item #86**
This record series documents actions taken to correct violations of primary drinking water regulations. The records document such information as the name of the public water system, date and type of violation, population served, follow-up actions and source of the drinking water. The series also includes any public notices alerting consumers of any problems or violations. Records are created and retention is pursuant to 40 CFR 141, National Primary Drinking Water Regulations, and Rule 62-550, *Florida Administrative Code*, Drinking Water Standards, Monitoring, and Reporting.
RETENTION: 3 anniversary years after last action taken for each violation.

PUBLIC WATER SYSTEM RECORDS: EXEMPTION/VARIANCE RECORDS **Item #87**
This record series documents variances or exemptions granted to a public drinking water system. Variances and exemptions allow eligible systems to provide drinking water under specified conditions. Records are created and retention is pursuant to 40 CFR 141, National Primary Drinking Water Regulations, and Rule 62-550.720, *Florida Administrative Code*, Drinking Water Standards, Monitoring, and Reporting.
RETENTION: 5 anniversary years after expiration of variance or exemption.

PUBLIC WATER SYSTEM RECORDS: FILTER BACKWASH RECYCLING **Item #130**
This record series documents the recycle flow of filter backwash water within the treatment process of public water systems. The series documents such information as the recycle flow and the frequency at which each flow returns; average and maximum backwash flow rates through filters; average and maximum duration of filter backwash; typical filter run time and method used to determine run time; type of treatment provided for the recycle stream before it re-enters the conventional or direct filtration process; physical dimensions of equalization and treatment units; typical and maximum hydraulic loading rates; types of treatment chemicals used; average dose rate of chemicals; frequency of chemical addition; and frequency of solids removal.
RETENTION: Life of facility.

PUBLIC WATER SYSTEM RECORDS: SANITARY SURVEYS **Item #88**
This record series consists of surveys that review a public water system to assess its capability to supply safe drinking water. The series may include, but is not limited to, reports, summaries, and any supporting documentation. Sanitary surveys may be conducted by a private consultant or by any local, state or federal agency. Records are created and retention is pursuant to 40 CFR 141, National Primary Drinking Water Regulations, and Rule 62-550.720, *Florida Administrative Code*, Drinking Water Standards, Monitoring, and Reporting.
RETENTION: 10 anniversary years from date of survey.

RATE STUDIES/SCHEDULES **Item #93**
This record series consists of studies on existing and proposed utility rates. The series also includes listings of costs per kilowatt-hour and fuel adjustments. Records are created and retention is pursuant to 18 CFR 125.3(30), Preservation of records of public utilities and licensees; Schedule of records and periods of retention.
RETENTION: 6 anniversary years after published rate sheets and schedules are superseded or no longer used to charge for utility service.

RECONNECTION RECORDS: MEDICALLY NEEDED **Item #49**
This record series documents the priority reconnection status of customers with medical needs. In the event of service outages, these customers receive priority reconnection services. The series may include, but is not limited to, medical requests, medical seal numbers and other related documentation.
RETENTION:4 anniversary years after expiration of service.

SERVICE CONNECTION RECORDS: INITIAL WATER/WASTEWATER **Item #14**
This record series documents the initial construction connection of water or wastewater at specific sites. The series may include, but is not limited to, customer invoices, permit drawings of service installation areas, service orders, annexation agreements, mortgage deeds, applications for service, building and lot plan information, and state, city, and/or county permits approving work to be performed.
RETENTION: Permanent.

SERVICE DISCONTINUATION RECORDS: CONDEMNATION/CODE VIOLATION **Item #13**
This record series consists of records documenting the discontinuation of service for buildings that have been condemned. The series also includes documentation of the discontinuation of service due to code violation. The series may include, but is not limited to, notices of condemnation/code violation and forms documenting such information as the location of the building, the date the condemnation/code violation was declared, and the reason for the condemnation/code violation.
RETENTION: 5 fiscal years after discontinuation of service.

SUPERFUND RECORDS **Item #28**
This record series consists of financial and programmatic records relating to Superfund hazardous waste site cleanup efforts. The series may include, but is not limited to, cooperative agreements, statistical reports, and other supporting and related documentation. Record creation and retention is pursuant to 40 CFR 35.6705, Cooperative Agreements and Superfund State Contracts for Superfund Response Actions, Records retention. Disposition of this record series must be approved in writing by the Environmental Protection Agency award official after the submission of the final Financial Status Report.
RETENTION: 10 anniversary years after submission of the final Financial Status Report for the site, or until resolution of all issues arising from litigation, claim, cost recovery or other actions, whichever is later.

TREATMENT PLANT REPORTS **Item #131**
This record series consists of logs and reports documenting treatment plant operations. The series documents such information as chemical settings, flows, treatment process analyses, filter information, tank levels and pressure. The series also documents operators on duty, wells in service, repairs to equipment and any shift incidents.
RETENTION: 4 anniversary years.

USED OIL/OILY WASTE COLLECTION RECORDS **Item #112**
This record series documents used oil and oily waste collected, processed, and disposed of or recycled. The series documents such information as the source of the used oil and oily waste; the Environmental Protection Agency (EPA) source identification number; the amount and type of used oil and oily waste received; the date of receipt; the destination or end use of the used oil and oily waste; and the used oil identification number. Records are created and retention is pursuant to Rule 62-710.510, *Florida Administrative Code*, Used Oil Management, Record Keeping and Reporting.
RETENTION: 3 anniversary years.

UTILITY RECORDS: INVESTIGATIONS **Item #132**
This record series documents investigations into utility related complaints, including unauthorized utility use. The series may include, but is not limited to, investigation reports, correspondence, tests assessing the validity of the complaint, case file history, photographic evidence, meter readings, statements and other supporting documentation.
RETENTION: 5 anniversary years after disposition of case or final action.

UTILITY RECORDS: MANAGEMENT AND MONITORING **Item #133**
This record series documents the monitoring and treatment of public utilities, including electricity, gas, water/wastewater/reclamation, sewage and telecommunications. The series documents such information as environmental and chemical sampling, testing and analysis; activity monitoring; repairs; usage; gauge readings; environmental controls and discharges; inspections; laboratory evaluations and quality assurance; cleanups and rehabilitations; rainfall and storms; spills; sludge disposal; and wastewater treatments. This series also includes monitoring reports required to be submitted to federal, state or local regulatory authorities. See Cross-Reference for records superseded by this series. **Do NOT use this item if records fall under a more appropriate retention schedule item.** See also "UTILITY RECORDS: REPORTING COMPLIANCE."
RETENTION: 10 anniversary years. ***These records may have archival value.***

UTILITY RECORDS: OPERATIONAL STARTUP **Item #134**
This record series documents the construction, modification and startup operations of facilities and infrastructures used for public utilities, including electricity, gas, water/wastewater/reclamation, sewage and telecommunications. The series may include, but is not limited to, facility and infrastructure plans and blueprints, as-built drawings, applications and permits needed to operate facility, and facility operational manuals. See Cross-Reference for records superseded by this series.
RETENTION: Life of facility or 10 anniversary years after facility is sold, whichever is applicable.

UTILITY RECORDS: REPORTING COMPLIANCE **Item #135**
This record series consists of documentation of agencies' efforts to meet or comply with federal, state or local reporting requirements, including from the Environmental Protection Agency, the National Association of Regulatory Utility Commissioners and the North American Electric Reliability Corporation. The series may include, but is not limited to, leak and spill reports, environmental reports, monitoring reports, inflow and infiltration reports, public water analyses, sludge reports, notices of violations, self-logging, compliance audits, self-certifications, spot checks, compliance investigations, self-reports, periodic data submittals, exception reports, complaints and hearing processes. See Cross-Reference for records superseded by this series. **Do NOT use this item if records fall under a more appropriate retention schedule item.** See also "UTILITY RECORDS: MANAGEMENT AND MONITORING."
RETENTION: 5 fiscal years after date of record, reporting requirement met, or other applicable activity.

CROSS-REFERENCE

ALARM/EVENT LOGS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #241, INCIDENT REPORT FILES
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS

ASSIGNMENT RECORDS: CREW
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #289, WORK SCHEDULES

AWARD RECORDS: SAFETY INCENTIVE
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #333, BONUS/AWARD RECORDS: EMPLOYEES
or applicable PERSONNEL RECORDS item from *General Records Schedule GS1-SL for State and Local Government Agencies*

BANKRUPTCY ACCOUNT RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE RECORDS: DETAIL

BROKER SHEETS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #340, DISBURSEMENT RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #3, ADMINISTRATIVE SUPPORT RECORDS

CHLORINE/CHLORAMINE LEAK REPAIR RECORDS
use UTITLITY RECORDS: REPORTING COMPLIANCE

CIRCUIT BREAKER RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224, EQUIPMENT/VEHICLE USAGE RECORDS

CLAIM RECORDS: CERCLA
use CLAIM RECORDS: COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT

COMPLAINT MITIGATION INVESTIGATION RECORDS
use UTILITY RECORDS: INVESTIGATIONS

CONDEMNATION RECORDS
use SERVICE DISCONTINUATION RECORDS: CONDEMNATION/CODE VIOLATION

CONNECTION RECORDS: INITIAL WATER/WASTEWATER
use SERVICE CONNECTION RECORDS: INITIAL WATER/WASTEWATER

DEMOLITION/REMOVAL RECORDS
use METER RECORDS

DIELECTRIC TEST RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS

DISPATCHER LOGS: WEEKLY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124, OPERATIONAL AND STATISTICAL REPORT RECORDS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #3, ADMINISTRATIVE SUPPORT RECORDS

DRAWINGS: AS-BUILT/ ENGINEERING
use UTILITY RECORDS: OPERATIONAL STARTUP

DRAWINGS: CONSTRUCTION (APPROVED)
use UTILITY RECORDS: OPERATIONAL STARTUP

EASEMENT RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #64, CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

EASEMENT RECORDS: SUPPORTING DOCUMENTS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #64, CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

EASEMENT RELEASE RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #64, CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

EFFLUENT PH CHARTS
use UTILITY RECORDS: REPORTING COMPLIANCE

ENERGY CONSERVATION REBATES
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #340, DISBURSEMENT RECORDS: DETAIL

ENVIRONMENTAL REPORTS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

EQUIPMENT HISTORY RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224, EQUIPMENT/VEHICLE USAGE RECORDS

FINANCIAL RECORDS: SUPERFUND
use SUPERFUND RECORDS

FLUORIDATION MONITORING REPORTS: QUARTERLY
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

GAS REPORTS: BILLING INFORMATION
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #340, DISBURSEMENT RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE RECORDS: DETAIL

GAUGE READING REPORTS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

GAUGE READING REPORTS: HYDRO-ELECTRIC POWER
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

HAZARDOUS WASTE RECORDS: HAULING/DISPOSAL
use HAZARDOUS WASTE RECORDS: HAULING

HAZARDOUS WASTE RECORDS: STORAGE OPERATIONS
use HAZARDOUS WASTE FACILITY OPERATING RECORDS

HOLD TAGS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224, EQUIPMENT/VEHICLE USAGE RECORDS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #289, WORK SCHEDULES

INFLOW AND INFILTRATION REPORTS: ANNUAL
use UTILITY RECORDS: REPORTING COMPLIANCE

INSPECTION RECORDS: HAZARDOUS WASTE STORAGE
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

INSPECTION TICKETS: ELECTRICAL
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #141, WORK ORDERS

INSTRUMENT/CONTROL RECORDS: POWER PLANT/WATER TREATMENT PLANT/WASTEWATER PLANT
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224, EQUIPMENT/VEHICLE USAGE RECORDS

INVENTORY TAGS: METER
use *General Records Schedule GS1-SL for State and Local Government Agencies*, GS1-SL Item #40, INVENTORY: AGENCY PROPERTY

INVESTIGATION REPORTS: CUSTOMER USAGE (NOT AUTHORIZED)
use UTILITY RECORDS: INVESTIGATIONS

JOURNAL VOUCHERS/JOURNAL ENTRIES
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #340, DISBURSEMENT RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #341, DISBURSEMENT RECORDS: SUMMARY
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #366, RECEIPT/REVENUE RECORDS: SUMMARY

LOAN RECORDS: ENERGY (CUSTOMER)
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #340, DISBURSEMENT RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE RECORDS: DETAIL

LOCATION SKETCHES/DRAWINGS: GAS AND WATER METER/SERVICE
use UTILITY RECORDS: OPERATIONAL STARTUP

MAINTENANCE DRAWINGS/PRINTS RECORDS: PLANTS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #40, INVENTORY: AGENCY PROPERTY

MAINTENANCE PLANNING RECORDS: POWER PLANT/WATER TREATMENT PLANT/WASTEWATER PLANT
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #40, INVENTORY: AGENCY PROPERTY

MAINTENANCE RECORDS: LIFT STATIONS/WATER RECLAMATION FACILITIES
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224, EQUIPMENT/VEHICLE USAGE RECORDS

MAINTENANCE WORK ORDERS/JOB ORDERS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #141, WORK ORDERS

MEDICAL SEAL RECORDS
use RECONNECTION RECORDS: MEDICALLY NEEDED

METALLURGICAL ANALYSIS RECORDS: POWER PLANT
use UTILITY RECORDS: MANAGEMENT AND MONITORING

METER EXCHANGE RECORDS
use METER RECORDS

METER HISTORY RECORDS
use METER RECORDS

METER SALVAGE RECORDS
use METER RECORDS

METER TEST RECORDS
use METER RECORDS

MONITOR WELL DATA REPORTS: MONTHLY
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

MONITOR WELL PSI CHARTS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

MONITOR WELL REPORTS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

OPERATING REPORTS: WATER AND SEWER (MONTHLY)
use UTILITY RECORDS: MANAGEMENT AND MONITORING

OPERATIONS RECORDS: POWER INTERCHANGE
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #65, CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #340, DISBURSEMENT RECORDS: DETAIL

PERFORMANCE EVALUATIONS: LABORATORY (ANNUAL)
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

PERFORMANCE RECORDS: INDEPENDENT REGULATION OF WATER/SEWER CONNECTIONS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

PERMIT RECORDS: ENVIRONMENTAL (CONSTRUCTION)
use UTILITY RECORDS: OPERATIONAL STARTUP

PERMIT RECORDS: ENVIRONMENTAL (OPERATIONS)
use UTILITY RECORDS: OPERATIONAL STARTUP

PERMIT RECORDS: WATER USE
use UTILITY RECORDS: OPERATIONAL STARTUP

PERMITS: RIGHT-OF-WAY
use applicable RIGHT-OF-WAY PERMIT RECORDS item from the *General Records Schedule GS1-SL for State and Local Government Agencies*

PERMITS: TREE REMOVAL
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #427, REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #428, REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)

PETROLEUM SITE REHABILITATION RECORDS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING
or General Records Schedule GS1-SL for State and Local Government Agencies, Item #365 RECEIPT/REVENUE RECORDS: DETAIL

POLE PULLING REPORTS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #40, INVENTORY: AGENCY PROPERTY
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #344, ENGINEERING RECORDS: INFRASTRUCTURE

POLYCHLORONATED/BIPHENYLS (PCB) RECORDS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

POWER INTERCHANGE OPERATIONS RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #65, CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #340, DISBURSEMENT RECORDS: DETAIL

POWER PLANT LOG SHEETS
use POWER PLANT OPERATION RECORDS

POWER PLANT LOGS: FEEDER
use POWER PLANT OPERATION RECORDS

POWER PLANT LOGS: GAS
use POWER PLANT OPERATION RECORDS

POWER PLANT RECORDS: OPERATIONS
use POWER PLANT OPERATION RECORDS

PRE-TREATMENT REPORTS: ANNUAL
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

PRIORITY POLLUTANTS RECORDS

use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

PRODUCTION RECORDS: SERVICE CENTER
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #141, WORK ORDERS

PROPERTY RECORDS: CONDEMNED
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #172 REAL PROPERTY RECORDS: PROPERTY ACQUIRED

PUBLIC ELECTRIC UTILITY REPORTS: ANNUAL
use UTILITY RECORDS: REPORTING COMPLIANCE

PUBLIC SERVICE COMMISSION FILES
use UTILITY RECORDS: REPORTING COMPLIANCE

PUBLIC WATER RECORDS: BACTERIOLOGICAL ANALYSES
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

PUBLIC WATER RECORDS: MICROBIOLOGICAL ANALYSES
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

PUBLIC WATER RECORDS: CHEMICAL ANALYSES
use PUBLIC WATER SYSTEM RECORDS: CHEMICAL ANALYSES

PUBLIC WATER SYSTEM ANALYSIS RECORDS
use PUBLIC WATER SYSTEM RECORDS: ANALYSIS RECORDS

PUBLIC WATER SYSTEM CORRECTIVE ACTIONS
use PUBLIC WATER SYSTEM RECORDS: CORRECTIVE ACTIONS

PUBLIC WATER SYSTEM EXEMPTION/VARIANCE RECORDS
use PUBLIC WATER SYSTEM RECORDS: EXEMPTION/VARIANCE RECORDS

PUBLIC WATER SYSTEM RECORDS: CRYPTOSPORIDIUM, E. COLI AND TURBIDITY MONITORING
use UTILITY RECORDS: REPORTING COMPLIANCE

PUBLIC WATER SYSTEM RECORDS: DISINFECTANT MONITORING PLANS
use UTILITY RECORDS: MANAGEMENT AND MONITORING

PUBLIC WATER SYSTEM SANITARY SURVEYS
use PUBLIC WATER SYSTEM RECORDS: SANITARY SURVEYS

PUMPAGE REPORTS: MONTHLY
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

QUALITY ASSURANCE RECORDS: LABORATORY (TESTS)
use UTILITY RECORDS: REPORTING COMPLIANCE

QUESTIONNAIRES: CUSTOMER SERVICE
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #30, MANAGEMENT SURVEYS/STUDIES: INTERNAL

RAINFALL REPORTS: MONTHLY
use UTILITY RECORDS: MANAGEMENT AND MONITORING

RELAY TESTING RECORDS: ANNUAL
use UTILITY RECORDS: REPORTING COMPLIANCE

or UTILITY RECORDS: MANAGEMENT AND MONITORING

RELIABILITY STUDIES
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #122, ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

RESIDUAL REDUCTION REPORTS: QUARTERLY
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

SLUDGE REPORTS: QUARTERLY
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

SPILL REPORTS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

STATION AND SYSTEM GENERATION REPORTS AND CLEARANCE LOGS
use PRODUCTION REPORTS AND LOGS: NON-HYDRO-ELECTRIC

STATION AND SYSTEM GENERATION REPORTS AND CLEARANCE LOGS: HYDRO-POWER
use PRODUCTION REPORTS AND LOGS: HYDRO-ELECTRIC

STORAGE TANK RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #412, STORAGE TANK RECORDS

STORM REPORTS
use UTILITY RECORDS: MANAGEMENT AND MONITORING

SURVEILLANCE FEE RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #340, DISBURSEMENT RECORDS: DETAIL

SYSTEM PLANNING RECORDS
use UTILITY RECORDS: MANAGEMENT AND MONITORING

TRAINING RECORDS: HAZARDOUS WASTE (EMPLOYEE)
use applicable PERSONNEL RECORDS item from *General Records Schedule GS1-SL for State and Local Government Agencies*

TRANSFORMER HISTORY RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS

TREATMENT PLANT LOGS: DAILY
use TREATMENT PLANT REPORTS

TREATMENT PLANT RECORDS: LABORATORY ANALYSIS
use UTILITY RECORDS: MANAGEMENT AND MONITORING

TREATMENT PLANT REPORTS: WATER/WASTEWATER (DAILY)
use TREATMENT PLANT REPORTS

TREE TRIMMING RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #141, WORK ORDERS

TROUBLE CALL INFORMATION REPORTS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #94, COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #141, WORK ORDERS

USED OIL RECORDS
use USED OIL/OILY WASTE COLLECTION RECORDS

UTILITY CUSTOMER RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #65, CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

VEHICLE ASSIGNMENT SUMMARY RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #378, PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

VOUCHERS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #340, DISBURSEMENT RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE RECORDS: DETAIL

WARRANTY TEST RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS

WASTEWATER PRE-TREATMENT RECORDS: INDUSTRIAL
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

WATER ANALYSIS RECORDS: WASTEWATER/ENVIRONMENTAL WATER
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

WATER PLANT OPERATOR MANUALS
use UTILITY RECORDS: OPERATIONAL STARTUP

WATER QUALITY REPORTS: ANNUAL
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

WELL CONTAMINATION RECORDS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

WELL DEPTH CHARTS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

WELL FIELD REHABILITATION RECORDS
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

WELL FLOW CHARTS: DEEP INJECTION
use UTILITY RECORDS: REPORTING COMPLIANCE
or UTILITY RECORDS: MANAGEMENT AND MONITORING

WELL MECHANICAL INTEGRITY TEST REPORTS: DEEP INJECTION
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104, EQUIPMENT/VEHICLE MAINTENANCE RECORDS

ALPHABETICAL LISTING

AGREEMENTS: RAILROAD Item #1
AGRICULTURAL USE PLANS Item #2
AUDITS: ENERGY (CUSTOMER) Item #5

CLAIM RECORDS: COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION, AND LIABILITY ACT Item #11

FINAL ADJUDICATION OF MITIGATION INVESTIGATIONS Item #27

HAZARDOUS WASTE FACILITY OPERATING RECORDS Item #34
HAZARDOUS WASTE RECORDS: HAULING Item #33

INSPECTION RECORDS: SEWER Item #126

METER RECORDS Item #127

PLANT LEDGERS Item #68
POWER PLANT OPERATION RECORDS Item #128
PRODUCTION REPORTS AND LOGS: HYDRO-ELECTRIC Item #100
PRODUCTION REPORTS AND LOGS: NON-HYDRO-ELECTRIC Item #99
PUBLIC WATER SYSTEM RECORDS: ANALYSIS RECORDS Item #85
PUBLIC WATER SYSTEM RECORDS: CHEMICAL ANALYSES Item #83
PUBLIC WATER SYSTEM RECORDS: CONSUMER CONFIDENCE REPORTS Item #129
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PUBLIC WATER SYSTEM RECORDS: EXEMPTION/VARIANCE RECORDS Item #87
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