



Guide for the Preservation of Records For Public Water Utilities

No.	Types of Records	Record Retention
<u>Corporate and General</u>		
1.	Capital Stock Records:	Destroy at option
2.	Proxies and Voting Lists:	Destroy at option
3.	Annual Report to Stockholders:	10 years
4.	Debt Security Records: ◆ Registered bond and debentures ledgers	Destroy at option
5.	Securities Authorization by Regulatory Agencies: ◆ Authorization for issuance of securities ◆ Copies of applications to regulatory bodies for authority to issue stocks, bonds, and other securities ◆ Official copies of regulatory bodies granting authority to issue securities ◆ Report filed with regulatory bodies in compliance with authorizations to issue securities ◆ Copies of registration statements and other data filed with the Securities and Exchange Commission In connection with offerings of securities for sale to the public Copies of periodic reports (filed in compliance with either securities act of 1933 or the securities exchanges act of 1934)	5 years 5 years 5 years 5 years 5 years 5 years 5 years
6.	Organizational Documents: Minute books of stockholders, directors, and directors committee meetings..... Titles, franchises, and licenses ◆ Deeds and other title paper..... ◆ Certificates of incorporation..... ◆ Franchises.....	50 years 6 years after property is disposed of unless surrendered to transferee Life of corporation Life of corporation

No.	Types of Records	Record Retention
	◆ Licenses granted by federal or state authorities for construction and operation of utility plant.....	25 years after plant is retired or expiration of license, whichever is shorter
	◆ Copies of formal orders of regulatory	Life of corporation
7.	Permits:	
	◆ Permits and granted applications for the use of facilities of others	6 months after expiration or cancellation
	◆ Copies of permits for the use of the utility's facilities.....	6 months after expiration or cancellation
	◆ Applications for the use of facilities not granted and copies of such application.....	Destroy at option
	◆ Permits of a temporary nature of municipalities.....	Destroy at option
	◆ Organization diagram and charts.....	Destroy at option after expiration or super-session
8.	Contracts and Agreements (except contracts provided for elsewhere)	3 years after life of contract
	◆ Service contracts	3 years after life of contract
	◆ Contracts with other utilities	3 years after life of contract
	◆ Lease pertaining to rentals of property	3 years after life of contract
	◆ Contract and agreements with employee	3 years after life of contract
	◆ Contracts or agreements of an employee's stock purchase or other types of employees saving plan	3 years after life of contract
	◆ Contracts or agreements for the acquisition or disposal of investments	3 years after life of contract
	◆ Memoranda essential to clarifying or explaining card or book records of contracts made showing dates of expiration	3 years after life of contract
9.	Accountants and Auditors Reports.....	10 years after date of report or commission audit, whichever comes last
	◆ Report of examination by external auditors	
	<u>General Accounting Records</u>	
10.	General and Subsidiary Ledgers:	
	◆ General and subsidiary ledgers (1).....	10 years

No.	Types of Records	Record Retention
	◆ Indexes to general ledgers and indexes to subsidiary.....	10 years
	◆ Trial balance sheet of general and subsidiary ledgers.....	2 years
11.	Journals: General and subsidiary	10 years
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	(1) Subsidiary ledger is a form of supporting ledger. The sum of the balances of all the customer accounts in the subsidiary ledger must equal the accounts balance in the general ledger.	
12.	Journal Vouchers and Journal Entries Including Supporting Detail:	10 years
	◆ Journal vouches and journal entries	10 years
	◆ Support for journal entries and vouchers	10 years
	◆ Charging plant accounts	10 years
	◆ Charging all other accounts	10 years
	◆ Schedules for recurring journal entries	10 years
	◆ Lists of standard journal entry numbers	10 years
13.	Cash Books:	10 years after close of fiscal year
	◆ General and subsidiary or auxiliary books	10 years after close of fiscal year
14.	Account Receivable:	
	◆ A record of accounts receivable pertaining to sales of utility plant.....	Destroy at option
	◆ Record of account receivable and indexes thereto and summaries of distribution.....	3 years after settlement
	◆ Accounting department copies of invoices issued.....	Destroy at option
	◆ Periodic statements of unsettled account.....	Destroy at option
	◆ Schedule of invoices to be issued.....	Destroy at option
15.	Record of Securities Owned:	3 years after disposal of the investment
16.	Payroll Records:	
	◆ Payroll sheets, salaries, and wages.....	3 years

No.	Types of Records	Record Retention
	◆ Record of salaries and wages distribution.....	3 years
	◆ Workmen’s reports and other records of hours worked, description of work and account to be charged: When used as a basis for payment of salaries and wages.....	3 years
	When used solely as basis for supporting records.....	3 years
	◆ Evidence of payments for service completed by employees...	Destroy at option
	◆ Applications and authorization for changes in wage and salary rates.....	3 years
	◆ Application for payroll changes not authorized.....	Destroy at option
	◆ Payroll authorization.....	3 years
	◆ Records of deductions from payrolls.....	Destroy at option
	◆ Employee’s earning record (individual).....	3 years after termination of employment
	<u>Insurance</u>	
17.	Insurance Records:	
	◆ Record of insurance policy in force showing expiration, coverage, and premium paid.....	Keep as long as policy is in force
	◆ Insurance policies.....	Keep as long as policy is in force
	◆ Record of amount recovered from insurance companies.....	6 years
	◆ Inspectors reports and records.....	6 years
	◆ Insurance maps of property.....	6 years
	◆ Record and statements relating to insurance requirements....	6 years
18.	Injuries and Damages:.....	3 years after settlement
	◆ Claim registers	3 years after settlement
	◆ Records to support or reject individual claims against the company	3 years after settlement
	◆ Report pertaining to accidents	3 years after settlement
	◆ Detailed schedules of payments to others for personal injuries or for property damages	3 years after settlement

No.	Types of Records	Record Retention
	<u>Operation and Maintenance</u>	
19.	Production-Water Supply, Purification, and Pumping:	
	Records of water supply.....	15 years
	Pumping output logs, water usage, and consumption records with supporting data.....	15 years
	Station output report.....	15 years
	Boiler room, condenser room, turbine room, pump room logs, including support data.....	3 years
	Report of above equipment in service and performance.....	3 years
	Equipment failure report.....	3 years
20.	Transmission and Distribution Water:	
	Operators daily operation logs and reports.....	6 years
	Equipment logs and records.....	6 years
	Apparatus failure reports.....	6 years
	Report on inspections and repairs of all street openings.....	6 years
	Record of meter tests.....	Until superseding test
	Meters history record.....	For life of equipment
	Pipelines structures, equipment, and other history records.....	For life of equipment
	Meter shop report.....	6 years
21.	Customers Service:.....	3 years
	Customers premise inspection report	3 years
	◆ Customer Complaints	3 years
	◆ Reports and records of customers service complaints	3 years
	◆ Customers premise surveys	3 years
	◆ Installed customers appliance records	3 years
	Records of Auxiliary and Other Operations:.....	3 years
22.	◆ Records of operations other than utility operations	3 years
23.	Maintenance Work and Job Order:.....	6 years
	◆ Authorization for maintenance expenditures authorization	6 years
	◆ Work order sheets	6 years

No.	Types of Records	Record Retention
	<ul style="list-style-type: none"> ◆ Summaries of expenditures on maintenance and job orders 	6 years
24.	Personnel Records:	
	Employees service records.....	3 years after termination of employment
	Employee hiring records.....	Destroy at option
25.	Employees Benefits and Pension Records:.....	3 years after report or termination of plan
	<ul style="list-style-type: none"> ◆ Detailed records of accruals for pension liabilities 	3 years after report or termination of plan
	<ul style="list-style-type: none"> ◆ Pension or annuity payrolls 	3 years after report or termination of plan
	<ul style="list-style-type: none"> ◆ Pensions paychecks 	3 years after report or termination of plan
	<ul style="list-style-type: none"> ◆ Records pertaining to employees benefit programs 	3 years after report or termination of plan
26.	Instructions to Employees and Others:	
	General instructions pertaining to changes in accounting, engineering, operating, maintenance and policies.....	3 years after report or termination of plan
	General instructions pertaining to method and procedures in above practices.....	3 years
	Employee notices.....	Destroy at option
27.	Plant Ledgers:	
	Utility plant account ledgers.....	50 years
	Plant inventory ledgers.....	6 years after plant is retired
28.	Construction Work in Progress Ledgers, Work Orders, and Supplemental Records:.....	10 years after clearance to the plant account
	<ul style="list-style-type: none"> ◆ Construction work in progress ledgers 	10 years after clearance to the plant account
	<ul style="list-style-type: none"> ◆ Work order sheets 	10 years after clearance to the plant account

No.	Types of Records	Record Retention
	<ul style="list-style-type: none"> ◆ Expenditures authorizations ◆ Requisition and registers of authorization ◆ Performance report (variance between actual and estimated expenditures) ◆ Cost reports ◆ Construction work in progress report ◆ Well drilling and well-construction records 	<p>10 years after clearance to the plant account</p>
29.	Plant Retirement Ledgers, Work Orders, and Supplemental Records:	
	Work order sheets.....	10 years after plant is retired
	Authorization for retirement of utility plant.....	10 years after clearance to the plant account
	Registers of retirement work orders.....	10 years
30.	Documentation Directly Supporting Debit and Credits to Utility Plant Accounts.....	10 years after clearance to the plant account
31.	Appraisal and Valuations:	
	Appraisal and valuations made by the company of its properties or investment.....	3 years after disposition
32.	System Maps and System Maps Reproduction:.....	Until maps is superseded
33.	Records of engineering studies for proposed construction projects:	
	If construction of projects results wholly or in part.....	Until receipt of FERC audit report
	If construction of project does not result.....	Destroy at option after completely accounting for expense incurred

No.	Types of Records	Record Retention
34.	Contracts:..... ♦ Contracts relating to acquisition or sale of plant ♦ Contracts and other agreements relating to service in connection with construction of utility plant	6 years after plant is retired 6 years after plant is retired 6 years after plant is retired
35.	Records of accumulated provision for depreciation and depletion of utility plant:..... ♦ Detailed records segregating the accumulated depreciation ♦ Records supporting computation of depreciation and depletion expense of utility plant	50 years 50 years 50 years
36.	Procurements:..... ♦ Agreements for the acquisition of goods or performance of services ♦ For goods or services relating to plant construction ♦ For other goods or services ♦ Supporting documents	6 years 6 years 6 years 6 years 6 years
37.	Material Ledgers:..... ♦ Ledger sheets ♦ Statements of materials and supplies on hand	3 years 3 years 3 years
38.	Material and Supplies Received and Issued:..... ♦ Records pertaining to receipt of materials and supplies ♦ Records of inspecting materials ♦ Record of material and supplies put into service ♦ Showing quantities, unit prices, and accounts to be charged ♦ Showing only quantities and accounts	3 years 3 years 3 years 3 years 3 years
39.	Sales of Scrap and Materials and Supplies Records:..... ♦ Sale of scrap, materials and supplies authorizations ♦ Sale of scraps, materials, and supplies contracts ♦ Memoranda pertaining to sale of above items	3 years 3 years 3 years 3 years

No.	Types of Records	Record Retention
40.	Inventories of Material and Supplies:..... ♦ General inventories of materials and supplies on hand ♦ Minor inventories of materials and supplies on hand	3 years 3 years 3 years
<u>Revenue Accounting and Collecting</u>		
41.	Customers Service Applications or Contracts:..... ♦ Applications for utility services ♦ Sales agreements with customers ♦ Contracts for lease of equipment to customers ♦ Applications and contracts for extensions covered by refundable deposit ♦ Applications and contracts for extensions covered by customers or others	Life of contract/application Life of contract/application Life of contract/application Life of contract/application Life of contract/application
42.	Rate Schedules:..... ♦ General files of published utility rate schedules ♦ Divisional or local office copies of rate sheets and schedules of utility service	10 years after expired 10 years after expired 10 years after expired
43.	Customers Guarantee Deposits:..... ♦ Customers deposit ledgers ♦ Customers deposit certificate books ♦ Receipts for customers deposit refunded ♦ Receipts for interest on customer deposits	3 years after termination 3 years after termination 3 years after termination 3 years after termination
44.	Meter Reading Sheets and Records:..... ♦ Customer reading sheets: actual beginning and ending meter readings per month ♦ Superseded meter-reading sheets ♦ Meter reread sheets ♦ Connection and disconnection orders ♦ Mark sensed meter-reading cards	3 years 3 years 3 years 3 years 3 years

No.	Types of Records	Record Retention
45.	Maximum Peak Demand and Average Demand Records	15 years
46.	Miscellaneous Billing Data:	
	Billing departments copies of contract with customers.....	Life of contract
	Service and inspection orders.....	3 years
	Authorizations for charges under contracts.....	3 years
47.	Customers Ledgers and Other Records Used in Lieu	
	Thereof:	10 Years
	◆ Customers ledgers	10 Years
	◆ Records used in lieu of customers ledgers	10 Years
48.	Collection Report and Records:	3 years
	◆ Periodic reports, lists, and summaries of collection of operating revenues by collectors, agents, and district offices	3 years
	◆ Records pertaining to collections	3 years
49.	Customers Accounts Adjustments:	
	Detailed records pertaining to adjustments of customers accounts	10 years
	Detailed records of high bill complaints.....	3 years
50.	Uncollectible Accounts or Bad Debt	10 years
	<u>Tax</u>	
51.	Tax Records.....	7 years
	◆ Copies of tax returns	7 years
	◆ Schedules supporting work papers	7 years
	◆ Records of appeals	7 years
	◆ Tax bills	7 years
	◆ Receipts for payments	7 years
	◆ Federal income tax returns	7 years
	◆ State income and property tax returns	7 years

No.	Types of Records	Record Retention
	◆ Sales and use taxes	7 years
	◆ Other taxes (property)	7 years
	◆ Agreement in allocation of consolidated income taxes	7 years
	◆ Allocation schedule of consolidating federal income taxes...	7 years
	◆ Summaries of taxes paid	7 years
	◆ Filing with taxing authorities to qualify employee benefit plans	7 years
	◆ Information returns and reports to taxing authorities	7 years
52.	Records of Deposits with Banks and Others:.....	10 years
	◆ Bank deposit slips	10 years
	◆ Deposit advances	10 years
	◆ Bank Statements	10 years
	◆ Bank reconciliation papers	10 years
	◆ Interest credit statements	10 years
	◆ Records of checks issued	10 years
	◆ Memoranda relating to the stopping of payment of bank check	10 years
53.	Records of Receipts and Disbursements:.....	10 years
	◆ Periodic statements of receipts or cash disbursements	10 years
	◆ Records of statements of outstanding checks, draft etc. issued, and not presented	10 years
	◆ Report showing working fund transaction	10 years
	◆ Report of revenue collections	10 years
54.	Special Reports:.....	10 years
	◆ Transaction with associated companies	10 years
	◆ Budgets of expenditures	10 years
	◆ Accidents	10 years
	◆ Employees and wages	10 years
	◆ Loans to officers and employees	10 years
	◆ Issues of securities	10 years
	◆ Purchases and sales (utility properties)	10 years

No.	Types of Records	Record Retention
	◆ Plant changes	10 years
	◆ Service interruptions	10 years
	◆ Copies of advertisements	10 years