

**RECORDS RETENTION SCHEDULE: UTILITIES  
(Electricity, Sewer, Solid Waste, Water, Utility Billing)**

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>UTILITIES / ELECTRIC UTILITY</b>								
Utilities / Lead Div.	UT-001	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Utilities / Electric Utility	UT-002	Drawings / As-Builts / Record Drawings - (Electricity)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 18 CFR 125.2 & 125.3; GC §34090
City Clerk	UT-003	Easements / Utility Easements	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7
Utilities / Electric Utility	UT-004	Electric Utility Regulatory Agency <b>Audits:</b> CEC, CFTC, CPUC, DOE, EPA, FERC, NERC, NPDES, WECC, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Electric Utility	UT-005	Electric Utility Regulatory Agency <b>Compliance Reports / Confirmations:</b> , CEC, CFTC, CPUC, DOE, EPA, FERC, NERC, NPDES, WECC, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Electric Utility	UT-006	Electric Utility Regulatory Agency <b>Correspondence:</b> CEC, CFTC, CPUC, DOE, EPA, FERC, NERC, NPDES, WECC, etc.	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Electric Utility	UT-007	Electric Utility Regulatory Agency <b>Inspections:</b> , CEC, CFTC, CPUC, DOE, EPA, FERC, NERC, NPDES, WECC, etc.	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Lead Div.	UT-008	Generator Operation Logs / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Utilities / Lead Div.	UT-009	Lockout/Blockout - Lockout/Tagout	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Cal/OSHA requests 3 years of documents during audits; GC §34090

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Lead Dept.	UT-010	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Lead Dept.	UT-011	Pressure Vessel Certifications / Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Utilities / Lead Div.	UT-012	Underground Service Alerts (USAs) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Division Providing Service / Work	UT-013	Work Orders / Service Requests / Asset Management / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Division Providing Service / Work	UT-014	Work Orders / Service Requests / Asset Management / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	UT-015	Work Orders / Service Requests / Asset Management / Service Orders - <b>NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database)</b> (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>UTILITIES / MAINTENANCE / ABOVE-GROUND UTILITIES (Maintenance Planning)</b>								

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Utilities / Above-Ground Utilities (Maintenance Planning)	UT-016	Aboveground Diesel Fuel Storage Tanks (Agency Owned)  Spill Prevention Control / Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	Life of the Tank		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Utilities / Above-Ground Utilities (Maintenance Planning)	UT-017	Maintenance Planning	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (becomes budgets, CIP projects, other records); GC §34090
<b>UTILITIES / MAINTENANCE / ABOVE-GROUND UTILITIES (Sewer)</b>								
Utilities / Lead Div.	UT-018	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Utilities / Lead Div.	UT-019	Lockout/Blockout - Lockout/Tagout	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Cal/OSHA requests 3 years of documents during audits; GC §34090
Lead Dept.	UT-020	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Division Providing Service / Work	UT-021	Work Orders / Service Requests / Asset Management / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Division Providing Service / Work	UT-022	Work Orders / Service Requests / Asset Management / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090

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Division Providing Service / Work	UT-023	Work Orders / Service Requests / Asset Management / Service Orders - <b>NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database)</b> (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>UTILITIES / MAINTENANCE / ABOVE-GROUND UTILITIES (Water)</b>								
Utilities / Lead Div.	UT-024	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Utilities / Lead Div.	UT-025	Lockout/Blockout - Lockout/Tagout	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Cal/OSHA requests 3 years of documents during audits; GC §34090
Lead Dept.	UT-026	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Division Providing Service / Work	UT-027	Work Orders / Service Requests / Asset Management / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Division Providing Service / Work	UT-028	Work Orders / Service Requests / Asset Management / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090

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Division Providing Service / Work	UT-029	Work Orders / Service Requests / Asset Management / Service Orders - <b>NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database)</b> (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090

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<b>UTILITIES / MAINTENANCE / ELECTRIC</b>								
Utilities / Maintenance / Electric Utility	UT-030	Capital Improvement Projects (CIP): <b>ADMINISTRATION File (Where Utilities is the Lead - Electric Distribution Facilities)</b>  Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs / Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, Stormwater compliance, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Utilities / Maintenance / Electric Utility	UT-031	Capital Improvement Projects (CIP): <b>PERMANENT File / Scanned Records (Where Utilities is the Lead - Electric Distribution Facilities)</b>  Specifications / RFP / Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies / Reports, Operations / Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Utilities / Maintenance / Projects	UT-032	Drawings / As-Builts / Record Drawings - (Electric Distribution Facilities)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 18 CFR 125.2 & 125.3; GC §34090

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<b>UTILITIES / MAINTENANCE / PROJECTS</b>								
Utilities / Maintenance / Projects OR Construction	UT-033	Capital Improvement Projects (CIP): <b>ADMINISTRATION File (Where Utilities is the Lead - Water / Wastewater Facilities)</b>  Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs / Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, Stormwater compliance, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Utilities / Maintenance / Projects	UT-034	Capital Improvement Projects (CIP): <b>PERMANENT File / Scanned Records (Where Utilities is the Lead - Water / Wastewater Facilities)</b>  Specifications / RFP / Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies / Reports, Operations / Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Utilities / Maintenance / Projects	UT-035	Drawings / As-Builts / Record Drawings - (Water / Wastewater Facilities)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 18 CFR 125.2 & 125.3; GC §34090

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<b>UTILITIES / MAINTENANCE / UNDERGROUND UTILITY (Construction)</b>								
Utilities / Maintenance / Underground Utilities	UT-036	Capital Improvement Projects (CIP): <b>ADMINISTRATION File (Where Utilities is the Lead - Underground Projects)</b>  Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs / Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, Stormwater compliance, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Utilities / Maintenance / Underground Utilities	UT-037	Capital Improvement Projects (CIP): <b>PERMANENT File / Scanned Records (Where Utilities is the Lead - Underground Projects)</b>  Specifications / RFP / Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies / Reports, Operations / Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Utilities / Lead Div.	UT-038	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Utilities / Maintenance / Underground Utilities	UT-039	Drawings / As-Built / Record Drawings - (Underground Utilities)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 18 CFR 125.2 & 125.3; GC §34090

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Utilities / Lead Div.	UT-040	Lockout/Blockout - Lockout/Tagout	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Cal/OSHA requests 3 years of documents during audits; GC §34090
Lead Dept.	UT-041	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Utilities / Lead Div.	UT-042	Underground Service Alerts (USAs) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Division Providing Service / Work	UT-043	Work Orders / Service Requests / Asset Management / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Division Providing Service / Work	UT-044	Work Orders / Service Requests / Asset Management / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	UT-045	Work Orders / Service Requests / Asset Management / Service Orders - <b>NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database)</b> (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>UTILITIES / MAINTENANCE / UNDERGROUND UTILITY (Sewer)</b>								

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Utilities / Maintenance / Underground Utility / Sewer	UT-046	CCTV Videos of Sewer Lines	Minimum 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City is on a 4 year cycle; GC §34090
Utilities / Lead Div.	UT-047	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Utilities / Lead Div.	UT-048	Lockout/Blockout - Lockout/Tagout	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Cal/OSHA requests 3 years of documents during audits; GC §34090
Lead Dept.	UT-049	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Utilities / Maintenance / Underground Utility / Sewer	UT-050	Sanitary Spills / Overflows (SSOs)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; SWRCB Order 2022-0103-DWQ; 40 CFR 122.41(j)(2); GC §34090
Utilities / Lead Div.	UT-051	Underground Service Alerts (USAs) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Division Providing Service / Work	UT-053	Work Orders / Service Requests / Asset Management / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>UTILITIES / MAINTENANCE / UNDERGROUND UTILITY (Water)</b>								
Utilities / Lead Div.	UT-056	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Utilities / Lead Div.	UT-057	Lockout/Blockout - Lockout/Tagout	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Cal/OSHA requests 3 years of documents during audits; GC §34090
Lead Dept.	UT-058	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Utilities / Lead Div.	UT-059	Underground Service Alerts (USAs) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Division Providing Service / Work	UT-061	Work Orders / Service Requests / Asset Management / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Division Providing Service / Work	UT-062	Work Orders / Service Requests / Asset Management / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	UT-063	Work Orders / Service Requests / Asset Management / Service Orders - <b>NOT entered in CRM / CMMS Database (partial information entered into CMMS Database)</b> (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090

## RECORDS RETENTION SCHEDULE: UTILITIES (Electricity, Sewer, Solid Waste, Water, Utility Billing)

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<b>UTILITIES / OPERATIONS / REGULATORY COMPLIANCE</b>								
Utilities / Operations / Regulatory Compliance	UT-065	Consumer Confidence Report - Annual Water Quality Report (Potable Water)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires 12 years, federal 10 years; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91 40 CFR 141.33(a); GC §34090
Utilities / Operations / Regulatory Compliance	UT-066	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Utilities / Operations / Regulatory Compliance	UT-067	Electric Utility Regulatory Agency <b>Licenses / Permits:</b> , CEC, CFTC, CPUC, DOE, EPA, FERC, NERC, NPDES, WECC, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Operations / Regulatory Compliance	UT-068	Lab Reports / Chains of Custody: <b>Groundwater, Surface Water</b>	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.405(b); GC §34090
Utilities / Operations / Regulatory Compliance	UT-069	Lab Reports / Chains of Custody: <b>Potable Water Bacteriological / Organics</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Utilities / Operations / Regulatory Compliance	UT-070	Lab Reports / Chains of Custody: <b>Potable Water Chemical</b> (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, / Disinfection Byproduct Precursors)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537, 64692

## RECORDS RETENTION SCHEDULE: UTILITIES (Electricity, Sewer, Solid Waste, Water, Utility Billing)

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Utilities / Operations / Regulatory Compliance	UT-071	Lab Reports / Chains of Custody: <b>Potable Water Lead / Copper</b>	Minimum 12 years OR 2 Compliance Cycles, whichever is longer		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Utilities / Operations / Regulatory Compliance	UT-072	Lab Reports / Chains of Custody: <b>Wastewater, Pretreatment</b>	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; Consistent with Bacteriological and Organics for Potable Water; GC §34090
Utilities / Operations / Regulatory Compliance	UT-073	NPDES Permits	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years); 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Utilities / Operations / Regulatory Compliance	UT-074	NPDES Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; City's permit requires 5 years (Federal mandate is 3 years); 40 CFR §§122.21, 122.41, 122.44
Utilities / Operations / Regulatory Compliance	UT-075	Operating Permits - Water, Wastewater	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Operations / Regulatory Compliance	UT-076	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form / records of the chemical / substance / agent, where / when it was used	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous SDS / MSDS may be obtained from a service; SDS / MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

## RECORDS RETENTION SCHEDULE: UTILITIES (Electricity, Sewer, Solid Waste, Water, Utility Billing)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Operations / Regulatory Compliance	UT-078	Vulnerability Assessment / Emergency Response Plan / Risk / Resilience Assessment / Hazard Mitigation Plan	When Superseded - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §34090 et seq.
<b>UTILITIES / OPERATIONS / SCADA</b>								
Utilities / SCADA	UT-079	SCADA Database (Electricity, Water, Wastewater)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; GC §34090
<b>UTILITIES / OPERATIONS / WATER OPERATIONS</b>								
Utilities / Operations / Water Operations	UT-079.5	Backflow Tests / Cross-Connection Testing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; exceeds SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years,; GC §34090
Utilities / Operations / Water Operations	UT-080	Capital Improvement Projects (CIP): ADMINISTRATION File - (Where Utilities is the Lead - Water Projects)  Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs / Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: UTILITIES (Electricity, Sewer, Solid Waste, Water, Utility Billing)

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Utilities / Operations / Water Operations	UT-081	Capital Improvement Projects (CIP): PERMANENT File / Scanned Records - (Where Utilities is the Lead - Water Projects)  Specifications / RFP / Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies / Reports, Operations / Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; CCP §337 et. seq., GC §34090
Utilities / Lead Div.	UT-082	Confined Space Entries / Hot Work Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Utilities / Operations / Water Operations	UT-083	Drawings / As-Builts / Record Drawings - (Water Projects)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; 18 CFR 125.2 & 125.3; GC §34090
Utilities / Operations / Water Operations	UT-084	FOG (Fats, Oil / Grease) Inspections / Pretreatment Annual / Quarterly Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Utilities / Lead Div.	UT-085	Generator Operation Logs / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Utilities / Lead Div.	UT-086	Lockout/Blockout - Lockout/Tagout	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Cal/OSHA requests 3 years of documents during audits; GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES**  
**(Electricity, Sewer, Solid Waste, Water, Utility Billing)**

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Lead Dept.	UT-087	Operations / Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Lead Dept.	UT-088	Pressure Vessel Certifications / Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Utilities / Operations / Water Operations, Operations	UT-089	Public Notices - Potable Water (Tier 1, 2, / 3)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (5 years is required); GC §34090, 22 CCR §64470
Utilities / Operations / Water Operations, Operations	UT-090	Reservoirs: <b>Dive Videos</b>	10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (covers 2 mandated cycles); GC §34090
Utilities / Operations / Water Operations, Operations	UT-091	Reservoirs: <b>Flushing, Disinfection / Cleaning</b>	3 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §34090
Utilities / Operations / Water Operations, Operations	UT-092	Reservoirs: <b>Inspection Reports, Maintenance Records</b>	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090
Utilities / Operations / Water Operations, Operations	UT-093	Sanitary Surveys of Drinking Water Systems	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §34090

## RECORDS RETENTION SCHEDULE: UTILITIES (Electricity, Sewer, Solid Waste, Water, Utility Billing)

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Utilities / Operations / Water Reclamation	UT-094	Sewer Odor Complaints / Gas Detection Results / Investigations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Utilities / Operations / Water Reclamation	UT-095	Sewer System Management Plans (SSMP) / Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) / Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be retained 5 years and updated every 6 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2022-0103-DWQ; GC §34090
Utilities / Lead Div.	UT-096	Underground Service Alerts (USAs) / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Utilities / Operations / Water Operations, Operations	UT-097	Water Production Reads / Reports (to State DHS / DWR)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
City Clerk	UT-098	Water Supply Agreements	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send originals to City Clerk; GC §34090.7
Utilities / Operations / Water Operations	UT-099	Well Permits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Utilities / Operations / Water Operations	UT-100	Wells / Well History (including abandoned / destroyed wells)	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC §34090

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	UT-101	Work Orders / Service Requests / Asset Management / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; Databases where sewer records may be stored are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
Division Providing Service / Work	UT-102	Work Orders / Service Requests / Asset Management / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	UT-103	Work Orders / Service Requests / Asset Management / Service Orders - <b>NOT entered in CRM / CMMS Database (/ partial information entered into CMMS Database)</b> (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain sewer records, which are required for 5 years; SWRCB Order 2022-0103-DWQ; CCP §§338 et seq., 340 et seq., 342, GC §34090
<b>UTILITIES / UTILITIES BILLING / ADMINISTRATION (see City-Wide)</b>								
Utilities / Utility Billing / Administration	UT-103.5	Rate Study documentation (data request, financial reports, customer / consumption reports) / Rate model	After Approval of New Rate Study		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090
<b>UTILITIES / UTILITIES BILLING / CUSTOMER CARE (Billing)</b>								
Utilities / Utility Billing / Customer Care (Billing)	UT-104	Utility Billing <b>Database (CIS)</b> Includes EMS Subscriptions	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Utilities / Utility Billing / Customer Care (Billing)	UT-105	Bankruptcies - <b>NOT</b> pursued	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090

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Utilities / Utility Billing / Customer Care (Billing)	UT-106	Bankruptcies - <b>Where a claim is filed</b>	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (negative information remains on credit ratings for 7 years); GC §34090
(Bank)	UT-107	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Utilities / Utility Billing / Customer Care (Billing)	UT-108	Collection Agency Assignments / Unpaid Accounts	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Negative credit information remains on credit reports for 7 - 10 years; Meets auditing standards; City does not Lien property (Liens are good for 10 years from recording date, and may be extended by re-recording lien); WC 36729; GC §34090
Utilities / Utility Billing / Customer Care (Billing)	UT-109	Lifeline Program / Reduced Rates (Application only)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet auditing standards; GC §34090
Utilities / Utility Billing / Customer Care (Billing)	UT-110	Meter Change Orders / On / Off Orders	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Copies); GC §34090.7
Utilities / Utility Billing / Customer Care (Billing)	UT-111	Payment Stubs / Water Receipts / Utility Receipts (when payment is submitted)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Documents - payments can be made without including the stub; GC §34090 et seq.
Utilities / Utility Billing / Customer Care (Billing)	UT-112	Variance Adjustments	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to meet auditing standards; GC §34090

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Utilities / Utility Billing / Customer Care (Billing)	UT-113	Water Billing: Appeals - Payment Delinquency / Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Utilities / Utility Billing / Customer Care (Billing)	UT-114	Water Billing: Non-payment Notices / Notice of Payment Delinquency / Impending Discontinuation	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Utilities / Utility Billing / Customer Care (Billing)	UT-115	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Utilities / Utility Billing / Customer Care (Billing)	UT-116	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Utilities / Utility Billing / Customer Care (Billing)	UT-117	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Utilities / Utility Billing / Customer Care (Billing)	UT-118	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
<b>UTILITIES / UTILITIES BILLING / CUSTOMER CARE (Electric / New Development)</b>								
Community Development / Planning	UT-116	New Development Analysis / Planning	Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Planning retains Final / Official Record; GC §34090 et seq.
<b>UTILITIES / UTILITIES BILLING / CUSTOMER CARE (Water Resources)</b>								

**RECORDS RETENTION SCHEDULE: UTILITIES**  
**(Electricity, Sewer, Solid Waste, Water, Utility Billing)**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Utility Billing / Customer Care (Water Resources)	UT-117	Water Conservation Programs (Toilet Rebates, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(meets auditing standards); GC §34090

**RECORDS RETENTION SCHEDULE: UTILITIES  
(Electricity, Sewer, Solid Waste, Water, Utility Billing)**

Office of Record (OFR)	Record No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>UTILITIES / REFUSE AND RECYCLING</b>								
Utilities / Refuse & Recycling	UT-118	Solid Waste Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection / Recycling) . CalRecycle Annual Waste Diversion Report	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years; 14 CCR § 18995.2; GC §34090
Utilities / Refuse & Recycling	UT-119	Solid Waste Tonnage Reports (County Landfills, El Sobrante Landfill, Waste Management, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference;; GC §34090