

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
UTILITIES**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGUTL-001	UTILITY ACCOUNTS Cards, printouts, or similar records on each customer utility account showing billing and payment history.	VITAL	Retain at agency 3 yrs; successful audit; destroy.
LGUTL-002	UTILITY SERVICE DEPOSITS Receipts, refund listings, and related records concerning deposits and refunds for utility service.		Retain at agency 3 yrs after termination of service; successful audit; destroy.
LGUTL-003	UTILITY SERVICE APPLICATIONS (CONNECT/DISCONNECT/RECONNECT) Applications for initiation or discontinuation of utility service.		Retain at agency 3 yrs; successful audit; destroy.
LGUTL-004	UTILITY CONSUMPTION SUMMARY REPORTS Registers, adjustment registers, printouts, or similar records showing monthly consumption by customer account, and similar records used in billing.		Retain at agency 3 yrs; successful audit; destroy.
LGUTL-005	UTILITY METER READINGS Books, cards, sheets, or similar records showing monthly or other periodic utility consumption recorded on each meter.		Retain at agency 3 yrs; successful audit; destroy.
LGUTL-006	UTILITY BILLINGS Registers, journals, printouts, or similar records showing quarterly or other periodic billings of accounts.		Retain at agency 3 yrs; successful audit; destroy.
LGUTL-007	DISTRIBUTION SUMMARY REPORTS Show amounts collected for each district including bad checks, refunds, and cash receipts.		Retain at agency 3 yrs; successful audit; destroy.
LGUTL-008	UTILITY ACCOUNT NOTIFICATIONS OF CHANGES Notices, printouts, reports or similar records showing increases or decreases in footage, equivalent dwelling units, account codes, or reason for changes.		Retain at agency 3 yrs; destroy.
LGUTL-009	WORK ORDERS Show description of work requested; date; individuals or crew assigned to do work; and when completed. May include remarks concerning job results.		Retain at agency 3 yrs; destroy.

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LGUTL-010	MISS UTILITY TICKETS		Retain at agency 1 yr; destroy.
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Determinations of existing infrastructure made prior to initiation of utility work.