



SUMMARY OF CHANGES

- New section for Solid Waste Management added; records series imported from *Local Government General Records Retention Schedule (LGGRRS) Version 5.2* (final version).
- 10 records series previously covered in the Utilities Accounting section are now covered by *Local Government Common Records Retention Schedule (CORE) Version 3.0* and have been discontinued.
- Meter readings are now covered by one of two series, depending on what the data is used for:
 - **Utility Meter Readings/Usage – For Billing** (UT55-05B-18, revised series)
 - **Utility Meter Readings/Usage – For Energy Planning and/or Conservation Education** (UT2012-050, new series)

TABLE OF CONTENTS

1. NEW RECORDS SERIES	2
2. REVISED RECORDS SERIES.....	2
3. DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)	3

Note: The following abbreviations are used throughout this guide:

WSA = Washington State Archives

SAO = Office of the State Auditor

CORE = *Local Government Common Records Retention Schedule*

DWOS = *Destroy when obsolete or superseded.*



NEW RECORDS SERIES

Function: Activity	Title and Description	NEW DAN	Minimum Retention and Disposition	Designations	Rationale
Utilities Accounting	<i>Utility Meter Readings – For Energy Planning and/or Conservation Education</i>	UT2012-050 Rev. 0	Retain until no longer needed for agency business then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM	Series provides disposition authority for huge amounts of data generated for planning and conservation education purposes – where NOT used to substantiate (variable-rate) billing.

REVISED RECORDS SERIES

The records series listed below has been revised; changes and rationale are provided.

RRS DAN	Title	Retention	Title (If different)	Retention (If Different)	Change and/or rationale
UT55-05B-18 p. 51	<i>Utility Meter Reading/ Usage Documentation</i>	3 years	<i>Utility Meter Readings – For Billing</i>	Retain for 3 years after end of fiscal year then Destroy.	Title changed to align with companion series UT2012-050 (<i>Utility Meter Readings – For Energy Planning and/or Conservation Education</i>). Cut-off and retention language clarified.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 1.1 records series listed on the left have been discontinued. DANs that cover the affected records are listed on the right.

Discontinued DAN Ver 1.1	Ver. 1.1 Activity	Version 1.1 Title	Version 1.1 Retention	Retention Schedule: Function: Activity	DAN	Title	Retention and Disposition	Rationale
UT55-05B-01 p. 48	Utilities Accounting	Billing Statements (Cards)	6 years	CORE: Financial Mgmt: Accounting	GS2011-184	Financial Transactions - General	Retain for 6 years after end of fiscal year then Destroy.	Moved series to CORE for common use by all local government agencies. Consolidated series into "big bucket" for user ease.
UT55-05B-03 p. 48		Billing Summaries (Registers)	3 years					
UT55-05B-08 p. 49		Delinquent Account Lists	3 years					
UT55-05B-02 p. 48	Utilities Accounting	Billing Stubs	3 years or audit	CORE: Financial Mgmt: Accounting	GS2012-046	Billing Stubs	Retain for 4 yrs or completion of SAO report, whichever is sooner then Destroy.	Moved series to CORE for common use by all local government agencies. Modified retention per SAO request.
UT55-05B-05 p. 48	Utilities Accounting	Customer Account Adjustment Files	3 years	CORE: Financial Mgmt: Accounting	GS2011-184 OR GS2011-183	Financial Transactions - General Financial Transactions - Bond, Grant and Levy Projects	Retain for 6 years after end of fiscal year then Destroy. Retain for...6 years after completion of levy/grant project or terms of grant agreement, whichever is later then Destroy.	1. One-time adjustments (including conservation rebates, etc.) are covered by GS2011-184 or GS2011-183, depending if they are part of an official grant program. 2. Ongoing discounts/exemptions are covered by <i>Contracts and Agreements - General (GS50-01-11)</i> . 3. Applications for discounts/credits that are not approved by the agency are either covered by GS2011-183 or GS2011-184, depending if they are part of an official grant program.
UT55-05B-27 p. 50	Utilities Accounting	Low Income/Senior Citizen Discount/Tax Exemption Applications	Termination plus 6 years	CORE: Agency Mgmt: Contracts and Agreements	GS50-01-11 OR	Contracts and Agreements - General	Retain for 6 years after completion of transaction or termination/expiration of instrument then Destroy.	
				CORE: Financial Mgmt: Accounting	GS50-03C-07	Grant/Scholarship Applications - Not Approved	Retain for 1 year after notification of denial received or sent then Destroy.	



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)

Version 1.1 records series listed on the left have been discontinued. DANs that cover the affected records are listed on the right.

Discontinued DAN Ver 1.1	Ver. 1.1 Activity	Version 1.1 Title	Version 1.1 Retention	Retention Schedule: Function: Activity	DAN	Title	Retention and Disposition	Rationale
UT55-05B-04 p. 48	Utilities Accounting	Collection Agency Reports	3 years	CORE: Financial Mgmt: Accounting	GS2012-047	Collection Agency Reports	Retain for 4 years after end of fiscal year <i>or</i> until completion of SAO report, <i>whichever is sooner then</i> Destroy.	Moved series to CORE for common use by all local government agencies.
UT55-05B-26 p. 51	Utilities Accounting	Uncollectable Account Lists	3 years	CORE: Financial Mgmt: Accounting	GS50-03B-14	Financial Disputes and Collections - General	Retain for 6 years after matter resolved then Destroy.	Consolidation of all financial disputes/collections records.
UT55-05B-09 p. 49	Utilities Accounting	Deposit Receipts	6 years	CORE: Financial Mgmt: Banking	GS2011-185	Banking – Accounts and Transactions	Retain for 6 years after end of fiscal year then Destroy.	Consolidation of all banking records.
UT50-03B-15 p. 49		Deposit Register	6 years					