

## Summary of Changes

### ***Utility Services Records Retention Schedule v.1.3 (May 2017)***

#### **New Records Series Added**

- None

#### **Retention Changes**

- Two (2) records series have changes to their retention period/cutoff:
  1. **Customer Service Orders (DAN UT55-05B-25) p.52**  
Changed from “6 years (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”  
*Rationale: Adding a cut-off/trigger to the retention period.*
  2. **Line Location Requests (DAN UT50-32-05) p.10**  
Changed from “1 year (Non-Archival)” to “1 year after request fulfilled (Non-Archival)”  
*Rationale: Adding a cut-off/trigger to the retention period.*

#### **Other Minor Changes**

- Six (6) records series have changes to their title and/or description:
  1. **Agency-Provided Training – Radiological (DAN UT2012-006) p.9**  
*Rationale: Updated reference to current version of ANI publication.*
  2. **Customer Service Orders (DAN UT55-05B-25) p.52**  
*Rationale: Clarified the distinction between customer service orders and work orders.*
  3. **Employee Assignment History – Radiological (DAN UT2012-012) p.19**  
*Rationale: Updated reference to current version of ANI publication.*
  4. **Line Location Requests (DAN UT50-32-05) p.10**  
*Rationale: Broadened the scope of this records series so that it applies to any type of utility service.*
  5. **Radiological/Contamination Monitoring (DAN UT2012-008) p.15**  
*Rationale: Updated reference to current version of ANI publication and clarifies that on-site groundwater protection program records are included within the scope of this records series.*
  6. **Work Orders – Electric Power Systems (DAN UT50-06B-28) p.13**  
*Rationale: Updated incorrect CFR citation.*

- One (1) records series has been moved from the “Irrigation Utilities” section to the new “Asset Management – Advice and Technical Assistance” section:
  1. **Line Location Requests (DAN UT50-32-05) p.10**  
*Rationale: Broadened the scope of this records series so that it applies to any type of utility service.*
- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices

### **Archival Designation Changes**

- One (1) records series is being changed from “Archival” to “Non-Archival”:
  1. **Power Demand Charts (DAN UT55-05E-13) p.26**  
*Rationale: Based on appraisal of records by Washington State Archives.*

### **Archival Series Being Revoked**

- One (1) “Archival” records series is being revoked as it is covered by another “Archival” records series:
  1. **Surface Water/Drainage Capital Improvement Projects (DAN UT50-27-15)** covered by Construction Project Files (DAN GS50-18-10)

### **Non-Archival Series Being Revoked**

- None

***Net Reduction in Records Series: 1 (from 172 series down to 171 series)***