

Summary of Changes
Utility Services Records Retention Schedule v.1.4 (February 2019)

New Records Series Added

- One (1) new records series has been added to this records retention schedule:
 1. **Authorization – Nuclear Facility Access (Denials) (DAN UT2019-001) p.17**
“Until plant decommissioned (Non-Archival)”
Rationale: Retention based on Nuclear Energy Institute guidance document NEI 03-05’s requirement that denials be retained permanently.

Retention Changes

- None

Other Minor Changes

- Minor formatting corrections/improvements were made throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- None

Archival Designation Changes

- None

Archival Series Being Revoked

- None

Non-Archival Series Being Revoked

- Three (3) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Load Dispatcher Permits (DAN UT55-05D-10)** covered by Authorizations/Certifications – Employees (General) (DAN GS2011-190)
 2. **Station Load Permits (DAN UT55-05D-15)** covered by Authorizations/Certifications – Agency Management (DAN GS50-01-42)
 3. **Scale House Video Monitoring Tapes (DAN UT50-26-10)** covered by Security Monitoring – Oversight/Surveillance Recordings (DAN GS50-06B-18)

Net Reduction in Records Series: 2 (from 171 series down to 169 series)