

M15.1: Connecticut Municipal Electric Energy Cooperative

(Revised: 12/2014)



1. **SCOPE:** This schedule lists records unique to Connecticut Municipal Electric Energy Cooperative and is used in conjunction with general schedules M1 through M16.
2. **AUTHORITY:** The Office of the Public Records Administrator issues this schedule under the authority granted by §11-8 and §11-8a of the *General Statutes of Connecticut*.
3. **SUPERSEDENCE:** This schedule supersedes Connecticut Municipal Electric Energy Cooperative schedule (2/1997).
4. **DEFINITIONS:**
 - **ACTIVE RECORD:** "A record needed to perform current operations, subject to frequent use, and usually located near the user." [Source: Association of Records Managers and Administrators (ARMA)]
 - **ESSENTIAL RECORD:** "Records necessary to respond to an emergency; to reestablish normal operations after any such emergency; to protect the rights and interests of the agency and the individuals or entities served by the agency; to document the history of Connecticut, its communities and its citizens; or that would require massive resources to reconstruct." [Source: Office of the Public Records Administrator (OPRA)]
 - **INACTIVE RECORD:** "A record no longer needed to conduct current business but preserved until it meets the end of its retention period." [Source: ARMA]
 - **NON-RECORD:** "Item that is not usually included within the scope of official records." Examples of non-records are extra (duplicate) copies kept only for convenience, reference materials, and blank forms. [Source: Society of American Archivists (SAA)]
 - **OFFICIAL RECORD COPY:** "The specific copy of a public record, as provided in CGS § 1-200(5), designated by the public agency as the legally recognized copy that must be maintained for records retention, preservation and authentication." [Source: OPRA]
 - **PUBLIC RECORD:** "Any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, Photostatted, photographed or recorded by any other method." [Source: CGS §1-200(5)]
 - **RECORDS CUSTODIAN:** "The individual or organization having possession of and responsibility for the care and control of material." [Source: SAA]
 - **RECORDS SERIES:** "A group of related records filed/used together as a unit and evaluated as a unit for retention purposes (e.g., a personnel file consisting of an application, reference letters, benefit forms, etc.)." Records on this schedule are arranged by records series. [Source: SAA]
5. **RETENTION PERIODS:** Retention periods listed on this schedule are based on the records' administrative, fiscal, legal, and historical values, as well as statutory or regulatory requirements. In most instances the established period sets the minimum retention requirement. This office strongly recommends applying disposition to all records once the retention period has been met. However, some records have maximum retention periods set by federal or state statutes or regulations and **must** be destroyed at the end of the retention period. Please note that any statute or regulation listed in brackets in the "Retention" column indicates the legal citation that mandates the retention period.

Records of historical value should be preserved for the benefit of historians and other researchers. "Historical" denotes that the municipality may request that a records series be transferred to a local, regional, or state repository approved by the Office of the Public Records Administrator. If a records series has a note that

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indicates, “May have historical value,” the municipality or other entity should contact the State Archives for archival review before requesting disposition of the records. Not all such records will be determined to be archival; conversely, some records without this statement might have archival value.

6. **FORMAT:** Retention periods listed on this schedule apply to the official record copy, whether in paper, electronic, or other format. If records are maintained only in an electronic system, the records custodian must be able to retrieve and interpret the content for the retention period.
7. **DISPOSITION:** This schedule is used concurrently with the *Records Disposition Authorization* (Form RC-075), which is used to request permission to destroy or transfer records that have met the retention period. The custodian of record, the head of municipality, the State Archivist, and the Public Records Administrator must sign the authorization form *prior* to destruction or transfer of records. The Office of the Public Records Administrator cannot grant continuing approval to destroy records on an ongoing basis. Institutions which utilize vendor services must ensure that vendor retention and disposition practices conform to all records management requirements.

No records may be destroyed if there are pending or active Freedom of Information Act (FOIA) requests; litigations; investigations; audits; or other cases, claims, or actions. Note that if there is a destruction hold placed on records, the retention period does not change and that once the hold is lifted, the records may be destroyed after receipt of the signed Form RC-075.

DISPOSITION DUE TO REFORMATTING: In certain circumstances, records custodians may request permission to dispose of original records that have been imaged or microfilmed provided the public agency is in compliance with the State Library’s *Digital Imaging Policy* or *Microfilming Policy*.

8. **CROSS REFERENCES:** Series numbers enclosed in parentheses indicates that a series listed on this schedule has the same function and falls under the record series with that number on another general retention schedule.
9. **OBSOLETE RECORDS:** Records designated as “OBSOLETE” or “SERIES CLOSED” are no longer created or received in the normal course of business. Records custodians should request approval for the appropriate disposition of any records so designated as soon as the retention period has passed.
10. **AUDIT REQUIREMENTS:** Under the Single Audit Act of 1984 (31 USC 7501), audit requirements apply to federal, state, and local programs. The retention requirement, “__ years, or until audited, whichever is later,” requires further explanation. In most instances ‘audit’ refers to the general agency audit conducted by the State Auditors of Public Accounts or the general town or municipal audit conducted by an outside auditing agency, unless otherwise noted. The specific record itself may or may not have been examined as part of the audit process. The requirement of “until audited” is fulfilled when the official audit report is issued. The auditors may recommend that certain records be corrected. Such records, even when they meet retention requirements, must be retained during the period that any review is pending.
11. **FOIA DISCLOSURE:** This retention schedule governs the retention of records – not the disclosure of public records. Refer to CGS §1-200 et seq. or contact the Office of Governmental Accountability, Freedom of Information Commission (FOIC), regarding the disclosure of public records.

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Sections

- | | |
|---|--|
| <ul style="list-style-type: none"> A. ASSET MANAGEMENT B. BUSINESS INTELLIGENCE C. COMMON COMPANY DOCUMENTS D. CUSTOMER PROGRAM MANAGEMENT E. EXECUTIVE AND ADMINISTRATIVE F. EXECUTIVE AND ADMINISTRATIVE - RECORDS INFORMATION MANAGEMENT | <ul style="list-style-type: none"> G. FINANCE AND ACCOUNTING H. HUMAN RESOURCES I. INFORMATION TECHNOLOGY J. LEGAL K. PORTFOLIO MANAGEMENT |
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Series #	Records Series Title	Description	Retention	Disposition	Notes
A. Department: ASSET MANAGEMENT					
1.	Contractor Safety Records	This series documents job site safety protocols for contractors to prevent work related injury. Including but not limited to: safety guidelines; job briefing procedures; job hazard analysis documentation; and safety acknowledgement forms.	Life of asset	Destroy after receipt of signed Form RC-075	Media: P Record Owner: Asset Manager
2.	Calibration Certificate Records	This series documents equipment calibration measurements submitted to CMEEC by 3 rd parties such as manufacturers or maintenance. Including but not limited to: certificates and supporting documentation.	Duration of certification period plus 1 year	Destroy after receipt of signed Form RC-075	Media: E Record Owner: Asset Manager
3.	Asset Commissioning Records	This series documents as-constructed utility facilities. Including but not limited to: maps; diagrams; profiles; photographs; field survey notes; surveys; plot plan; drawings; and engineering studies.	Life of asset	Destroy after receipt of signed Form RC-075	18 CFR Part 125.3.21 Media: P Record Owner: Asset Manager

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Series #	Records Series Title	Description	Retention	Disposition	Notes
4.	Greenhouse Gas Generation Reports	This series documents CMEEC greenhouse gas generation and emission monitoring reports submitted to the Department of Energy and Environmental Protection (DEEP) and Regional Greenhouse Gas Initiative (RGGI) Inc. Including but not limited to: Annual Electricity Generation Report for RGGI; Annual Output Report for RGGI; Annual Greenhouse Gas Emissions Statement; Greenhouse Gas Monitoring Plan; and supporting documentation.	10 years from date submitted	Destroy after receipt of signed Form RC-075	RCSA 22a-174-31 (i)(9)(J)(i) CGS Sec. 22a-200b(f), CT Global Warming Solutions Act Must be kept on site at the source Media: P Record Owner: Asset Manager 40 CFR Part 98.3(g)
5.	Asset Consumption and Emissions Records	This series documents fuel consumption and emission measurements of CMEEC assets. Including but not limited to: NOx (mono-nitrogen oxides) Reports; Report as to Affairs (RATA); Annual SOx Certification; Turbine Compliance Report; charts; Feedback Report Fuel Consumption; fuel certification procedures for calculating emission rates; Excess Emissions Reports; Title V Monitoring Reports; Clean Air Interstate Rule (CAIR); Ozone Season Report for Electricity Output; and supporting documentation.	5 years from date created	Destroy after receipt of signed Form RC-075	Applicable NSR Permit, Part V 40 CFR Part 96 Subpart AAAAA 96.306(e) 40 CFR Part 98.3(g) Must be kept on site at the source Media: E, P Record Owner: Asset Manager

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Series #	Records Series Title	Description	Retention	Disposition	Notes
6.	Asset Maintenance and Testing Records	This series documents testing and maintenance of CMEEC assets. Including but not limited to: logs (startup, shutdown and maintenance events, date, hours of operation, and reason for using distillate fuel oil); maintenance records; Intent-to-Test Package; Pre-Investigation Questionnaire; Prompt Deviation Report; Stack Testing Report; Inspection Checklist – Weekly; Inspection Checklist – Monthly; Planned Maintenance Checklist – Major; Planned Maintenance Checklist – Minor; Service Invoice; Silicon Controlled Rectifier Inspection – Annual; Fluid Analysis Results; and Urea Certification.	5 years from date created	Destroy after receipt of signed Form RC-075	Applicable NSR Permits, Part V Must be kept on site at the source Media: E, P Record Owner: Asset Manager
7.	Quarterly Electronic Data Reports (EDR)	This series documents reports sent to DEEP detailing the availability of emissions data from the Continuous Emissions Monitoring System (CEMS) at the Pierce Plant. The CEMS is required to monitor emissions 24/7/365 and this report provides details to DEEP about any downtime in the system and any emissions exceedances for any pollutants listed on CMEEC air permits.	3 years from date report issued	Destroy after receipt of signed Form RC-075	40 CFR Part 75.57(a) Must be kept on site at the source Media: E, P Record Owner: Asset Manager
8.	Environmental Protection Compliance Records	This series documents compliance related to preventing damage to natural resources. Including but not limited to: Spill Prevention Control and Countermeasure Inspection Checklist; Spill Prevention Control and Countermeasure Plan; Resource Conservation and Recovery Act Hazardous Waste Site ID Confirmation; Resource Conservation; Recovery Act Hazardous Waste Identification Form; and Quarterly Gas Cylinder Audits.	3 years from date created	Destroy after receipt of signed Form RC-075	40 CFR Part 262.4 Part 112.7(e) Must be kept on site at the source Media: E, P Record Owner: Asset Manager.

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Series #	Records Series Title	Description	Retention	Disposition	Notes
9.	Stormwater Permit Records	This series documents DEEP general permits issued to CMEEC for the discharge of stormwater associated with industrial activities. Including but not limited to: Stormwater Pollution Prevention Plans (SWPP); permit registrations; inspection reports; inspection problem condition response reports; Site Compliance Evaluation reports; signed certifications; stormwater quality monitoring data; analytical laboratory reports and sampling data; Discharge Monitoring Reports (DMR); reportable spills of hazardous materials; and training materials.	5 years from expiration of permit	Destroy after receipt of signed Form RC-075	Media: E, P Record Owner: Asset Manager
10.	Meter Generation Output Records	This series documents CMEEC meter generation, output, and performance. Including but not limited to: logs and supporting documentation.	3 years from date created	Destroy after receipt of signed Form RC-075	18 CFR Part 125.13.1(b) Media: E Record Owner: Asset Manager Series includes performance data captured in the Network Operations Center (NOC) Historian program.
11.	North American Electric Reliability Corporation (NERC) Compliance Records	This series documents information and data generated by compliance activities including audits, self-certifications, data submittals, RSAWS, and compliance committee meetings. Including but not limited to: assignment of signatory; Auditor Reports; Data Request Submissions; Compliance Committee meeting minutes; Compliance Plans; and supporting documentation.	5 years from date created or the period specified in the reliability standard, whichever comes later	Destroy after receipt of signed Form RC-075	Applicable NERC Standards, NERC Compliance Process Bulletins Media: E Record Owner: Asset Manager
12.	Asset Permit Records	This series documents permits authorizing CMEEC business activities. Including but not limited to: permits, calculations used for permits and design basis; application materials; photographs; and approvals from issuing authorities.	5 years from expiration of permit	Destroy after receipt of signed Form RC-075	Media: E, P Record Owner: Asset Manager Permits are issued from DEEP and various zoning for towns.

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Series #	Records Series Title	Description	Retention	Disposition	Notes
B. Department: BUSINESS INTELLIGENCE					
13.	Forecasting and Performance Records	This series documents budget forecasting and performance activities. Including but not limited to: budget development documentation and Budget Assumption Register.	3 years from date created	Destroy after receipt of signed Form RC-075	Media: E Record Owner: Power Supply Director
C. Department: COMMON COMPANY DOCUMENTS					
14.	Certificate of Insurance Records	This series documents insurance certificates from third party businesses contracted by CMEEC for services. Including but not limited to: insurance certificates and supporting documentation.	Permanent	Retain in agency	Media: P Record Owner: Relevant Department Director Retention is permanent per advice of legal counsel.
15.	Department Administrative Records	This series documents routine, day-to-day operations of CMEEC departments. Including but not limited to: mission and vision statements; glossary of terms; frequently asked questions (FAQs); department policies; operating plans; department organizational charts; memoranda; orders; guidelines; bulletins; and manuals.	5 years from date created	Destroy after receipt of signed Form RC-075	Media: E 18 CFR Part 125.3.38 Record Owner: CEO
16.	Company Development Files	This series documents the history and development of CMEEC programs, units, and/or divisions, as well as its purpose, authority, and organization. Including but not limited to: company organization charts; mission or function statements; program charges, and legislation related to the organization and structure of the company; long term plans; and company histories.	Permanent	Retain in agency or transfer to State Archives	Media: E Record Owner: CEO

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Series #	Records Series Title	Description	Retention	Disposition	Notes
17.	Policies and Procedures – Formal	This series documents formal procedures and policies issued by governing boards or other authorized entities to address company-wide operations and critical functions. Including but not limited to: policies; directives; By-laws; general letters; official memos; Succession Planning Records; and guidelines.	Permanent	Retain in agency or transfer to State Archives	18 CFR Part 125.3.38 Media: E Record Owner: CEO
18.	Presentation Records	This series documents presentations delivered by CMEEC staff to third parties. Including but not limited to: presentations and handouts.	2 years from date of presentation	Destroy after receipt of signed Form RC-075	Media: E Record Owner: Relevant Department Director
19.	Independent System Operators (ISO) Compliance Records	This series documents CMEEC compliance with ISO reporting requirements. Including but not limited to: Asset Registration Form (ARF); proposed plans; Application and System Impact Studies; Conservation Monthly Reports; Measurements; and Verification Plans; quarterly financial reports; Claimed Capability Audit (CCA) Test request and results; CLAIM 30 test requests and results; CLAIM 10 test requests and results; unit outage requests and notifications; unit re-declaration forms; NX-9A Form; NX-9B Form; NX-12 Form; NX-12D Form; Locational Forward Reserve (LFRM) bid; Forward Capacity Market (FCM) bid; Financial Transmission Rights (FTR) bid; Day-Ahead Energy Market bid; Day-Ahead Demand and Real-Time Load Obligations for CMEEC Load Assets; resettlement of Real-Time Load Obligations; requested billing adjustments; and GIS asset information submissions.	5 years from date submitted	Destroy after receipt of signed Form RC-075	18 CFR Part 125.3.41
D. Department: CUSTOMER PROGRAM MANAGEMENT					

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Series #	Records Series Title	Description	Retention	Disposition	Notes
20.	Customer Conservation Records	This series documents CMEEC customer conservation statistics. Including but not limited to: statistics and supporting documentation.	Life of Program	Destroy after receipt of signed Form RC-075	Media: E Record Owner: Customer Program Management Director
21.	Energy Efficiency Services Records	This series documents CMEEC energy efficiency reports submitted to Connecticut Energy Efficiency Board. Including but not limited to: annual report and plan and supporting documentation.	3 years from date created	Destroy after receipt of signed Form RC-075	Media: P Record Owner: Customer Program Management Director
E. Department: EXECUTIVE AND ADMINISTRATIVE					
22.	Board Member and Representative Appointment Records	This series documents board member and representative appointments by member utility and /or commission. Including but not limited to: official commission letters; correspondence; minutes excerpts; and supporting documentation.	Permanent	Destroy after receipt of signed Form RC-075	Media: E Record Owner: Office & Facility Manager Board of directors made up of member utility representatives.
F. Department: EXECUTIVE AND ADMINISTRATIVE Sub-Section: RECORDS INFORMATION MANAGEMENT					
23.	Strategic Measurement System/Performance Records	This series documents company operational and financial performance of CMEEC and CTMEEC. Including but not limited to: reports and supporting documentation.	5 years from date created	Destroy after receipt of signed Form RC-075	Media: P Record Owner: Relevant Department Director See M1- Administrative records retention schedule for other records management records.
G. Department: FINANCE AND ACCOUNTING					

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Series #	Records Series Title	Description	Retention	Disposition	Notes
24.	Accounts Receivable Records – Power Purchase	This series documents records related to accounts receivable for power purchase. Including but not limited to: bills and supporting documentation.	7 years or until audited, whichever is later	Destroy after receipt of signed Form RC-075	SEC and AI CPA Guidelines Statute of Limitations for contract actions pursuant to CGS Sec. 52-576. Media: E Record Owner: Chief Financial Officer See M3 – Fiscal records retention schedule for all other accounts receivable records.
25.	Arbitrage Rebate Calculation Records	This series documents arbitrage provision calculations related to tax exempt bonds. Including but not limited to: copies of trust fund statements for debt service; debt service reserve funds; and construction funds.	Life of bond, plus 3 years after final redemption	Destroy after receipt of signed Form RC-075	IRS Regulations on Tax Exempt Bonds, Regulation 1-6001-1(e) Media: P Record Owner: Chief Financial Officer
26.	Rate 9 Calculation Records	This series documents the calculation of CMEEC transmission rates (Rate 9) charged to members. Including but not limited to: billing worksheets and supporting documentation.	7 years from date created	Destroy after receipt of signed Form RC-075	SEC and AI CPA Guidelines Statute of Limitations for contract actions pursuant to CGS Sec. 52-576. Media: E Record Owner: Chief Financial Officer

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Series #	Records Series Title	Description	Retention	Disposition	Notes
27.	Bond Closing Binder	This series documents the issuance of bonds. Including but not limited to: official statements; bond resolutions; preliminary official statements; purchase contracts; copy of agreement creating CMEEC; DTC Letter of Representation; affidavits of public notice of adoption of resolution; G TSA (where applicable); PSAs, TFSA (where applicable); CDA (where applicable); certificates; evidence of credit ratings; trustee certificates; acceptance of paying agent; receipt for bonds; Blue Sky surveys; legal opinions; notice of redemption (where applicable); and closing memorandum.	7 years from date created	Destroy after receipt of signed Form RC-075	IRS Regulations on Taxable and Tax Exempt Bonds, Regulation 1-6001-1(e) Media: E, P Record Owner: Chief Financial Officer Retain bound books for length of usefulness. Bonds pursuant to CGS Sec. 7-233f through Sec.7-233i.
28.	Bond Compliance Documentation	This series documents bond compliance. Including but not limited to: trust indenture; ongoing disclosure filings; capital asset lists; and auditor resolution compliance letters.	7 years from date created	Destroy after receipt of signed Form RC-075	IRS Regulations on Tax Exempt Bonds, Regulation 1-6001-1(e) Media: P Record Owner: Chief Financial Officer
29.	Energy Information Administration (EIA) Reports	This series documents reports for fossil fuel plants submitted to the U.S. Energy Information Administration. Including but not limited to: EIA 860 Annual Report; EIA 860 Monthly Report; EIA 861 Annual Report; EIA 923 Annual Report; and EIA 923 Monthly Report.	3 years from date report issued	Destroy after receipt of signed Form RC-075	Media: P Record Owner: Chief Financial Officer Reports submitted to federal government.
30.	Monthly Review of Operations and Financial Report	This series documents CMEEC operating and capital summaries for a calendar year.	7 years or until audited, whichever comes later	Destroy after receipt of signed Form RC-075	SEC and AI CPA Guidelines Media: E Record Owner: Chief Financial Officer
31.	Sales Tax Exemption Records	This series documents CMEEC state sales tax exemption status from the Department of Revenue Services (DRS). Including but not limited to: sales tax exemption certificate and supporting documentation.	Until superseded	Retain in agency	IRS Publication 4221, Media: P Record Owner: Chief Financial Officer

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Series #	Records Series Title	Description	Retention	Disposition	Notes
32.	Transmission Planning Records	This series documents CMEEC reports submitted to Northeast Utilities regarding transferred megawatt hours used in transmission planning. Including but not limited to: Wheeling Reports and supporting documentation.	3 years from date submitted	Destroy after receipt of signed Form RC-075	Media: E Record Owner: Chief Financial Officer
H. Department: HUMAN RESOURCES					
33.	Company Benefit Plan Records	This series documents fringe benefits, insurance coverage and benefit plans for employees. Including but not limited to: documentation relating to employee health, dental, vision and other insurance plans; pension, deferred compensation, retirement and similar plans; including HAS and MED 125, a benefit plan description and/or a summary benefit plan description.	Duration of plan or employee coverage plus 1 year, whichever is later	Destroy after receipt of signed Form RC-075	Internal and 29 CFR Part 1627.3 Media: P Record Owner: Human Resources Lead
I. Department: INFORMATION TECHNOLOGY					
34.	Meter Equipment Identification Records	This series documents meter equipment identification information, including manufacturer, number; type; capacity and units; dates of installation and removal from service; and location.	Life of meter	Destroy after receipt of signed Form RC-075	Media: P Record Owner: Strategic Planning & Technical Services Director
J. Department: LEGAL					
35.	CMEEC Federal Agency Proceedings – Filings Resulting in Orders or Decisions	This series documents federal proceedings filed by CMEEC resulting in orders or decisions. Including but not limited to: applications; briefs; comments; decisions; filings; interrogatories; interventions; motions; notices; orders; petition responses; testimony; and verifications.	Permanent	Retain in agency	Agencies may include: Federal Energy Regulatory Commission (FERC) or Integral Revenue Service (IRS). Media: P Record Owner: General Counsel

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Series #	Records Series Title	Description	Retention	Disposition	Notes
36.	CMEEC Federal Agency Proceedings – All Other	This series documents federal proceedings involving CMEEC and/or CMEEC interests. Including but not limited to: applications; briefs; comments; decisions; filings; interrogatories; interventions; motions; notices; orders; petition responses; testimony; and verifications.	6 years from date created	Destroy after receipt of signed Form RC-075	Agencies may include: Federal Energy Regulatory Commission (FERC) or Integral Revenue Service (IRS). Media: E Record Owner: General Counsel
37.	State Administrative Agency Proceedings – Filings Resulting in Orders or Decisions	This series documents proceedings filed by CMEEC resulting orders or decisions. Including but not limited to: filings; correspondence; approvals; applications; declaratory rulings; interrogatories; motions; notices; petitions; reports; responses; acceptances; acknowledgements; briefs; decisions; exceptions; testimony; and letters in lieu of briefs.	Permanent	Retain in agency	Agencies may include: Connecticut Siting Council; Public Utilities Regulatory Authority (PURA); Department of Energy and Environmental Protection (DEEP); Department of Labor (DOL); Department of Revenue Services (DRS); Independent System Operators (ISO); and Freedom of Information Commission (FOIC). Media: P Record Owner: General Counsel
38.	State Administrative Agency Proceedings – All Others	This series documents proceedings with state agencies involving CMEEC and CMEEC interests. Including but not limited to: filings; correspondence; approvals; applications; declaratory rulings; interrogatories; motions; notices; petitions; reports; responses; acceptances; acknowledgements; briefs; decisions; exceptions; testimony; and letters in lieu of briefs.	6 years from date created	Destroy after receipt of signed Form RC-075	Agencies may include: Connecticut Siting Council; Public Utilities Regulatory Authority (PURA); Department of Energy and Environmental Protection (DEEP); Department of Labor (DOL); Department of Revenue Services (DRS); Independent System Operators (ISO); and Freedom of Information Commission (FOIC). Media: E Record Owner: General Counsel

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Series #	Records Series Title	Description	Retention	Disposition	Notes
39.	Legal Hold Records	This series documents notifications of legal holds and the parameters. Including but not limited to: preservation orders; memorandum; and repeals.	6 years after expiration of appeal period	Destroy after receipt of signed Form RC-075	Media: P Record Owner: General Counsel The Office of the Attorney General retains litigation records for 6 years after expiration of appeal period. Refer to retention schedule 13-3-1.
K. Department: PORTFOLIO MANAGEMENT					
40.	Load and Resources Filing Records	This series documents load and resource filings to the Connecticut Siting Council. Including but not limited to: filing data, interrogatory responses; work papers, and supporting documentation.	5 years from date submitted	Destroy after receipt of signed Form RC-075	18 CFR Part 125.3.41 Media: E Record Owner: Portfolio Management Director
41.	Load Demand Forecasting and Analysis Records	This series documents the analysis and forecasting of CMEEC activities. Including but not limited to: economic and demographic records; Forecasts of Demand and Energy – Long Term; Long Term Forecasts of Monthly Peak & Energy Requirements and Work papers; Power Costs Analyses and Reports; Operating Budget quarterly updates; Forecasts of Demand and Energy – Day Ahead Hourly (includes Ten Day Ahead Hourly Load Forecast and Forecast Model specifications); Wholesale Power Cost and Retail Rate analysis; and supporting documentation.	8 years from date created	Destroy after receipt of signed Form RC-075	18 CFR Part 125.3.39 Media: E Record Owner: Portfolio Management Director
42.	Electric Load Curtailment and Peak Exposure Records	This series documents peak demands and servicing loads. Including but not limited to: notices submitted to members and supporting documentation.	6 years from date created	Destroy after receipt of signed Form RC-075	Media: E Record Owner: Portfolio Management Director

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Series #	Records Series Title	Description	Retention	Disposition	Notes
43.	Weather Reporting and Forecasting Records	This series documents the reporting and forecasting temperature and weather patterns collected and used for internal administrative or operating purposes.	5 years from date information collected	Destroy after receipt of signed Form RC-075	18 CFR Part 125.3.38 Media: P Record Owner: Portfolio Management Director Weather information provided by a 3 rd party service.
44.	Transmission Peak Load Reporting Records	This series documents transmission during peak load hours. Including but not limited to: Monthly RNS and Monthly LNS Reports, and supporting documentation.	5 years from date created	Destroy after receipt of signed Form RC-075	18 CFR Part 125.3.41 Media: E Record Owner: Portfolio Management Director