Revised 2/2005

## Municipal Records Retention Schedule M15 LOCALLY OWNED UTILITIES/REGIONAL AUTHORITIES

Item Number	Record Series Title	<b>Minimum Retention Required</b>	Disposition
M15-010	Agreements/Application for Service (including utility service orders)	3 years or until audited, whichever comes later	destroy <sup>1</sup>
(M3-075)	Billing for Services	3 years or until audited, whichever comes later	destroy <sup>1</sup>
M15-020	Customer Histories	3 years or until audited, whichever comes later	destroy <sup>1</sup>
M15-030	Delinquent Accounts	3 years after issue is resolved (If litigation is involved refer to M1-195 through M1-210)	destroy <sup>1</sup>
	Lock Out/Tag Out Switching Tags		destroy <sup>1</sup>
M15-040	a. Routine maintenance	3 years or until audited, whichever comes later	. 1
(M7-295)	b. Accident related (fatal)	permanent	destroy <sup>1</sup>
(M7-300)	c. Accident related (non-fatal)	10 years ( <i>CGS</i> Sec. 7-282)	
	Meter Deposit Records		
M15-050	a. Commercial	3 years after final bill paid	destroy <sup>1</sup>
M15-055	b. Residential	3 years after final bill paid, or refund of deposit, whichever comes later	destroy <sup>1</sup>
M15-065	Meter Readings	3 years or until audited, whichever comes later	destroy <sup>1</sup>
(M9-205)	Sales Work Orders: for installation, connection, construction, of upgrading of service	3 years or until audited, whichever comes later	destroy <sup>1</sup>
M15-075	Voltage Recording Tapes, including electric demand reading tapes	3 years or until audited, whichever comes later	destroy <sup>1</sup>
See endnote next page.			

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<sup>&</sup>lt;sup>1</sup> Municipalities may destroy records only after receiving the signed approval from (RC-075, rev. 2/2005) from the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.