Retention and Classification Report

Agency: St. George (Utah). Department of Water and Power (2828)

, UT

Records Officer Christina Fernandez

18045	Billing register
18046	Connection book
18048	Public utility customer application records
18052	Public utility daily field notes
18051	Public utility daily pump station well reports
18053	Public utility meter books
18054	Public utility remittance stubs
18057	Water main charts and indexes

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18045 3
TITLE: Billing register
DATES: 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18045
TITLE: Billing register

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(2) (2008)

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18046 3
TITLE: Connection book
DATES: 1980-
ARRANGEMENT: Chronological
DESCRIPTION:

These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

Administrative

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18046
TITLE: Connection book

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18048 3
TITLE: Public utility customer application records
DATES: 1990-
ARRANGEMENT: Alphabetical
DESCRIPTION:

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 11.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after account is closed and then destroy.

APPRAISAL:

Administrative

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18048
TITLE: Public utility customer application records

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302 (2008)

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18052 3
TITLE: Public utility daily field notes
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 19.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18052
TITLE: Public utility daily field notes

(continued)

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(10) (2008)

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18051 3
TITLE: Public utility daily pump station well reports
DATES: 1991-
ARRANGEMENT: Chronological
DESCRIPTION:

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22, Item #35 "Pump Station Well Summary Reports") is usually created from these daily reports.

RETENTION:

Retain 2 years provided summary report is compiled.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 15.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy provided summary report is compiled.

APPRAISAL:

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18051
TITLE: Public utility daily pump station well reports

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18053 3
TITLE: Public utility meter books
DATES: 1980-
ARRANGEMENT: Chronological by month
DESCRIPTION:

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 22.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18053
TITLE: Public utility meter books

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302 (2008)

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18054 3
TITLE: Public utility remittance stubs
DATES: 1980-
ARRANGEMENT: Chronological by date received
DESCRIPTION:

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 27.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18054
TITLE: Public utility remittance stubs

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Private. UCA 63G-2-302(2)(b) (2008)

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18057 3
TITLE: Water main charts and indexes
DATES:
ARRANGEMENT: Chronological
DESCRIPTION:

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 31.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: St. George (Utah). Department of Water and Power

SERIES: 18057
TITLE: Water main charts and indexes

(continued)

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(10) (2008)