

SCHEDULE NO. 60

INFRASTRUCTURE RECORDS

General Description: Records pertaining to basic infrastructure and underlying public works services and systems.

*No record may be destroyed under this Retention Schedule if it is pertinent to any current, pending or anticipated investigation, audit or legal proceeding. **The minimum retention periods specified in this schedule apply to the information contained within the record copy, regardless of the physical format of the record copy (paper, microfilm, electronic).** Each municipality must decide on the physical format for each type of record, ensuring authenticity, readability and accessibility for the entire retention period. **Duplicate Copies:** Retain duplicated copies until no longer needed but not longer than the record copy.*

60.010 ELECTRIC SERVICE

Records relating to the provision of electric service. Note: NERC refers to the North American Electric Reliability Council.

A. Critical Asset Records

Lists of identified critical assets and documentation of the risk-based assessment methodology used to determine critical assets.

Retention: 2 years, in addition to records of last audit [NERC CIP-002-3]

B. Dispatch and Scheduling Records

1. Daily Dispatch Logs

Retention: 3 years [NERC IRO-004-2]

2. Disturbance Records

Records relating to outages, surges, etc.

a. Disturbance Data and Audits

Retention: 3 years [NERC PRC-018-1]

b. Final Disturbance Report

Retention: 7 years, then evaluate for continuing value

3. Operating Procedures

Written operating procedures for real-time actions to be taken during normal and emergency conditions to ensure stable and reliable operation of bulk electric system.

Retention: Permanent [NERC PER-001-0.1]

4. Special or Periodic Reports and Risk Assessment on Service Interruptions

Retention: 3 years [NERC IRO-004-2]

5. System Operating Logs

Retention: 3 years [NERC IRO-004-2]

C. Energy Efficiency Program Records

Records relating to services provided to customers under energy efficiency or conservation programs; includes applications, agreements, review reports, correspondence, data collection records, spreadsheets, etc.

Retention: 4 years after expiration [18 CFR 125.3.29]

D. Engineering Records and Supporting Documentation

Final as-built drawings, system schematics, shop drawings, diagrams showing layouts, designs, plans, patterns and configuration for systems and equipment; engineering studies, plans and reports; maps, diagrams, profiles, photographs, drawings and supporting documentation showing locations of utility production, transmission and distribution facilities as constructed or as proposed; soil condition reports; survey field books documenting survey methodologies and activities; topographic surveys; and similar records.

Retention: Life of facility [18 CFR 125.2, 18 CFR 125.3.21]

E. Maintenance Work Orders

Cost estimates, work order sheets, summaries of expenditures on maintenance, job orders and clearances.

Retention: 5 years [18 CFR 125.3.15]

F. Power System Accounting and Billing Records

1. Deviation Reports - Summaries of System Changes

Retention: 3 years [NERC IRO-004-2]

2. OASIS (Open Access Same-Time Information System) Records

a. Audit Data

Data relating to OASIS postings for available transmission capability (ATC) and total transmission capability (TTC), agreed-upon transmission service transactions, agreed-upon ancillary service transactions, denied requests for transmission service and curtailed or interrupted transactions.

Retention: Must be made publicly available upon request for download for 5 years from date posted, in same electronic form used when originally posted on OASIS [18 CFR 37.7(b)]

b. Data Used to Calculate ATC and TTC

Calculated for any constrained posted paths, including limiting element(s) and the cause of the limit; e.g., thermal, voltage, stability.

Retention: 6 months [18 CFR 37.6(b)(2)(ii), NERC IRO-004-2]

3. Surplus Sales Records

Retention: 3 years [NERC IRO-004-2]

4. System Control and Data Acquisition (SCADA) Records

a. Data - Hourly and One-Minute

Retention: 4 months

b. Disturbance Records - Outages, Surges, etc.

1) Final Disturbance Reports

Retention: 7 years, then evaluate for continuing value

2) Preliminary Information

Request forms, notifications, investigations, preliminary disturbance reports, etc.

Retention: Until final disturbance report is completed

3) System Disturbance History (Summary)

Retention: Permanent

G. Production Records

1. Boiler Tube Failure Report

Retention: 3 years [18 CFR 125.3 13.1(a)]

2. Gauge Reading Reports

Retention: 2 years [18 CFR 125.3 13.1(f)]

3. Generation and Output Logs and Supporting Data

Retention: 3 years [18 CFR 125.3 13.1(b)]

4. Generating High-Tension and Low-Tension Load Records

Retention: 3 years [18 CFR 125.3 13.1(d)]

5. Load Curves, Temperature Logs, Coal and Water Logs

Retention: 3 years [18 CFR 125.3 13.1(d)(e), NERC IRO-004-2]

6. Recording Implementation Charts

Retention: 1 year [18 CFR 125.3 13.1(g)]

7. Station and System Generation Reports and Clearance Logs (Steam and Other)

Retention: 6 years [18 CFR 125.3 13.1(c)]

H. Regulatory Reports

Reports to federal and state regulatory commissions, including annual financial, operating and statistical reports.

Retention: 5 years [18 CFR 125.3 41]

I. System Planning Records**1. Emergency Operations Plans and Supporting Documentation**

Emergency load reduction plans and other plans to address insufficient generating capacity, transmission system, load shedding, system restoration, mitigation of operating emergencies, training programs, restoration plans, testing of communications and other aspects of the plans, verification results for the current approved restoration plan, implementation strategies for disturbances, resynchronization data, records of participation in all requested drills, exercises or simulations, backstart resource agreements, etc.

Retention: 3 years and until completion of compliance audit [NERC EOP-001-2, NERC EOP-005-2]

2. Reliability Impact Assessments, System Studies and Supporting Documentation

System studies and assessments of new facilities and connections on the interconnected transmission systems (potential interface and other operating limits; i.e., overloaded transmission lines and transformers, voltage and stability limits) ensuring that bulk electric system can be operated reliably in anticipated normal and contingency event conditions; data needed for system studies and reliability assessments; critical facility status, load, generation, operating reserve projections, known interchange transactions, transmission data, generation data, balancing authority demand, area control error and frequency, etc.; action plans for reconfiguration of transmission system, re-dispatching of generation, reduction or curtailment of interchange transactions reducing load to return transmission loading to acceptable levels or irols.

Retention: 3 years [NERC IRO-004-2, NERC FAC-002-1]

3. System Planning Studies

Specific network impact studies performed for customers, includes listings of system planning studies posed on OASIS.

Retention: 5 years [18 CFR 37.6(b)(2)(iii), NERC FAC-002-1]

J. Transmission and Distribution Records

Substation and transmission equipment and operation records, including maintenance, operation, inspection and testing records for substations and the transmission system.

1. Equipment History Records

Maintenance histories, operation, inspection and testing records for batteries, gas breakers, hot sticks and grounds, insulators, oil breakers, relays and similar equipment; includes transformer inspections, oil tests, etc.

Retention: 5 years

2. Exception Reports

Apparatus failure reports, interruption logs and reports, transmission line trouble reports, etc.

Retention: 6 years

3. Lightning and Storm Data

Retention: Until no longer needed for reference

4. Meter Change-Out Reports

Received from substation crews when they work on meters.

Retention: 3 years [NERC FAC-002-1, NERC IRO-004-2, NERC PRC-005-1]

5. PCB Transformer Records**a. PCB Disposal Logs**

Retention: At least 3 years after facility ceases using or storing PCBs [40 CFR 761.180]

b. PCB Spill Cleanup and Decontamination Records

Retention: 5 years [40 CFR 761.125(b)(3)]

c. PCB Transformer Inspection and Maintenance History

Retention: 3 years after disposal [40 CFR 761.30(a)(1)(xii)]

6. Pole Tower and Transformer History Records

Retention: Life of pole, tower or transformer [Transformers: 18 CFR 125.2 14(c)]

7. Relay Settings for Substations

Documentation of types, settings, input and output, substation location, etc.

Retention: Until superseded

8. Substation and Transmission Line Logs

Retention: 3 years [18 CFR 125.3 14(a)]

9. Substation Compliance Reports

Annual NERC reports - general inspection and operating tests.

Retention: 3 years

10. Switching Records (Substation)

Retention: 3 years [NERC IRO-004-2]

11. System Operator's Daily Logs and Reports of Operation

Retention: 3 years [18 CFR 125.3 14(b)]

12. Vegetation Management Records

Quarterly program reports and tree trimming around transmission lines and substations.

Retention: 5 years [NERC FAC-003-1]

60.020 LOCATE REQUESTS

Records of utility and infrastructure locate requests.

Retention: 90 days after locate is completed or determined to be responsibility of another jurisdiction

60.030 SOLID WASTE MANAGEMENT

Records pertaining to landfills, recycling centers and solid waste management.

A. Dump or Trip Tickets

Receipts for loads hauled to landfills or recycling centers.

Retention: 3 years

B. Landfill Locations

Records documenting the locations of current and past landfills and dumps.

Retention: Permanent

C. Landfill and Recycling Operations [Reserved]**60.040 STORMWATER DRAINAGE SYSTEM RECORDS**

Records relating to the management of stormwater run-off and drainage, flooding and storm drainage basins.

A. Basin, Floodway and Flooding Records

Records documenting the existence of designated and recognized stormwater basins and floodways, including maps and drawings depicting locations, FEMA flood insurance rate maps and records documenting the locations, extent and levels of flooding and mitigation efforts.

Retention: Permanent

B. Weather Observation Records

Data and reports relating to weather conditions impacting the stormwater system.

Retention: Permanent for compilations and 5 years for raw data

C. Wetlands Management

Records relating to protection and management of wetlands on municipal property or rights-of-way.

Retention: Permanent for preserved wetlands or 30 years after removal and fill

60.050 STREET AND TRAFFIC OPERATIONS RECORDS

Records documenting the ongoing street system and traffic flow operations.

A. Asphalt Testing Records

Records relating to asphalt testing; may include asphalt samples and analytical reports.

Retention: 5 years

B. Bridge Inspections and Maintenance

Records of bridge inspections, inventory, changes to bridges, maintenance and summary reports to the State or other agencies. [23 CFR 650.305, 23 CFR 650.311]

Retention: 2 years after bridge is removed from service

C. Event Records - Traffic Impacts

Records documenting preparation for and implementation of traffic changes related to special events such as parades, motorcades and demonstrations, including street closures, traffic rerouting, barricades, signal timing changes and other similar variations.

Retention: 2 years after event

D. High Accident Locations

Records documenting accidents at locations that have a relatively high accident rate.

Retention: 6 years

E. Naming and Renaming of Streets

Records relating to naming and changes of names of streets and roadways.

Retention: Permanent

F. Street Address Number Records

Records pertaining to street closings, assignment and alteration of street names and house numbers, and similar records providing official control of the naming and numbering of streets and addresses.

Retention: Permanent

G. Street Cleaning and Sweeping Records

Retention: 3 years

H. Street Engineering Records

Records documenting the layout and planning of streets, intersections and sidewalks, establishment of grades, street and intersection design and alignment, benchmarks and monumentation, street and drainage problem histories and similar records of long-term significance.

Retention: Permanent

I. Street System Records

Documentation filed on or before December 31, 1953, with the State Department of Transportation certifying the total mileage of streets in the street system, certification of adoption and a map of the arterial street system, and documentation of subsequent changes in total mileage and arterial mileage shown in an annual report. [CRS 43-2-125 and 43-2-132]

Retention: Permanent

J. Traffic Congestion Monitoring Records

Records relating to scheduled or random traffic counts and traffic congestion monitoring, including automated or manual traffic counts and video recordings of traffic flow.

Retention: 6 years

K. Traffic Marking, Timing and Signalization Files

Records and data documenting traffic signal timing, traffic marking and signalization and construction zone, crosswalk parking and no parking zones, snow route, speed zone and truck route designations.

Retention: 2 years after superseded

L. Weather Observation Records

Data and reports relating to weather conditions impacting street and traffic operations.

Retention: Permanent for compilations and 5 years for raw data

60.060 TRANSPORTATION SYSTEM RECORDS**A. Airport Operations Records [Reserved]****B. Railroad Systems Records**

Records pertaining to railroad systems, routes, regulations and rights-of-way.

Retention: Permanent

C. Transportation Services Records

Records pertaining to the overall operation of transportation systems that serve residents, such as airline, light rail, taxicab service, bus system and paratransit service; includes municipal approvals for PUC licenses, route maps and similar records relating to the operation of the service.

Retention: 6 years

60.070 VACATIONS - STREET, ALLEY AND RIGHT-OF-WAY

Records pertaining to the formal abandonment or vacation of previously dedicated streets, alleys and public rights-of-way or easements.

Retention: Permanent

60.080 WATER AND SEWER DISTRIBUTION AND STORAGE SYSTEM RECORDS

Records relating to the operation of the water and sewer distribution and storage systems.

A. Cross-Connection Control Survey Records

Documentation of monitoring of potential or actual water system health hazards from pollution entering water pipes from other pipes, including address, description of protection, corrections made, etc.

Retention: 1 year after disconnection or 10 years, whichever is later

B. Sewer Inspection and Testing Records

Records of inspections and testing to locate problems and defects so that corrective measures can be taken.

1. Sewer Test Records

Documentation of smoke, X-ray and other tests undertaken to verify hookup to main sewer lines, check condition of pipes or determine effectiveness of backflow prevention devices.

Retention: 5 years after completion of test

2. Video Inspection Records

Records of video inspections to locate problems and defects so that corrective measures can be taken.

Retention: Until after next video inspection, then evaluate prior to destruction of records to determine ongoing value

C. Tap Permits and Connection Records

Records regarding the application for and issuance of water and sewer tap permits and connections between specific properties and the utility systems, including those for inside and outside users.

Retention: 2 years after disconnection

1. Disconnection Records

Retention: Permanent

D. Valve Records

Records documenting installation, locations and maintenance of valves in the water and sewer systems.

1. Locations

Retention: Permanent

2. Maintenance and Repair

Retention: 2 years

3. Specifications

Retention: Until valve is permanently removed from service

E. Water Consumption Reports

Compilations of statistics documenting daily water consumption.

1. Annual Reports

Retention: Permanent

2. Information Summarized in Annual Reports

Retention: 2 years

F. Water Distribution and Production System Records

1. Analysis of System

Retention: 3 years

2. Reports - Distribution and Production Systems

Retention: Permanent

3. Water Line Maintenance and Repair Records

Documentation of maintenance and repair of water lines.

a. Records Requiring Engineering Stamp

Retention: 2 years after water line permanently removed from service

b. Other Records

Retention: 2 years

4. Water Pressure Measurements

Retention: 6 years

5. Water Storage Inspection Reports

Retention: 6 years

6. Water System Inspection and Testing Records**a. Video Inspection Records**

Records of video inspections to locate problems and defects so that corrective measures can be taken.

Retention: Until superseded, replaced or revised, then evaluate prior to destruction of records to determine ongoing value

b. Water System Test Records

Documentation of tests undertaken to verify connections, check condition of pipes, etc.

Retention: 5 years after completion of test

7. Water Use Restriction and Conservation Records**a. Notices of Restrictions**

Notices of water use restrictions imposed because of restrictions on water supply.

Retention: 2 years

b. Variance Records

Records of variances for individual property owners to the watering restrictions.

Retention: Until expiration of variance

c. Water Conservation Records

Records of activities that promote and coordinate the efficient use of water resources; i.e., educational and outreach efforts, reports, etc.

Retention: 5 years, then evaluate for continuing value prior to destruction of records

60.090 WATER AND SEWER TREATMENT SYSTEM RECORDS

Records relating to the treatment of water or sewage.

A. Analytical Reports

Records relating to analysis of samples taken from various locations throughout the system and from raw and processed sources of supply.

1. Bacteriological and Microbiological Analysis

Samples collected for laboratory testing for various contaminants that are naturally present in the environment; includes sewage plant composite sampling records, weekly sewage tests, etc.

Retention: 5 years [40 CFR 141.33]

2. Chemical and Radiological Analysis

Verifications of water quality at various sampling points to determine the presence of chemicals and radionuclides from the decay of natural and manmade deposits and the erosion of natural deposits.

Retention: 10 years [40 CFR 141.33]

3. Lead and Copper Analysis

Tests to determine the levels of lead and copper resulting from the corrosion of household plumbing systems, the erosion of natural deposits and leaching from wood preservatives; includes sampling data and analyses, reports, surveys, letters, evaluations, schedules, state determinations, etc.

Retention: 12 years [40 CFR 141.91]

4. Secondary Contaminants Analysis

Tests to determine the levels of inorganic and volatile organic contaminants.

Retention: 10 years [40 CFR 141.33]

5. Turbidity Analysis

Documentation of analysis of water samples to determine level of cloudiness caused by suspended particles resulting from soil runoff.

Retention: 5 years [40 CFR 141.33]

6. Water Test Standards

Standards for water testing.

Retention: 5 years after superseded

B. Annual Reports

Reports created on annual basis, including national primary drinking water consumer confidence reports delivered to consumers, documenting water and wastewater treatment operations.

Retention: Permanent

C. Corrective Actions - Noncompliance

Documentation of actions to correct violations of primary drinking water regulations.

Retention: 3 years after last action regarding violation [40 CFR 141.33]

D. Discharge Permits and Monitoring

Documentation of pollution and effluent discharged from wastewater treatment facilities and reports submitted in conjunction with permit compliance; permits issued under the Clean Water Act by the Colorado Department of Health or Environmental Protection Agency/ National Pollution Discharge Elimination System (NPDES) for discharge of treated sewage under controlled conditions.

1. Inspection Records

Documentation of annual inspections of wastewater treatment operations to monitor compliance with NPDES permit conditions.

Retention: 5 years

2. Odor Complaints

Retention: 3 years

3. Permits and Supporting Documentation

Retention: 5 years after expiration, cancellation, revocation or denial

E. Industrial Pretreatment Permits

Permits and permit modifications issued to private industries allowing the discharge of specific pollutants under controlled conditions.

Retention: 5 years after expiration, cancellation, revocation or denial

F. Operational Reports

1. Chlorination Reports

Retention: 10 years

2. Filter Plant Logs

Daily information regarding plant operations.

Retention: 5 years

3. Plant Capacity Records

Retention: 2 years

4. Sand Trap Inspections

Retention: Life of sand trap

G. Sanitary Surveys of System

Studies, surveys or reports examining the overall sanitary condition of water and wastewater systems and any communications regarding the sanitary survey.

Retention: 10 years after completion of sanitary survey [40 CFR 141.33]

H. Sludge Application Records

Documentation of placement of approved sites and the surface application of sewage sludge to approved sites.

1. Domestic Septage Application

Retention: 5 years [40 CFR 503.17]

2. Permits and Supporting Documentation

Retention: 5 years after expiration, cancellation, revocation or denial

3. Preparation and Application of Sludge

Records relating to preparation of sewage sludge and the application of sewage sludge to approved sites, including certifications of concentration of pollutants, pathogen requirements and management practices.

Retention: 5 years [40 CFR 503.17]

4. Surface Disposal Site Placement

Records retained by the municipality of sewage sludge placed on surface disposal sites, including name and address of persons who prepare the sludge, name and address of the landowner or lease holder, site location, an explanation of why the sludge must remain on the site for longer than two years before final use or disposal, and an estimate of when final disposal will take place.

Retention: As long as sewage sludge remains on land [40 CFR 503.20]

I. Variances and Exemptions

Retention: 5 years after expiration [40 CFR 141.33]

60.100 WATER SOURCE OF SUPPLY RECORDS

Records pertaining to source of supply of raw (untreated) water, including records relating to adjudication, acquisition, dedication and transfer of water shares and water resources and records relating to the water storage system. **[Important Note:** Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

A. Acquisition, Sale and Transfer Records

Records relating to acquisition, sale or transfer of water rights, including water acquisition agreements, dedication of water rights by developers to meet development requirements, court proceedings, water decrees, allotment contracts, temporary use permits and other similar transactions.

Retention: Permanent, *except* that water offers are to be retained until accepted or rejected

[Important Note: Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

B. Dam Monitoring and Inspection Records

Dam safety inspections and monitoring data and reports.

Retention: Life of dam + 1 year

C. Ditch Records

Records relating to gauging station and visual monitoring of ditch flows and conditions.

Retention: Life of ditch + 1 year

D. River and Stream Records**1. Flow Measurements**

Data reported to the State Engineer's Office regarding water flows, collected from recording stations in streams or wells.

Retention: 1 year

2. Hydrologic Data - Rivers and Streams

Raw data collected from field gauging stations established to monitor diverted river and stream flows.

Retention: 5 years, provided that data is compiled into report that is retained permanently

3. Surface Water Rights Records

Augmentation plans, river flow observations, adjudication of priorities of use and similar records relating to surface water rights.

Retention: Permanent [**Important Note:** Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

E. Underground Water Rights and Supply

Records relating to underground aquifers, water wells and similar records.

Retention: Permanent [**Important Note:** Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

F. Water Decree Accounting

Records retained as required by the State Engineer or Water Court to track the use of water under a decree.

Retention: Permanent [**Important Note:** Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

G. Water Rental or Leasing Records

Records relating to water stock assessments and seasonal rental of surplus irrigation water.

Retention: 6 years

H. Water Stock Certificates

Documents issued by water companies as proof of an ownership interest in the company.

Retention: Until sale or transfer of stock

I. Weather Records**1. Weather Modification Records**

Records of cloud seeding projects.

Retention: Permanent

2. Weather Observation Records

Reports on weather, river, snow pack and climatological observations affecting water supply.

Retention: Permanent for data compilations and 5 years for raw data

J. Well Records

Records pertaining to location, adjudication, permit applications, drilling, installation, testing, use and abandonment of water wells for municipal use.

Retention: Permanent [**Important Note:** Water rights records are considered to be essential municipal records, and the State Archives therefore recommends that the "record" copy be retained in paper format.]

Cross References

- Agreements and contracts - 40.030, Agreements and Contracts
- Annexation review records - 65.010, Annexation Case Files
- Communication infrastructure - Schedule 55, Information Technology and Communication Systems Records
- Communication systems franchises - 30.110, Franchise Records
- Complaints - 40.090, Complaints, Routine Service Requests and Nonbinding Petitions
- Correspondence and general documentation - 40.100, Correspondence and General Documentation
- Development review records - 65.030, Development Case Files
- Easements - 95.030, Easements and Rights-of-Way and Supporting Documentation
- Emergency plans - 100.040, Emergency Planning and Response
- Encroachments - 75.020.G, Permits to Work in Public Way
- Enterprise board records - 45.060, Governing Body as Another Decision-Making Body
- Equipment calibration, maintenance and testing - 35.010, Equipment Records in General
- Fee collection - 30.020, Accounts Receivable (A/R) Records
- Franchises - 30.110, Franchise Records
- Hazardous waste - 25.020, Hazardous Waste Storage and Transport Records
- Impact fees - 30.020, Accounts Receivable (A/R) Records
- Improvement districts - 30.130, Improvement District Records
- Landfill monitoring - 25.010, Environmental Monitoring and Reviews
- Maps and drawings - 40.180, Maps, Drawings and Supporting Documentation
- Metering records - 30.210.B, Meter Records
- Plans - 40.330, Studies, Plans and Reports
- Policies and procedures - 40.220, Policies and Procedures Documentation
- Projects - 40.240, Project Files
- Rebate programs - 30.180, Rebate Program Records
- Reports - 40.290, Reports
- Rules, regulations and standards - 40.310, Rules, Regulations and Standards
- Studies - 40.330, Studies, Plans and Reports
- Traffic code - 40.070.A, Codes Adopted by Reference
- Training and operator records - 90.070, Employee Records - Active and Terminated
- Utility billing - 30.210, Utility Billing
- Water and sanitation district records - 40.320, Special District Records