



## **Records Retention Schedule**

**2016**

If you have questions concerning this document please  
contact:

Office of the CIO,  
IT Security and Compliance,  
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301-206-8144

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No. 2669**

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**Agency**

Washington Suburban Sanitary Commission

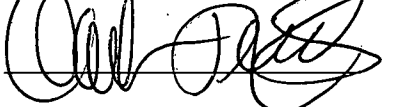
**Division/Unit**

Office of the CIO

Item No.	Description	Retention
1100-01-001	<b><u>Executive Policy Communications</u></b> Executive communications regarding Washington Suburban Sanitary Commission (WSSC) policy issues.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1100-01-002	<b><u>Executive Communications</u></b> Executive communications that don't fit within other record series.	Retain for 3 years, then destroy.
1100-01-003	<b><u>Publications</u></b> Official agency publications or audio/video productions, such as Annual Reports, the General Manager's Report, and Outreach brochures. Includes copies of the publications and records related to their release or distribution. Federal and State Legislative Update Newsletters (External Version).	Permanent. Retain until publications are released to the public, then offer to the Maryland State Archives for permanent retention.
1100-01-004	<b><u>Customer Notification System (CNS)</u></b> Notice of water use restrictions imposed by WSSC because of restrictions on water supply.	Retain for current year plus 1 year, then destroy.
1100-01-005	<b><u>Water Quality Issue Public Notification Records</u></b> Records related to any public notice required by the Safe Drinking Water Act (SDWA) due to water quality issues.	Retain for 5 years, then destroy.
1100-02-001	<b><u>News Releases - Policy or Historical Value</u></b> Prepared statements or announcements announcing WSSC events, new programs, program changes or termination, major shifts in policy and changes in officials or senior administrative personnel. The Business Unit has declared these records as permanent based on their administrative, historical and legal value.	Permanent - Retain for 10 years, then offer to the Maryland State Archives for permanent retention.
1100-02-002	<b><u>Community Outreach Programs</u></b> External General Correspondence with Community Associations, Neighboring Property Owners, Other Public and Regulatory Agencies, Municipalities and Chamber of Commerce. Note: Project specific communications remain with the project file.	Retain for 3 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 09/06/2016

Signature 

Typed Name Carla A. Reid

Title General Manager/CEO

Schedule Authorized by State Archivist

Date 9.9.16

Signature 

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1100-02-003	<b><u>Beat Assignments Files</u></b> Beat and On-call assignments for Communication Department Employees.	Retain for 5 years, then destroy.
1100-02-004	<b><u>Public Addresses by WSSC Officials</u></b> Speeches, addresses, and comments of WSSC officials, remarks made at formal WSSC ceremonies by officials, State of WSSC Addresses, etc. Includes paper records, videotape, motion picture or tape recordings.	Permanent - Retain for 10 years, then offer to the Maryland State Archives for permanent retention.
1100-03-001	<b><u>Agreements/Interagency Agreements</u></b> All Agreements, including Contracts, Memorandum of Understanding (MOU), between WSSC and any individual or entity, including another governmental agency, but not including Right of Ways (ROWs) or Sewer Extension Permits (SEPs,) which have their own separate record series.	Retain for 10 years after expiration or fulfillment of all terms of the agreement or contract, then destroy.
1100-03-002	<b><u>Seal, Logo and Other Intellectual Property Records</u></b> Records relating to WSSC owned copyrights, trademarks, service marks, seals, logos, taglines and other similar intellectual property. Includes Materials Use Agreements authorizing the use or publication of WSSC-owned intellectual property.	Permanent - Retain until superseded, then offer to the Maryland State Archives for permanent retention.
1100-03-003	<b><u>Commission Records - Photographs and Videos with Historical Value</u></b> Photographs or videos with historical value and any associated permissions to use photographs/videos. The Business Unit has declared these records as permanent based on their administrative, historical and legal value. The Director of Communications and Community Relations will make the decision on whether the record is permanent or not. This decision is based on whether the record(s) have sufficient value to warrant its permanent retention.	Permanent - Retain for 10 years, then offer to the Maryland State Archives for permanent retention.

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1100-03-004	<b><u>Commission Records - Routine Photographs and Videos</u></b> Routine Photographs (non project or program file) and associated permission to use photographs/videos. Note that photos or video associated with a specific project or program will be filed with that project or program. The Director of Communications and Community Relations will make the decision on whether the record is routine, or has historical value and belongs in above category.	Retain for 5 years, then destroy.
1100-03-005	<b><u>Correspondence and General Documentation - Routine</u></b> Documents and correspondence that are not part of a case file or project which are central or essential to an employee's work, but are of a non-policy nature and deal with only day-to-day general operations of WSSC.	Retain for 3 years after subject closure, then destroy.
1100-03-006	<b><u>Employee Publications</u></b> This record series represents Internal WSSC Employee Publications (not for general public dissemination) such as Fish Tales, Office newsletters produced throughout the year, Federal and State Legislative Update Newsletters (Internal versions). For publications to the general public reference: COMAR 14.18.02.02 (8) "Publication" means any informational material developed by or for an agency for general public dissemination.	Retain for 30 years, then destroy.
1100-03-007	<b><u>Mail Logs</u></b> Record of mail, automated mail stream reports, routing slips, interoffice delivered items and completed forms for Inter-office deliveries/receipts.	Retain for current year plus 5 years, then destroy.
1100-04-001	<b><u>Water Quality and Consumer Confidence Reports</u></b> Water Quality Reports and other publications pertaining to Consumer Confidence not included in other record series.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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1100-04-002	<b><u>Special Studies</u></b> All correspondence and documentation regarding any special studies required by legislature and associated reports or findings.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1100-04-003	<b><u>Publication Requirement Records</u></b> Documentation of compliance with laws requiring posting, mailing, publication or other distribution of public notice of meetings of the Board or adoption of regulations. Records include notices of rate and other major hearings published in newspapers and proof of publication, notices of weekly and monthly meetings posted at WSSC facilities, notice of regulatory changes or revisions, and other records documenting the posting of the notices.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until the next review. If inactive, offer to the Maryland State Archives for permanent retention.
1100-04-004	<b><u>Auditing - Annual Financial Report, Uniform Financial Report.</u></b> Audited Financial Statements and Uniform Financial Reports	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1200-01-001	<b><u>Customer Claim Records</u></b> This series documents claims and related correspondence from customers or other interested members of the public. Records may include the name and contact information of the claim, the date and nature of the claim, and the response, adjustment or disposition made. May include supporting documentation such as correspondence sent and received, memos, and material gathered to explore or respond to issues, if relevant to the disposition of the claim. Excludes claims once referred to Dispute Resolving Board or Refund Hearing or if legal action filed.	Retain for 3 years after final resolution of the complaint, then destroy.

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1200-02-001	<p><b><u>Customer Complaint Records</u></b> This series documents complaints or other correspondence from customers or other interested members of the public about billing, service, or operations. Records may include the name and contact information of the complainant, the date and nature of the complaint, and the response, adjustment or disposition made. May include supporting documentation such as correspondence sent and received, memos, and material gathered to explore or respond to issues, if relevant to the disposition of the complaint.</p>	Retain for 3 years after final resolution of the complaint, then destroy.
1200-02-002	<p><b><u>Customer Account Records</u></b> This series consists of the account information and history of each customer, including billing and payment information, account change information, reports, service requests, delinquent account and collection information. Records are maintained in the Customer Billing and Information System (CBIS).</p>	Retain until account closure plus 15 years, then destroy.
1200-02-003	<p><b><u>Service Order Records</u></b> This series documents requests for service by customers for work to be performed by WSSC personnel, including connections, disconnections, repairs and other maintenance functions. Consists of paper copies of service orders, work orders and any similar records requesting, authorizing or describing work to be done. EXCLUSIONS: (i) Electronic data in the Customer Billing and Information System that is used to generate hard copy service or work orders are covered by CUSTOMER ACCOUNT RECORDS (1200-02-002).</p>	Retain for current year plus 6 years, then destroy.
1200-02-004	<p><b><u>Service Reports</u></b> This series consists of the Monthly Service Statistics Reports, Call Center Statistical Data, Interactive Voice Response Systems (IVRS) and any other reports documenting service availability or interruptions.</p>	Retain for 2 years after the end of the calendar year of the period covered by the report, then destroy.

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1200-02-005	<b><u>Covenants for Service to Property</u></b> Private Easement Agreements, Declaration of Covenants, Covenant Agreements, Shared Site Utility System Billing and Maintenance Agreements and all related documents.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1200-02-006	<b><u>Meter and Meter Reading Management Records (excludes Large Meters)</u></b> Automatic Meter Reading, Meter Change Tickets, Meter Statistics, Monthly Log Sheet, Work Orders, Test shop testing and calibration tests, Supervisor Daily Tracking Device for Handhelds used by the meter readers identifying how many meter reader errors are currently active.	Retain for 5 years, then destroy.
1200-02-007	<b><u>Large Meter and Meter Reading Management Records</u></b> Large Meter Records, including Automatic Meter Reading, Meter Change Tickets, Large Meter Stats, Daily Log Sheet, Work Orders, Test shop testing and calibration tests.	Retain for 7 years, then destroy
1200-02-008	<b><u>Dispute Resolution and Refund Request Claims</u></b> This series consists of case files for administrative hearings to resolve customer disputes. May include supporting documentation such as Decisions, CD Recordings, Correspondence sent and received, Memos, and material gathered to explore or respond to issues.	Retain for 3 years after final decision is rendered, then destroy.
1200-02-009	<b><u>Bay Restoration Fee Issues</u></b> WSSC Customer correspondence, agreements, fund transfers or related materials related to Bay Restoration Fee, including review of requests for exemption.	Retain for 5 years or audit, whichever occurs later, then destroy.



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1300-01-001	<b><u>General Ledger Records</u></b> This series documents all fiscal transactions for a fiscal year. Consists of the general ledger showing receipts and expenditures from all accounts and funds.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1300-01-002	<b><u>Subsidiary Ledgers and Journals</u></b> This series documents quarterly fiscal transaction details. Records include subsidiary ledgers; receipt, disbursement, general, or subsidiary journals; and journal vouchers, entries, trial balance, supporting documentation such as correspondence, and similar records not listed elsewhere in this schedule. EXCLUSIONS: (i) Payroll registers are covered under PAYROLL AND EARNING RECORDS (1300-10-001).	Retain for 7 years, then destroy.
1300-01-003	<b><u>Indirect Cost Allocations</u></b> Capital allocation formula documentation (pre-standard and standard rate calculations), Pre-Oracle Bond Fund Rates. Mass allocation formula documentation, IT Statistics, Transportation and Equipment Statistics.	Retain for current year plus 6 years, then destroy.
1300-01-004	<b><u>Monthly Comparative Financials</u></b> Notes on Budget in comparative financials.	Retain for 4 years, then destroy.
1300-01-005	<b><u>Current Year Actual to Past Year Actual Variance Analysis</u></b> Variance analysis and reconciliations.	Retain for current year plus 6 years, then destroy.

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1300-02-001	<b><u>Accounts Payable Records</u></b> This series documents monies to be paid and disbursements. Records may include claims, invoices, purchase card (p-card) payment requests, transaction detail reports, purchase orders, checks, expenditure authorizations, warrant packages, travel requests, approval forms, travel and expense reimbursement records, relocation reimbursement records, and similar records not listed elsewhere in this schedule. Includes electronic databases, spreadsheets, logs (i.e., Development Services Group (DSG) Refund Log).	Retain for 7 years after the end of the fiscal year of the date of payment, then destroy.
1300-02-002	<b><u>Capital Asset Equipment or Fixed Asset Payment Records</u></b> Records relating to the purchase costs of capital equipment or fixed assets not covered by the capital asset documentation.	Retain for the life of the asset, then destroy.
1300-03-001	<b><u>Accounts Receivable Records</u></b> This series documents monies received or owed. Records may include receipt books, billing registers, account cards, deposit warrants, bill copies or stubs and similar records.	Retain for 3 years after the end of the fiscal year of date of receipt, then destroy.
1300-03-002	<b><u>Account Receivable Surety Deposit Records</u></b> Records relating to the receipt of deposits as sureties for the delivery of services.	Retain for 3 years after the end of the fiscal year of termination of service, or refund of deposit whichever occurs first, then destroy
1300-03-003	<b><u>Accounts Receivable Write-off Records</u></b> Records of accounts declared uncollectable, including write-off authorizations.	Retain for 3 years after the end of the fiscal year of write-off date, then destroy.
1300-04-001	<b><u>Annual Operating Budget Records</u></b> This series consists of approved annual operating budgets, including amendments. Records include the proposed and approved budget books.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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1300-04-002	<p><b><u>Annual Operating Budget Working Papers</u></b> Annual operating budget documents, consisting of working papers relating to the preparation of the annual budget, including the Supporting Schedule Book, Personnel Services Budget Calculations, Staffing Pattern Adjustment Forms (F-11), Personnel Reassignments, Revenue and Consumption Calculations, and similar records.</p>	Retain for 3 years after the end of the fiscal year covered by the budget, then destroy.
1300-04-003	<p><b><u>Annual Capital Budget Records</u></b> This series consists of master copies of the approved capital budgets and associated final reports.</p>	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1300-04-004	<p><b><u>Annual Capital Budget Working Papers</u></b> This series documents the Annual Capital Budget and Capital Improvement Plan Development and review process documents. Records consist of working papers relating to the preparation and review of the budget and plan, including P3 schedules, reports, worksheets, financial statements, correspondence, computations and project reports.</p>	Retain for 3 years after the end of the fiscal year covered by the budget, then destroy.
1300-04-005	<p><b><u>Water and Sewer Rate Records</u></b> This series documents water and sewer rates. Includes water and sewer rate schedules.</p>	Retain a record copy of the current and previous rate schedules for 10 years, after a rate goes into effect, or until the rate is superseded whichever is the latest, then destroy.
1300-04-006	<p><b><u>Water and Sewer Rate Supporting Records</u></b> Records documenting the rate setting process, including the listing of rates and fees, public records book, retail rates, committee packages, any independent studies, notices of intent, change appeal documentation, and similar related records.</p>	Retain for 10 years after a rate goes into effect, or until the rate is superseded whichever occurs later, then destroy.

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1300-05-001	<b><u>Lock Box Records</u></b> This record series contains the Lock Box Batch Summary and Journal Reports.	Retain for current year plus 2 years, then destroy.
1300-05-002	<b><u>Cash Letters and Register Tapes</u></b> Mail Tapes, Batch Status Reports, Cash Letters, Petty Cash Paper and Register Tapes.	Retain for 5 years, then destroy.
1300-05-003	<b><u>Banking Records</u></b> This series documents financial dealings and transactions with banking institutions. Includes bank statements, reconciliations, and other similar records not elsewhere listed in this schedule.	Retain for current fiscal year plus 5 years, then destroy.
1300-05-004	<b><u>Cash Books, Receipts and Reports</u></b> Cash Book showing receipts, petty cash vouchers, cash account pre-edit listing, daily cash reports and other documentation of receipt of monies for fees, parking tickets, rentals and registrations.	Retain for current fiscal year plus 2 years, then destroy.
1300-05-005	<b><u>Cash Receipt Journals</u></b> Cash Receipt Journal used to record all transactions involving the receipt of cash.	Retain for current fiscal year plus 2 years, then destroy.
1300-05-006	<b><u>Cash Register Validation Tape</u></b> Cash Register Validation Tape and related records.	Retain for current fiscal year plus 1 year, then destroy.
1300-06-001	<b><u>Bond Issue File</u></b> Records that document the authorization to finance WSSC improvements through bonded indebtedness and implementation of WSSC bond issues, including bond anticipation notes, industrial development revenue bonds, general obligation bonds, revenue and refunding bonds, water bonds and special improvement bonds; usually include correspondence and general documentation, authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, and sample copies or specimens of bonds sold as evidence of WSSC indebtedness.	Retain for the life of the bond, plus 3 years, then destroy.

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1300-06-002	<b><u>Bond Issue Proceedings Books</u></b> Certified record of proceedings relating to a bond issue, containing specimen (usually original) documents related to the approval process and issuance of bonds typically compiled in book form for presentation to WSSC by the bond agent or bond counsel.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1300-06-003	<b><u>Bond Registers and Ledgers</u></b> Records documenting the redemption of coupons for WSSC Bonds. Bond registration and redemption transactions may be handled by a bond registration or paying agent.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1300-06-004	<b><u>Bonds, Notes and Coupons Paid</u></b> Canceled or redeclared bonds and coupons received from paying agents throughout the lifetime of the bond issue.	Retain for the life of the bond, plus 1 year, then destroy.
1300-06-005	<b><u>Public Improvement Loans</u></b> Significant loans obtained to finance public improvements.	Retain for final payment plus 20 years or audit, whichever occurs later, then destroy.
1300-06-006	<b><u>Routine Loans</u></b> Minor loans obtained for purposes other than public improvements.	Retain for final payment plus 6 years after payment and cancellation or audit, whichever occurs later, then destroy.
1300-06-007	<b><u>Debt Service Interfund Analysis Records</u></b> Periodic Reports, Studies and Surveys regarding Debt Service Transfer - Interfund, Principal and Interest.	Retain for current year plus 3 years, then destroy.
1300-07-001	<b><u>Financial Audit Working Papers</u></b> This series consists of working papers, summaries, correspondence, and similar records created for the purpose of carrying out or supporting an audit. May include final reports of internal audits, if the internal audits were conducted in preparation for or in support of a completed external audit.	Retain until closure plus 5 years, then destroy.

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Item No.	Description	Retention
1300-08-001	<b><u>Awarded Grants</u></b> Documentation of grants accepted by WSSC, including records of grant application, administration, performance under the grant, grant contracts and agreements and annual and final performance reports.	Retain for completion of the audit plus 6 years, then destroy.
1300-08-002	<b><u>Federal Revenue Sharing</u></b> Documentation and reports of WSSC's receipt and reallocation of federal revenue sharing funds, including public notices, expenditure records and reports, project records, financial and payroll records.	Retain for current year plus 6 years, or completion of applicable audits plus 3 years, whichever is longer, then destroy.
1300-08-003	<b><u>Rejected Grants</u></b> Documentation of grants applied for by WSSC and either rejected by the grantor or not accepted by WSSC.	Retain for final disposition plus 2 years, then destroy.
1300-08-004	<b><u>Reports - Grant Funded Programs</u></b> Periodic reports on the administrative and fiscal operations of federal or state funded programs compiled on an annual basis.	Retain for 3 years after completion of all applicable audits, then destroy.
1300-09-001	<b><u>Interest Allocation Records</u></b> Interest Allocation, Annual Prepared By Client (PBC) Work papers for Audit, Cash Monitor, Monthly Analysis and Reconciliations, Purchases and supporting documentation.	Retain for audit plus 10 years, then destroy.
1300-09-002	<b><u>Retirement Plan Investments</u></b> Investment performance calculations; Investment manager reports; Investment manager agreements; Investment consultant contracts; Investment consultant reports; Quarterly asset reconciliations; Fee payments: Managers, Consultant, and Custodian bank.	Retain for 6 years after withdrawal of all funds, then destroy.
1300-09-003	<b><u>WSSC Investments</u></b> Daily Investment sheets; Schedule of Investments; Repurchase agreement (Repo) Mark-to-Market; Investment purchase sheets; Wire Transfer and Cash Movement Activity; Quarterly Reconciliations; Daily Bank Reports; Monthly Banking Reports; Custody Fee Invoices and WSSC Investment Procedures.	Retain for 6 years after investment ends, then destroy.

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1300-10-001	<p><b><u>Payroll and Earning Records</u></b> This series documents individual and group employee earnings, including the name, social security number, work schedule and the number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Includes the master payroll register and other payroll registers showing earnings and deductions.</p>	Retain for 50 years or until audited, whichever is longer, then destroy.
1300-10-002	<p><b><u>Time and Attendance Records</u></b> This series documents employee attendance and hours worked during the appropriate pay periods. Records include time sheets, time cards and similar documents.</p>	Retain for 4 years or until audited, whichever is longer, then destroy.
1300-10-003	<p><b><u>Payroll Deduction Authorization Records</u></b> This series documents the deductions taken from an employee salary. Includes records used to start, modify, or stop all voluntary or required deductions from payroll, including orders of garnishment or other court-ordered attachments.</p>	Retain for 7 years after separation or 7 years after amendment, expiration, or termination of authorization, whichever is sooner, then destroy.
1300-10-004	<p><b><u>Completed Withholding Forms - Federal and State Taxes</u></b> This series documents forms used to determine withholding from wages and salaries for payroll tax purposes.</p>	Retain for current year plus 4 years, then destroy.
1300-10-005	<p><b><u>W-4 Forms</u></b> W-4 forms completed by the employee to determine withholding.</p>	Retain until separated from employment or amended whichever occurs first plus 4 years, then destroy.
1300-10-006	<p><b><u>Federal and State Tax Reports</u></b> This series documents forms and reports used to report the collection, distribution, deposit, and transmittal of payroll or unemployment taxes.</p>	Retain for 7 years after tax due date or date tax paid whichever is later, then destroy.
1300-10-007	<p><b><u>Benefit Program Records</u></b> This series documents payroll records used to support or administer employee benefits programs, including Defined Contribution and Deferred Compensation Plans.</p>	Retain for 50 years after termination of program or plan, then destroy.

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1300-10-008	<b><u>Miscellaneous Payroll Records</u></b> This series consists of all payroll reports and documentation subject to review and audit and not otherwise listed in this schedule.	Retain for 7 years or until audited whichever is longer, then destroy.
1300-11-001	<b><u>Annual Reports - Fixed Assets Worksheets</u></b> Worksheets compiled for annual reports listing totals of all fixed assets, purchases and disposition of assets.	Retain until superseded, then destroy.
1300-11-002	<b><u>Depreciation Detail Records</u></b> Depreciation/Accumulated Depreciation and supporting documentation.	Retain for current fiscal year plus 3 years, then destroy.
1300-11-003	<b><u>Property Disposition Records</u></b> Records of disposal of WSSC property (excluding real property) and unclaimed, abandoned or confiscated property such as bicycles and vehicles, including date, department name, description of item, value, disposition, method and reason for disposition, condition, value and approvals.	Retain for current year plus 3 years after disposition of property or final payment, whichever is later, then destroy.
1300-11-004	<b><u>Fixed Asset Financial Records</u></b> Listings of all WSSC property (buildings and real estate), vehicles, equipment, supplies, furniture and other items owned or administered by WSSC. Includes description, cost, date purchased, location, name of vendor and depreciation.	Retain for current fiscal year plus 3 years after disposition of property, then destroy.
1300-11-005	<b><u>Intermunicipal Agreement Financial Records</u></b> Financial records related to payments or receipts per Intermunicipal Agreements, including Blue Plains and Bio-Solids Handling. Operation & Maintenance Analysis and supporting documentation.	Retain for 6 years after audit, then destroy
1300-11-006	<b><u>Rate Administration - Miscellaneous Fees and Charges</u></b> Annual Fees and Charges	Retain for current fiscal year plus 10 years, then destroy.
1300-11-007	<b><u>Capital Asset Accounting - Depreciation</u></b> Depreciation Schedule	Retain for current fiscal year plus 6 years, then destroy.



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1300-11-008	<p><b><u>Rate Administration - Front Foot Benefit (FFB) Rates</u></b> This series documents the Front Foot Benefit Rates, Water and Sewer Rates and includes Front Foot Benefit Rate Schedules.</p>	Retain until the charge has been paid in full plus 10 years, then destroy.
1300-11-009	<p><b><u>Rate Administration - Front Foot Benefit (FFB) Rate - Supporting Records</u></b> FFB Rate Analysis, FFB - Cash receipts, FFB - Monthly Reports and Reconciliations, Front Foot Benefit Charge (FFBC) Rate Data, FFBC &amp; Ad Valorem, FFB/House Connections (HC) Calculations and Front Foot Benefit Rates Report.</p>	Retain for 10 years after a rate goes into effect, or until the rate is superseded whichever is the latest, then destroy.
1300-11-010	<p><b><u>Front Foot Benefit (FFB) Sufficiency Study</u></b> FFB Periodic Reports, Studies and Surveys regarding Front Foot Benefit Sufficiency.</p>	Retain until superseded plus 10 years, then destroy.
1300-11-011	<p><b><u>Capital Asset Accounting - House Connections Permit Processing Report</u></b> This is a series of reports from the Permit Processing Information System (PPIS) utilized by Accounting for the capitalization of constructed house connections, the recognition of house connection revenue and the preparation of the annual house connection financial statements. It provides house connection data at the permit level.</p>	Retain for current year plus 6 years, then destroy.
1300-11-012	<p><b><u>Capital Asset Accounting - House Connections Depreciation and Property Schedule</u></b> House Connections - Depreciation and Property schedule, including WSSC Constructed Assets and Donated House Connections. This computes the depreciation expense for all WSSC constructed assets.</p>	Retain for life of the asset plus 5 years, then destroy.
1300-11-013	<p><b><u>Capital Asset Accounting Reports - Oracle General Ledger</u></b> Project Accounting Job Reports and Closed Job History (Oracle General Ledger). Monitors the progress of projects, investigating variances, approving expenses, and ensuring that project billings are issued and payments collected.</p>	Retain until project completion plus 10 years, then destroy.

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1300-11-014	<b><u>Capital Asset Accounting Reports - Capital Project Records</u></b> This record series contains the numbered files for the infrastructure (pipe) projects constructed by WSSC and Developers.	Retain until project completion or System Development Charge (SDC) Audit plus 6 years, then destroy.
1300-11-015	<b><u>Capital Asset Accounting Reports - Property Ledgers</u></b> This record series contains the Utility Plant Assets and Capital Project number files for facility and plant projects constructed by WSSC and Developers.	Retain for life of the asset plus 5 years, then destroy.
1300-11-016	<b><u>Capital Asset Accounting Reports</u></b> Supporting documentation - additions to, purchases of, sales of and abandonment of utility property. This includes audit work papers used to support the annual audited financial statements like the donated assets calculations and reserve analysis.	Retain for life of the asset plus 5 years, then destroy.
1300-11-017	<b><u>Capital Asset Accounting - Moveable Assets</u></b> Moveable Asset Information System (MAIS) Annual Reports, supporting documentation, additions, abandonments, depreciation, monthly reconciliations and the annual Prepared By Client (PBC) Work papers for Audit.	Retain for current year plus 6 years, then destroy.
1400-01-001	<b><u>Commissioner Service Records</u></b> Files documenting the service and tenure of members of the Board, including appointments, resignations and other documentation relating to the member's service.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1400-01-002	<b><u>Commissioner Conflicts of Interest and Financial Disclosure Records</u></b> Conflict of Interest and Financial Disclosure statements filed by Commissioners in accordance with Maryland law.	Retain for 1 year after the end of the calendar year in which service ends, then destroy.

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1400-01-003	<b><u>Board of Ethics Member Records</u></b> Files documenting the service and tenure of members of the Board, including appointments, resignations and other documentation relating to the member's service.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1400-01-004	<b><u>Board of Ethics Records</u></b> Opinions or decisions of the Board of Ethics, including Conflict of Interest Opinions, Requests for Waivers, Advisory Opinions, Complaints, Investigations, and Final Decisions.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1400-01-005	<b><u>Retirement Board</u></b> Trustee Appointments and Information	Permanent - Retain for 10 years, then offer to the Maryland State Archives for permanent retention.
1400-01-006	<b><u>Retirement Board of Trustees Records</u></b> Annual Plan Performance Reports	Permanent - Retain for 10 years, then offer to the Maryland State Archives for permanent retention.
1400-01-007	<b><u>Technical Advisory Committees Files</u></b> Committee files including meeting agendas, minutes, reports, resolutions and the Material Evaluation Committee Vendor Product Case File Review.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1400-01-008	<b><u>Technical Advisory Committees - Administrative Records</u></b> This record series contains membership contact information and consultant support files.	Retain until superseded plus 3 years, then destroy.

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1400-02-001	<b><u>Constituent Issues Records</u></b> Elected official request/correspondence - includes any correspondence/response from elected official for information or constituent complaints.	Retain for 10 years, then destroy.
1400-02-002	<b><u>General Legislation Records</u></b> Legislation affecting WSSC - includes position charts, fiscal estimates and correspondence.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1400-02-003	<b><u>Government Relations Records</u></b> Records related to government relations activities by the Intergovernmental Relations Office.	Retain for 20 years, then destroy.
1400-03-001	<b><u>Commissioner Meeting Agendas, Minutes and Supporting Documentation</u></b> Records of regularly scheduled and special meetings of the Commissioners, including agenda, minutes, meeting packets and a record of action taken/resolutions. Includes any tapes or transcripts of the Commission Meetings.	Permanent - Retain for 10 years, then offer to the Maryland State Archives for permanent retention.
1400-03-002	<b><u>Minutes - Strategic Teams or Committees</u></b> Official Record of Proceedings, Agendas and supporting documentation (exhibits and items) of a substantive nature any meetings where an executive decision could be made by the General Manager or Deputy General Manager. Examples include Change Leadership Team (CLT) Meetings, Strategic Information Technology (IT) Committee Meetings, etc.	Permanent - Retain for 10 years, then offer to the Maryland State Archives for permanent retention.
1400-03-003	<b><u>Minutes - Tactical Team or Committees</u></b> Record copy of proceedings and supporting documentation for Tactical Team or Committee Meetings. Examples of Tactical Teams/Committees include: CLT, Safety Committee, Strategic IT Committee, Meeting Minutes and Agenda.	Permanent - Retain for 10 years, then offer to the Maryland State Archives for permanent retention.

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1400-03-004	<b><u>Minutes - General Staff Meetings</u></b> Agenda and minutes from regular staff meetings of various Teams, Offices, Groups or Units.	Permanent - Retain for 10 years, then offer to the Maryland State Archives for permanent retention.
1400-03-005	<b><u>Board of Ethics Meeting Records</u></b> Minutes, Agendas, Record of actions taken, and any materials submitted to the Board at Regular Board Meetings.	Permanent - Retain for 10 years, then offer to the Maryland State Archives for permanent retention.
1400-03-006	<b><u>Calendars and Notes</u></b> Records kept to document and facilitate the routine planning and scheduling of meetings, appointments and similar activities. Includes calendars, appointment books, notes, diaries and similar records with routine content.	Retain for 5 years, then destroy.
1400-03-008	<b><u>Customer Advisory and Dispute Resolution Board Meeting Records</u></b> Records related to Customer Advisory Board and Dispute Resolving Board Meetings.	Retain for 10 years, then destroy.
1400-04-001	<b><u>Bylaws - Commissioners and Committees</u></b> Bylaws adopted by the Commissioners and High Level Committees to set out guidelines regarding their operations.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1400-04-002	<b><u>Commission Resolutions</u></b> Resolutions approved by the Commission.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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1400-04-003	<b><u>Regulations and/or Standard Procedures or Policies</u></b> Regulations, Standard Policies or Procedures that have been duly adopted by the Commission.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1400-04-004	<b><u>Delegation of Authority</u></b> Delegation of Authority from Commissioners to the General Manager, and sub-delegations from the General Manager to the staff.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1400-04-005	<b><u>Authorized Signatures</u></b> Original signatures of authorized persons specified in the Delegation of Authority and other general budget forms. The Finance Group retains the original signatures to compare them to the signatures on various documents.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1400-04-006	<b><u>Internal Operating Procedures</u></b> Internal operating procedures adopted by a Team, Group or Unit that do not affect the public or other areas of the Commission.	Retain for 3 years after calendar year in which superseded or made obsolete, then destroy.
1400-04-007	<b><u>Ethics Code and Policies</u></b> Code of Ethics and Fraud, Waste, and Abuse Hotline Policy including any amendments or revisions.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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1400-05-001	<p><b><u>Studies and Plans</u></b> Final results or documentation on a topic prepared by or on behalf of WSSC, including Feasibility studies, Planning and land use studies, Basin plans, Environmental Impact Statements (EIS), and similar documents that have long term reference or historical value. Other specific examples include: Affirmative Action Plan, Disparity Study, Integrated Resource Plan (IRP), Job Audit Plan, Strategic Plan, Ten Year Capital Plan, Ten Year Financial Plan, Ten Year Operations and Maintenance Plan.</p>	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1400-05-002	<p><b><u>Business Process/Operations Improvement</u></b> Operational Improvement Projects &amp; Initiatives; Documents related to participation and development of new/improved business processes.</p>	Retain for 15 years after implementation, then destroy.
1500-01-001	<p><b><u>Benefit Plans</u></b> Documentation relating to employee Social Security, Pension, Deferred compensation, 401(k), 457 and similar retirement plans, including benefit plan descriptions and/or summary benefit plan descriptions, health, dental, vision, life insurance, including benefit plan descriptions and/or summary benefit plan descriptions.</p>	Retain for 20 years after termination of plan, then destroy.
1500-01-002	<p><b><u>Consolidated Omnibus Budget Reconciliation Act (COBRA) Files</u></b> Records of notices to and responses from employees, spouses and dependents of their eligibility for and rights concerning continuation coverage of group health insurance under the COBRA provisions of the Public Health Services Act (42 USC Sec. 300bb).</p>	Retain for 5 years after end of insurance eligibility, then destroy.
1500-01-003	<p><b><u>Benefits Reporting System</u></b> Benelogic and Self Insured Services Company (SISCO) supporting records to process WSSC Payroll Deductions.</p>	Retain for 50 years, then destroy

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1500-01-004	<b><u>Employee Benefit Files</u></b> Documentation of benefits selections and use of benefit plans by employees who are not vested in the retirement plan.	Retain for 30 years after termination of employment; or 5 years after the death of the employee, retiree or retiree's last beneficiary, whichever occurs first, then destroy.
1500-01-005	<b><u>Family and Medical Leave Act (FMLA) Management - Employee Files</u></b> Records required to be retained under FMLA. Includes FMLA leave request, related medical certifications, recertification, or medical histories of employees or employees' family members.	Retain for 30 years after termination of employment, then destroy.
1500-01-006	<b><u>Flexible Spending Account Files</u></b> Reimbursement claim forms with receipts and related documentation for health and dependent care flexible spending accounts established under 26 USC 125 and 129.	Retain for 6 years after end of calendar year, then destroy.
1500-01-007	<b><u>Post Employment Benefits Administration Files</u></b> Trust document, annual funding and related post employment benefits documents.	Retain for 30 years after termination of employment; or 5 years after the death of the retiree or retiree's last beneficiary whichever occurs first, then destroy.
1500-01-008	<b><u>WSSC Employees' Retirement Plan Administration</u></b> This record series contains Historical WSSC Employees' Retirement Plan Documentation (including the State of MD participation); IRS Plan Qualification Letters and Retirement Incentive Plan Records.	Retain until superseded plus 10 years, then destroy.
1500-01-009	<b><u>WSSC Employees' Retirement Plan Administration - Investment</u></b> Investment Policy Guidelines.	Retain until superseded plus 10 years, then destroy.
1500-01-010	<b><u>WSSC Employees' Retirement Plan Administration - Appeals and Decisions</u></b> Employee Plan Benefit Appeals and Decisions.	Retain until closure plus 10 years, then destroy.



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1500-01-011	<b><u>WSSC Employees' Retirement Plan Administration - General</u></b> This record series contains the Master WSSC Employee Pension Files, Guidelines, Retirement and Benefit Calculation Records.	Retain for the life of plan plus 6 years after the plan termination, then destroy.
1500-01-012	<b><u>WSSC Employees' Retirement Plan Administration - Communications</u></b> Summary Plan Description; Annual Employee Benefit Statements; Quarterly Death Audit Verification Reports, Seminars; Forms; Standard letters (Annuity verification, IRS Section 415, Cost of Living Adjustments); Retirees' Association and Old Newsletters.	Retain until fiscal year end plus 4 years, then destroy.
1500-01-013	<b><u>Employee Workers Compensation Files</u></b> Data to support employee Workers Compensation Claims. Includes supporting documentation such as injury reports, medical reports and determinations, incident investigation reports, and other related records.	Retain for 30 years after termination of employment; or 5 years after the death of the employee, retiree, or retiree's last beneficiary, then destroy.
1500-01-014	<b><u>Workers Compensation Program Administrative Records</u></b> Workers Compensation administration records. Includes program administrative process; plan descriptions; and third-party administrator agreements and information.	Retain for 30 years after plan is superseded, then destroy.
1500-02-001	<b><u>Job/Position Review Files</u></b> Documentation of reviews (audits), methodologies used to determine classification, slotting, and pay of individual jobs and positions based job duties and requirements. Includes drafts, notes, memoranda, analysis and other supporting materials used to prepare, review, and modify job classifications.	Retain for 5 years after completion of job review, then destroy.
1500-02-002	<b><u>Job Classifications and Descriptions</u></b> Final approved job classifications consisting of descriptions of duties performed, qualifications, and physical requirements.	Retain for 5 years after becoming inactive, then destroy.
1500-02-003	<b><u>Compensation/Pay Structure Files</u></b> Spreadsheets, surveys, market analysis, and related material used to develop compensation and pay structures.	Retain for 5 years after structure is obsolete, then destroy.

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1500-03-001	<b><u>Discrimination Complaint Files- External Charges Filed</u></b> Fair Practice Office (FPO) file on any charge or investigation alleging discrimination where charge has been filed outside of WSSC.	Retain until closure plus 10 years, then destroy.
1500-03-002	<b><u>Discrimination Complaint Files- External Charges not Filed</u></b> Agency's copy of any report or case file alleging discrimination but no charge has been filed outside of WSSC.	Retain until closure plus 5 years, then destroy.
1500-03-003	<b><u>Internally Filed Discrimination, Equal Employment Opportunity (EEO), and Harassment Complaints</u></b> Report or case files on complaints filed with WSSC alleging discrimination, harassment or retaliation based on any legally protected status.	Retain for 5 years after closure, then destroy.
1500-03-004	<b><u>Affirmative Action Plan (AAP) Records</u></b> This record series contains required workforce analysis, utilization analysis and goals for a diverse workforce that details how WSSC assures equal employment opportunity, prevents and corrects discrimination and harassment, remedies discrimination and harassment.	Retain for 10 years or until superseded, whichever is later, then destroy.
1500-03-005	<b><u>Affirmative Action Plan (AAP) Support Data</u></b> Applications and other documents such as personnel records that support the plan hire must be maintained for the AAP. Hires, promotions and terminations are considered support data and must be maintained for the AAP.	Retain until plan is amended or terminated, plus 4 years, then destroy.
1500-03-006	<b><u>Equal Employment Opportunity Compliance</u></b> Reports submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements. Includes EEO-4 Reports, Veterans Employment and Training (VETS) Form 100 and copies maintained by WSSC.	Retain for current year plus 4 years, then destroy.
1500-04-001	<b><u>Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) Records</u></b> Records required to be retained under ADEA and ADA including those containing results of physical examinations considered in connection with personnel actions.	Retain for 30 years after termination of employment, then destroy.

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1500-04-002	<p><b><u>Collective Bargaining Negotiations</u></b> Records related to Labor and Contract Negotiations and Draft Agreements.</p>	Retain until closure plus 10 years, then destroy.
1500-04-003	<p><b><u>Collective Bargaining Agreements</u></b> Ratified Agreements.</p>	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1500-04-004	<p><b><u>Labor Relations Administration Records</u></b> Records related to Labor Relations Administration, including Labor Relations Administrator appointments, elections and bargaining unit matters.</p>	Retain for 10 years, then destroy.
1500-04-005	<p><b><u>Confidential Personnel Matter Records</u></b> Records of confidential employee matters, including complaints and EEOC claims. The files may include correspondence, settlement documents, long-term disability records, and other related materials. Not all employees will have a confidential file.</p>	Retain for 30 years after termination of employment, then destroy.
1500-04-006	<p><b><u>Employee Personnel Files</u></b> Files for each regular, probationary, contract, board, project, temporary/employee containing information regarding active employees. Files may include personal information; background checks; notices of appointment; tuition reimbursement records; classification questionnaires; disciplinary and personnel actions relating to the employee, including hiring, evaluation, demotion, promotion and termination; letters of commendation or resignation; job-related training documentation and certificates; performance evaluations; salary documentation; employment contracts; purchase card agreement and other related records.</p>	Retain for 30 years after termination of employment, or 5 years after death of retiree, whichever is later, then destroy.

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1500-04-007	<b><u>Supervisor's Employee Working Files</u></b> Informal notes and other documentation maintained by Supervisors, Human Resources and Legal regarding employees performance, corrective actions, formal work plans, and commendations.	Retain for active employees by current supervisor for current plus 5 years, then destroy.
1500-04-008	<b><u>Employee and Retiree Survivor Retirement Files</u></b> Documentation of the retirement annuity benefits of survivors of deceased employees or retirees.	Retain for 2 years after death of employee survivor, then destroy.
1500-04-009	<b><u>Human Resource Information System Employee Records</u></b> Detailed data maintained about WSSC employees in an employee information application, or Human Resource Information System (HRIS).	Retain until termination or retirement of employee, then destroy.
1500-04-010	<b><u>Employee Memorial Records</u></b> Records relating to WSSC Employees who died in the line of duty, including records relating to the "Line of Duty Memorial Plaque".	Permanent - Retain for 10 years, and then offer to the Maryland State Archives for permanent retention.
1500-04-011	<b><u>WSSC Police Department Personnel Orders</u></b> Personnel directives for Police Department Personnel.	Retain until superseded plus 5 years, then destroy.
1500-04-012	<b><u>Human Resource Policies</u></b> Final policies and final drafts of changes to amended policies, including documentation of transmission to or from the State of Maryland if applicable.	Retain until superseded plus 10 years, then destroy.
1500-04-013	<b><u>Police Department Personnel Files</u></b> Police Department Personnel Files, includes Maryland Police and Correctional Training Commission (MPCTC) Personnel files for sworn officers. The main personnel file contains other data as specified for Employee Personnel Files.	Retain for 30 years after termination of employment, or 5 years after death of retiree, whichever is later, then destroy.
1500-04-014	<b><u>Unemployment Claim Records</u></b> This series documents payment or denial of unemployment claims. Includes claim forms and other related records.	Retain for closure plus 4 years, then destroy.

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1500-04-015	<b><u>Worker Skills Programs</u></b> Records of past and current Skills programs, including listing of skill requirements needed for job placement and advancement.	Retain for 5 years after becoming inactive, then destroy.
1500-04-016	<b><u>Personnel Management Advisory Committee (PMAC)</u></b> Documents submitted to and acted upon by the Personnel Management Advisory Committee (PMAC), including records documenting Hiring, Promotions, Evaluations, Leave, Salary, HR Restructure, Professional Certification, Suspension, and Termination of Employment.	Retain for 15 years, then destroy.
1500-04-017	<b><u>Leave Records</u></b> This series documents employees leave. Includes requests and authorizations of annual, sick, family and other types of leave; and records documenting leave earned and used.	Retain for 5 years, then destroy.
1500-04-018	<b><u>Personal Health Information (PHI) Records</u></b> Employee/Retiree Private, Health and other information. Beneficiary forms, benefit enrollment forms, change of address forms, employment verification forms, deferred compensation, life insurance forms, marriage licenses and background checks.	For employees retain for 30 years after termination of employment, then destroy. For retirees retain until death of the retiree, then destroy.
1500-05-001	<b><u>Recruitment Records</u></b> Requisition for Employee form, Applicant screening information, applications, resumes, oral board results, interview notes, test results, eligibility lists, evaluations, election forms, and other supporting documentation for filling job openings, assessments and associated reports.	Retain until closure plus 2 years, then destroy.
1500-05-002	<b><u>Employment Applications for Applicants Not Hired</u></b> Employment applications and resumes of applicants not hired for regular, temporary, contract and other positions.	Retain for 2 years after position is filled or recruitment is canceled, then destroy.
1500-05-003	<b><u>Executive Selection Records</u></b> Selection information on positions that reports to the General Manager.	Retain until closure plus 4 years, then destroy.

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1500-05-004	<b><u>I-9 Documentation</u></b> Record of verification of citizenship and eligibility to work in the United States, including verification documentation that establishes identity and eligibility (Immigration and Naturalization Services Form I-9, Employment Eligibility Verification Form), and I-9 Affirmation Form. Applies to all employees hired after November 6, 1986.	Retain for 3 years after termination of employment, then destroy.
1500-05-005	<b><u>Job Postings Log /Listings</u></b> Advertisements, announcements and related documentation regarding job postings for position openings and promotions.	Retain for current fiscal year from job closure, plus 2 fiscal years, then destroy.
1500-05-006	<b><u>Workforce Planning Reports</u></b> Documentation of statistics, trend analysis and expenditures related to WSSC Workforce, includes turnover, hiring, work demands and other information used to identify future recruitment needs and strategies.	Retain for 5 years, then destroy.
1500-05-007	<b><u>Scholarship Records</u></b> Records of WSSC sponsored scholarships, including advertisements, applications, awards, and other associated records.	Retain for 10 years, then destroy.
1500-06-001	<b><u>Diversity Activities Records</u></b> Outline of Internal and External Diversity Activities/Stakeholders/etc. Files of Workplace and External Diversity Events.	Retain for 20 years, then destroy.
1500-06-002	<b><u>Commercial Driver's License Training Records</u></b> Records for each employee who holds a Commercial Driver's License (CDL) or supervises employees holding CDLs. Files include application, training, testing and educational materials required to be provided to drivers and supervisors about alcohol and controlled substance use and testing by 49 CFR 382.601 and employee's certificate of receipt of materials.	Retain for 2 years after employee ceases to perform Commercial Drivers License functions, then destroy.
1500-06-003	<b><u>Training Announcements and Calendars</u></b> Announcements and monthly calendars listing training opportunities for employees.	Retain for 1 year, then destroy.

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1500-06-004	<b><u>Training Class Evaluations</u></b> Evaluations of training classes completed by class participants, including compiled reports of evaluations provided to instructors.	Retain for 1 year, then destroy.
1500-06-005	<b><u>Training Class Registrations and Rosters</u></b> Training class registration information and signed rosters of attendees of all types of training classes, including supervision, sexual harassment, ethics, workplace violence prevention, water treatment and distribution certification, and general education.	Retain for 3 years, then destroy.
1500-06-006	<b><u>Training Course Records</u></b> Master copy of materials including handouts, course descriptions, manuals, list of examinations taken, course grades, curricula, and instructional information for human resources, water treatment and distribution certification, and general education training classes developed by WSSC or presented by consultants on behalf of WSSC.	Retain until superseded plus 4 years, then destroy.
1500-06-007	<b><u>Training and Tuition Assistance</u></b> Requests for training submitted by employees and approved or denied by supervisors.	Retain until superseded plus 4 years, then destroy.
1600-01-001	<b><u>Quality Assurance Records</u></b> Test Plans, Test Results and Scripts. Prioritize for Retention based on Disaster Recovery (DR) Classification (Criticality/Time Sensitivity) and High Availability (HA) Systems.	Retain test plans and scripts for the life of the system or until upgraded, then destroy. Retain test results for 2 years, then destroy.
1600-01-002	<b><u>Website Records</u></b> Snapshots of major changes to WSSC web sites.	Permanent - Retain for 1 year, then offer to the Maryland State Archives for permanent retention.
1600-01-003	<b><u>Computer System Manuals - Hardware and Software</u></b> Reference Manuals for Hardware and Software Customized for WSSC.	Retain for life of the product, then destroy.

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1600-01-004	<b><u>Application Code Repository</u></b> Source Code Repository for WSSC applications.	Retain current version plus one previous version of customized application source code until superseded, then destroy.
1600-01-005	<b><u>Software Management</u></b> Documentation of the use of software in WSSC Information Systems, Inventories, Copyright Compliance and Upgrades.	Retain for 4 years after disposal or upgrade of software, then destroy.
1600-01-006	<b><u>Web Content Records</u></b> Back up for web content, including backups of programs and data.	Retain until superseded or obsolete plus 1 year, then destroy.
1600-01-007	<b><u>Website Development and Evolution</u></b> Documentation of development and changes to WSSC's website, intranet, internet pages and portal files.	Retain the last three iterations of the website until superseded, then delete the oldest iteration.
1600-01-008	<b><u>Social Media Website Records</u></b> Documentation of posts and comments to WSSC's Facebook, Twitter and other social media webpages.	Retain for 1 calendar year plus 1 year, then destroy.
1600-01-009	<b><u>Run Books - Batch Program Operation Instructions</u></b> For each batch job there exists a description batch operation processing document called a Run Book.	Retain until superseded by new version of backup, then destroy.
1600-02-001	<b><u>Change Management Records</u></b> This record series contains the Information Technology (IT) Change Management Process Records.	Permanent - Retain for 1 year, then offer to the Maryland State Archives for permanent retention.
1600-02-002	<b><u>IT Governance Records</u></b> All documents related to IT Governance and Procedures.	Retain until superseded plus 7 years, then destroy.



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1600-03-001	<p><b><u>Retention Schedules and Disposal Certificates</u></b>            Authorization for the retention or disposition of original records issued for WSSC and its departments by the Maryland State Archives and Disposal certificates completed to track the authorized destruction of WSSC Non-Permanent Records.</p>	<p>Permanent - Upon destruction of a non-permanent record submit The Certificate of Records Disposal to the Maryland State Archives Automated Disposal Certificate System.</p>
1600-03-002	<p><b><u>Inventory Report of Records</u></b>            This record series contains the annual inventory report of all WSSC Original Records stored in house and off site storage.</p>	<p>Retain for fiscal year plus 5 years, then destroy.</p>
1600-04-001	<p><b><u>Network Access Control Records</u></b>            This series consists of original records created for security purposes to control or monitor individual access to the WSSC Computer Network and its data. This includes the Network Access Form and signed Account Agreement for WSSC Employees, Contractors and Consultants requesting access to the WSSC Computer Network.</p>	<p>Retain for 1 year after the individual no longer has access to the system, or until no longer needed for investigative, security or audit purposes, whichever is longer, then destroy.</p>
1600-04-002	<p><b><u>Customer Service Files</u></b>            This series consists of original records related to IT Customer Service: Help desk service tickets, reports and includes the Remedy Service Request Database Records.</p>	<p>Retain for 3 years, then destroy.</p>
1600-04-003	<p><b><u>Records Finding Aids</u></b>            Manual or automated indexes, lists, registers, and other finding aids designed to make it easier to locate pertinent files or information.</p>	<p>Retain until superseded, then destroy.</p>
1600-05-001	<p><b><u>IT Equipment Inventory</u></b>            This record series contains the inventory equipment records such as but not limited to desktop computers, monitors, printers, telephones and other IT associated equipment.</p>	<p>Retain for end of life plus two years, then destroy.</p>
1600-05-002	<p><b><u>Microwave Network Records</u></b>            This record series contains the Technical Data, Planning, Construction Records and Federal Communications (FCC) documentation of the WSSC Microwave Radio Network.</p>	<p>Retain for 10 years after expiration of current contracts, then destroy.</p>

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1700-01-001	<p><b><u>Capital Improvement Project (CIP) Records</u></b>                      Project files may include documentation such as contract documents (including notice to proceed and change orders), Basic Ordering Agreement (BOA) Contracts, Task Orders, Amendments, Change Orders, Correspondence, Invoices, Contract Documents (specifications and drawings), Memorandum of Understanding (MOU), specifications, final project reports and drawings, rights of way, as-built drawings, photographs (analog and digital), correspondence and other general supporting documentation for the design and construction of water and sewer infrastructure. Project types may include system extension projects, relocations, replacements, and on-site takeovers. The Business Unit keeps the above records together as one project file and declared these records as permanent based on their administrative, historical and legal value.</p>	<p>Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.</p>
1700-02-001	<p><b><u>Building and Structure Inspection Reports (not owned by WSSC)</u></b>                      Records of final on-site inspections done by WSSC or by its agents to determine the compliance of building construction, electrical, plumbing, mechanical and other systems with building, fire, plumbing, mechanical requirements of WSSC; also includes other building and structure inspection reports in general, such as inlet inspections and proof roll inspections.</p>	<p>Retain for 15 years, then destroy.</p>

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1700-02-002	<p><b><u>Major Projects Records</u></b> Records of major projects, goods and services acquired relating to capital improvements and permanent assets of WSSC; design, engineering, construction, repair and/or major maintenance of WSSC owned buildings, facilities, roadways, utilities, public works and other infrastructure valued at over \$25,000. Project files may include documentation such as final project reports, specifications and contract documents, notices to proceed and of final settlement, project pay estimates, change orders, correspondence and general documentation. The Business Unit keeps the above records together as one project file and declared these records as permanent based on their administrative, historical and legal value.</p>	<p>Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.</p>
1700-02-003	<p><b><u>Minor Projects Records</u></b> Records of minor projects, goods and services acquired relating to capital improvements, design, engineering, construction, repair and/or maintenance of WSSC owned buildings, facilities, roadways, utilities, public works and other infrastructure under \$25,000 in value. Project files may include documentation such as final project reports, specifications and contract documents, notices to proceed and of final settlement, project pay estimates, change orders, correspondence and general documentation. The Business Unit keeps the above records together as one project file and declared these records as permanent based on their administrative, historical and legal value.</p>	<p>Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.</p>
1700-02-004	<p><b><u>Project Control Files</u></b> Contains routine memoranda, preliminary reports, and other general documentation and records documenting assignments and the progress of projects. Note: Does not include final reports, which are to be retained as part of the project file.</p>	<p>Retain for 1 year after project is closed, then destroy.</p>

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1700-03-001	<b><u>Location Drawings and Maps</u></b> Drawings or maps showing the location of existing or planned utility features such as manholes, valves, shutoffs, lines and mains, etc. Examples include the 200' Sheet Mylars with Planned Sewer, Record of Planned and Engineered Sewers (ROPES) and 200' Sheet Mylars with Planned water, Planned Record of Distribution System (PRODS).	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1700-03-002	<b><u>ADC Distribution System Map Book</u></b> ADC County Map Books showing water distribution and control valves (Montgomery and Prince George County, Maryland).	Retain until superseded plus 7 years, then destroy.
1700-03-003	<b><u>Site Utility (Onsite) Plan Review</u></b> Site utility (onsite) plan review - plans, mylars and supporting documentation. Includes electronic databases and spreadsheets (i.e. ProjectDox, Development Design Unit Log). The Business Unit keeps the above records together as one project file and declared these records as permanent based on their administrative, historical and legal value. WSSC has the responsibility for on sites and would need to review changes.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1700-03-004	<b><u>System Extension Permit Files (SEP)</u></b> System Extension Permits for construction of mainline extensions (subdivision size mains) not included as CIP projects, Hydraulic Planning Analysis (HPA) Reviews, Design reviews and supporting documentation; parts of multiple part project files, release for service, and supporting documentation. Includes electronic databases and spreadsheets.	Retain for 50 years, then destroy.
1700-03-005	<b><u>System Extension Permit Files (SEP) - Permanent Records</u></b> System Extension Permit Records - As-built plans and mylars.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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1700-03-006	<p><b><u>Valve Records</u></b> Records documenting the design, construction, installation, drawings, maps, charts, indexes, plats and other documentation showing the location of utility features such as manholes, valves, shutoffs, lines and mains, etc., type, settings and maintenance of valves in the WSSC system. Includes the valve cards and the specialty valve book as well as other miscellaneous supporting records for design and construction. Design and Construction Documents for our specialty valves and sketch with ties for valve location. The Business Unit keeps the above records together as one project file and declared these records as permanent based on their administrative, historical and legal value.</p>	<p>Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.</p>
1700-03-007	<p><b><u>System Development Charge (SDC) Exemption Requests</u></b> Records related to System Development Charge (SDC) Exemption Requests, including credit verification files, including fixture counts. Affordable Housing / Moderately Priced Dwelling Unit (MPDU) Exemptions; Elderly, Biotech, and Revitalization SDC exemptions; SDC Fixture Credit/Count permits; Credit Voucher; and associated EXCEL logs. Letters/emails (from Montgomery and Prince Georges County to WSSC citing specific addresses for exemptions). Includes electronic databases and spreadsheets.</p>	<p>Retain for life of the exemption, then destroy.</p>
1700-03-008	<p><b><u>Project Management - Enterprise Resource Planning (ERP) Records</u></b> ERP Change Management documentation, including Communications, Customer Care and Procurement Records and all data kept by Information Technology (IT) for users, issues, tracking and training.</p>	<p>Retain for life of the equipment or facility, plus 5 years, then destroy.</p>

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1700-03-009	<p><b><u>Service Connection Records</u></b> Records detailing the location, size and address of service connections. Includes Service Connection (Plumbing Cards), Automated House Connection Files, House Connection plans and supporting data. Sketch and description of plumbing connection. Includes Category/Health Hazard Approvals, Ahead-of-Payment (AOP), Large and Small Main Connection Reviews. Includes electronic databases and spreadsheets (i.e. Service Connection Permits (SCP) and Site Specific Logs, etc.). Plats, Plans and Drawings, includes Boundary, Topographic and or Planimetric location survey plats; Final design plans used for construction of facilities, water and sewer pipelines and appurtenances (manholes, hydrants, valves,); also includes post-construction record drawings, sketches, plans and drawings related to maintenance, upgrades, relocations or replacements.</p>	Retain the most recent version plus 20 years, then destroy.
1700-03-010	<p><b><u>Maps and Drawings</u></b> Wide range of maps, drawings, architectural, cartographic and engineering records, including maps, charts, photomaps, field survey notes, map history case files and map and drawing finding aids; graphic representations at reduced scale of selected physical and cultural features of the surface of the earth; architectural and engineering drawings depicting concepts and precise measurements needed to plan and build static structures, such as buildings, bridges and streets; design and construction drawings for major projects; maps and drawings stored and generated by Geographic Information System (GIS) and Computer-Aided Design (CAD) Systems; as built drawings of facilities; annexation and development plats and plans; various construction drawings and renderings; and other similar documents. The Business Unit keeps the above records together as one project file and declared these records as permanent based on their administrative, historical and legal value.</p>	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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1700-04-001	<p><b><u>Non-Abutting Connection Files</u></b> Review documentation for connection requests for properties lacking direct street connection availability.</p>	<p>Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.</p>
1700-04-002	<p><b><u>Government Plan Review Files</u></b> Project files for review and approval of the Maryland-National Capital Park and Planning Commission (M-NCPPC) preliminary plans, rezoning, category changes, containing plans and related documents. Includes electronic databases and spreadsheets.</p>	<p>Retain for current year plus 4 years, then destroy.</p>
1700-04-003	<p><b><u>Updated Sketch Sheets of Repairs to the Distribution and Collection System</u></b> Updated Sketch sheets of repairs to the Distribution and Collection System.</p>	<p>Retain until changes are uploaded into the Geographic Information System (GIS), then destroy.</p>
1700-05-001	<p><b><u>Sewer Inspection and Analysis Data Reports</u></b> Files related to the monitoring, inspection and analysis of sewers; Includes electronic databases, spreadsheets and reports used for maintenance, repair or rehabilitation analysis. The business unit has declared these records as permanent based on their administrative, historical and legal value. WSSC needs to retain a history of the sewer stretches and any record of what action was taken, when it was taken and why.</p>	<p>Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.</p>
1700-05-002	<p><b><u>Closed Circuit Television Inspection (CCTV) Data</u></b> Electronic database containing the results including videos of CCTV Inspection of sewer mains. Trunk Sewer Inspection Video &amp; Data: Database containing the results of inspections of all sewers 15 inch diameter and larger.</p>	<p>Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.</p>

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1700-05-003	<b><u>Comprehensive Online Maintenance Purchasing and Stores System (COMPASS) - Inventory withdrawal forms and Work orders</u></b> COMPASS Inventory withdrawal forms, work orders and warehouse orders.	Retain for 10 years, then destroy.
1700-05-004	<b><u>Maintenance Project - Contract Files</u></b> Project files and documentation specific to maintenance of water and sewer facilities, pipelines and appurtenances. May include files of minor engineering projects/tasks performed at various WSSC facilities, corrosion projects and environmental projects related to sewer odor control.	Retain for life of the asset plus 15 years, then destroy.
1700-05-005	<b><u>Environmental Group Project Files</u></b> Various documents related to specific Environmental Group managed or supported projects including all Waste Water Treatment Plants (WWTPs), Sewer odor/Corrosion control, Biosolids studies and Wastewater Collection Systems.	Retain for 50 years, then destroy.
1700-05-006	<b><u>Equipment - Instrumentation Records</u></b> Records related to the inspection, maintenance, calibration, equipment and instrumentation used in commission facilities. Crane Tickets for Plant Equipment. Water Distribution and Wastewater Treatment System Calibration Records for the instrumentation that measures level, flow and pressure. Records of instrumentation work done by contractors.	Retain for life of the asset plus 15 years, then destroy.
1700-05-007	<b><u>Fire Hydrant Inspections/Books and Reports</u></b> Fire Hydrant Inspections, Reports and Work Orders. Files related to the monitoring, inspection and analysis of hydrants and appurtenances; Includes electronic databases, spreadsheets and reports used for maintenance, repair or rehabilitation analysis.	Retain until fiscal year end plus 7 years, then destroy.
1700-05-008	<b><u>Work Orders/Service Requests</u></b> Records of service requests and work orders for maintenance or repair to WSSC facilities or infrastructure.	Retain for 3 years, then destroy.



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1700-05-009	<p><b><u>Waterline and Appurtenances Inspection and Analysis Data / Reports</u></b> Files related to the monitoring, inspection and analysis of waterlines and appurtenances; Includes electronic databases, spreadsheets and reports used for maintenance, repair or rehabilitation analysis.</p>	Retain for life of the asset plus 15 years, then destroy.
1700-05-010	<p><b><u>Flow Monitoring Data</u></b> Depth, Velocity and Flow Rates for specifically monitored sewer lines throughout the sewer district.</p>	Retain for 50 years, then destroy.
1700-05-011	<p><b><u>Line Blockage Analysis (LBA)</u></b> LBA mainline and service packages that include detailed investigation of backups and Sanitary Sewer Overflows (SSOS) and follow up correspondence to the customers.</p>	Retain for 10 years, then destroy.
1700-05-012	<p><b><u>Rehabilitation Candidate Data</u></b> Rehabilitation Candidate Data generated to an access database or excel spreadsheet and assigned to a rehabilitation contract.</p>	Retain for 7 years, after expiration of the rehabilitation contract, then destroy.
1700-05-013	<p><b><u>Trade Shop Work Requests, Electrical - Mechanical Work Orders</u></b> Trade Shop Work Requests, Electrical and Mechanical work orders.</p>	Retain until fiscal year end plus 5 years, then destroy.
1700-05-014	<p><b><u>Water Main Breaks Reports</u></b> Records regarding water main breaks, investigation and handling.</p>	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1700-05-015	<p><b><u>Operator and Technician Certification/Memberships</u></b> Training for Operators Incinerator Certificate from Maryland Department of the Environment (MDE), Tracks Memberships, Certifications and Technician Skills Records.</p>	Retain until separation plus 5 years, then destroy.

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1800-01-001	<b><u>Significant Litigation Files</u></b> For significant litigation that sets legal precedents, that has widespread importance or long-term major significance to WSSC and how it operates, or that has historical interest or is perceived to have enduring reference value.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
1800-01-002	<b><u>Routine Litigation Files</u></b> Documentation of civil suits of a minor nature by WSSC against another party or in defense of WSSC and/or its employees against suits filed by another party; records of litigation with relatively short-term reference value.	Retain until closure plus 20 years after case is closed, then destroy.
1800-02-001	<b><u>Non Litigation Legal Files</u></b> Non Litigation Matter files initiated by legal support requests such as contract review and other In-House Counsel matters.	Retain until closure plus 20 years, then destroy.
1800-02-002	<b><u>Administrative Proceedings Records</u></b> Records of formal administrative proceedings conducted by WSSC staff.	Retain until closure plus 20 years, then destroy.
1800-02-003	<b><u>Legislative Reviews</u></b> Records such as review copies of proposed or adopted state or federal bills, legislation or regulations; notices of proposed rulemaking by federal or state agencies.	Retain for 10 years, then destroy.
1800-02-004	<b><u>Legal Opinions</u></b> Formal opinions written by legal counsel to advise WSSC, the Commissioners or the Staff.	Permanent - retain for 30 years, then offer to the Maryland State Archives for permanent retention.
1800-02-005	<b><u>Public Information Act (PIA) Requests</u></b> Request for records from WSSC and all responses to such request.	Retain until closure plus 6 years, then destroy.
1800-02-006	<b><u>Business Development Records - Contracts or Proposals</u></b> Contract or proposal development files, including all correspondence, submittals and calculations.	Retain for 7 years after closure, then destroy.

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1900-01-001	<b><u>Purchase Card (P-Card) Records</u></b> Agreements and Maintenance Forms.	Retain until termination of employee or purchase card plus 3 years, then destroy.
1900-01-002	<b><u>Bid and Bid Proposal Files</u></b> This series documents bids, quotes and proposals for goods and services procured by WSSC. The series consists of the bid proposals, requests for proposals, worksheets, correspondence and memorandums.	Retain for 3 years after award to successful bidder, closure, cancellation, or until audit, whichever is longer, then destroy.
1900-01-003	<b><u>Unopened Bids</u></b> This series consists of bids that were not opened due to being submitted by vendors past the deadline for filing the bid.	Return to bidder upon determination that bid was received after the deadline.
1900-01-004	<b><u>Vendor Records</u></b> This series consists of lists or files maintaining information on the various vendors who provide goods and services to WSSC. Does not include Certified Bidders Registration (CBR) Database addressed in 1900-02-003.	Retain until superseded or obsolete, then destroy.
1900-01-005	<b><u>Procurement Compliance and Monitoring Records</u></b> This series documents compliance and monitoring of procurement activities, other than monitoring of individual contracts and agreements. Records may include reports, evaluations, correspondence and other records demonstrating compliance with the Business Development Plan and any federal and local laws, regulations and rules requiring monitoring of overall procurement activities. EXCLUSIONS: (i) Compliance and monitoring records for individual contracts and agreements are included in CONTRACTS AND AGREEMENTS FOR GOODS AND SERVICES (1900-03-001) and CAPITAL IMPROVEMENT PROJECTS (1700-01-001).	Retain for 5 years or until administrative value ends, whichever is longer, then destroy.
1900-01-006	<b><u>Contracting Officer Appeal Records</u></b> Contracting Officer Appeal Records, including all correspondence, all evidence submitted and the final decision of the Contracting Officer.	Retain for 20 years after the final decision of the contracting officer, then destroy.

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1900-02-001	<p><b><u>Construction and Design Contracts for Capital Improvement Projects (CIP)</u></b> This series consists of contracts or agreements for capital improvement projects for all WSSC Facilities. Records include contracts and agreements and reports, correspondence, and similar records relating to their negotiation, administration, basic ordering agreements, system extensions, renewal, or termination. Includes records related to compliance and monitoring of contracts and agreements.</p>	Retain for the life of the asset plus 30 years, then destroy.
1900-02-002	<p><b><u>Construction Records</u></b> Bid plans and specifications, correspondence, claims, payments, street cut records, tolerance testing and conformance reports, inspection reports, maintenance records, change orders, request for information, field orders, shop drawings, submittals, lay schedules, community outreach material and permits.</p>	Retain for the life of the asset plus 30 years, then destroy.
1900-02-003	<p><b><u>Contract Management</u></b> Pre-Award Contracts: Solicitation and Evaluation support records for Contracts &amp; Agreements, Certified Bidders Registration (CBR), Contract Card Catalog and Bound Print Outs with Contract numbers referenced. Binders with all indexed WSSC Contracts.</p>	Retain for life of the contract plus 5 years, then destroy.
1900-03-001	<p><b><u>Contracts and Agreements for Goods and Services</u></b> Includes Acquisition Consultant project folders (request to advertise, evaluation memos, non-conflict of interest and confidentiality forms), purchase orders, requisitions, all letters from the Contractor Officer to the suppliers responding to the solicitation, approval packages, bid tabs, purchase orders, change orders, amendments, SymTrac Reports, Compliance forms, Subcontracting certifications and Small Local and Minority Business Enterprise (SLMBE) memos.</p>	Retain for expiration plus 5 years after completion and or termination of contract or agreement, or until audit, whichever is longer, then destroy.

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1900-03-002	<b><u>Contracts - Facilities, Equipment, Maintenance and Repair</u></b> Contracts for electrical, plumbing, mechanical, painting, generator service and replacement, fire alarm systems, sprinkler systems, instrumentation, asbestos inspection and removal, cranes, gas monitors and truck scales.	Retain for expiration plus 5 years after completion and or termination of contract or agreement, or until audit, whichever is longer, then destroy.
1900-03-003	<b><u>Purchase Orders and Requisitions (No formal solicitation)</u></b> This series documents the procurement of goods and services not covered under a contract or agreement. Includes purchase orders, software purchase and site licensing, requisitions, invoices, receiving reports, purchasing logs or registers and similar records.	Retain for 3 years after the end of the fiscal year in which item was received, or until audit, whichever is longer, then destroy.
1900-04-001	<b><u>Design (Architectural and Engineering) Contracts</u></b> Project background information, project budget, consultant selection documentation, intermittent design documents, invoices, final design documents (including plans and specifications).	Retain for 30 years, then destroy.
1900-04-002	<b><u>Contracts</u></b> Records for the tracking and invoicing for all WSSC Professional Services Contract Renewals and Expenditures.	Retain for audit plus 5 years, then destroy.
1900-04-003	<b><u>Consultant Selection Committee Records</u></b> Consultant Selection Committee Records	Retain for the life of committee plus 2 years, then destroy.
1900-05-001	<b><u>Minority Business Enterprise (MBE) Compliance Contracting Data</u></b> This record series contains contract, name of business and payment status information.	Retain for 20 years or until next audit or disparity study, whichever is longer, then destroy
1900-05-002	<b><u>Small Local and Minority Business Enterprise (SLMBE) Outreach Information</u></b> Events either hosted by the SLMBE Office or attended by the SLMBE Office; Various presentations for the staff to present at Outreach Events; External Committee Assignments and SLMBE Office Committees attended.	Retain for current year plus 10 years, then destroy.

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1900-05-003	<b><u>Small Local and Minority Business Enterprise (SLMBE) Vendor Training Records</u></b> Training sponsored by WSSC SLMBE for vendors, including SymTrac Training Assessment.	Retain for current year plus 10 years, then destroy.
1900-05-004	<b><u>Disparity Study Records</u></b> Studies to determine WSSC Contracting Practices and Trends.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
2000-01-001	<b><u>Antenna/Cellular Lease Records</u></b> Antenna Installations and drawings for cellular installations on tanks and towers.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
2000-01-002	<b><u>Operating and Maintenance Equipment Manuals</u></b> Operating and Maintenance Equipment Manuals.	Retain for life of the asset, then destroy.
2000-01-003	<b><u>Facility Planning Records and Drawings</u></b> Includes final design plans used for construction of facilities, post-construction record drawings, sketches, plans and drawings related to maintenance and upgrades.	Retain for life of the asset plus 15 years, then destroy.
2000-01-004	<b><u>Property Damage Records</u></b> Records of damage to WSSC property, including signs, trees, park facilities, buildings and fences.	Retain for 3 years after date of last action if not litigated, then destroy; if litigated see Legal Services, Litigation Support 1800-01:
2000-01-005	<b><u>Inspection Records - Properties and Facilities</u></b> Records documenting periodic inspection of parks and facilities to check for damage and recommend repairs and maintenance.	Retain for 10 years, then destroy

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2000-01-006	<p><b><u>Facilities, Maintenance Operations: Building Operations</u></b>                      Facility Maintenance Management, Work/Task Orders, Maintenance Schedules/Inspections, General Space/Equipment Utilization List/Inventory, Alterations and Equipment Upgrades, Key Control, Access Logs, Life Safety Studies and Test Results, Permits and Inspections (by others), Hazardous Construction/Maintenance Materials Disposal, Master Inventory and Building Key Agreements with employees.</p>	Retain for life of the asset, then destroy.
2000-01-007	<p><b><u>Facilities, Maintenance Operations: Building Operations - Historical Records</u></b>                      This record series contains unique details relevant to WSSC Facilities, Maintenance and Building Operations. This includes work orders, communications between the facilities, maintenance and operations personnel relating to the Building Operations. The Business Unit has declared these records as permanent based on their administrative, historical and legal value. The Director of Logistics will make the decision on whether the record is permanent or not. The criteria by which the decision is made is based on the value of the record(s).</p>	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
2000-01-008	<p><b><u>Facilities, Maintenance Operations: Building Operations - Routine Records</u></b>                      This record series contains non project or program related details relevant to WSSC Facilities, Maintenance and Building Operations. This includes work orders, communications between the facilities, maintenance and operations personnel relating to the Building Operations.</p>	Retain for 5 years, then destroy.
2000-01-009	<p><b><u>Fire Alarm System Records</u></b>                      This Records Series contains as built drawings, locations, equipment and owners manuals of the WSSC Fire Alarm Systems. The records maybe in paper or electronic form and should be retained on site for inspection by the Fire Code Official.</p>	Retain for life of the asset plus 10 years, then destroy.

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2000-01-010	<b><u>Fire Alarm Inspection, Testing and other Records</u></b> Dates, times of alarms (genuine, practice, tests of false) together with their causes where known. Dates, times, types of defects and faults, what action is taken, reported to whom and when. Dates of tests of the system (i.e. fire alarm drill). Dates and times of servicing (routine or special). Dates and times of all periods of disconnection, disablement or any alteration to the system.	Retain until the next scheduled test plus 1 year, then destroy.
2000-01-011	<b><u>Facilities Management Records</u></b> Facility Operating Policies, Procedures, and Related Documents. Equipment Inspections and Test Results. Correction Orders, Permits, and Equipment Safety Inspections	Retain until superseded plus 5 years, then destroy.
2000-02-001	<b><u>Fleet Sheets</u></b> This series is used to track the inventory of vehicles. Includes records identifying the vehicle, vehicle identification number, year, make, model, location, cost information, person responsible for vehicle, fleet standards information, date purchased, planned replacement and similar information.	Retain until superseded, then destroy.
2000-02-002	<b><u>Vehicle Specification Records</u></b> This series is used to track specifications of automobiles, trucks and other vehicles. Records include copies of the purchasing specifications, technical manuals, operating manuals and maintenance manuals.	Retain until sale or disposal of the vehicle, then destroy.
2000-02-003	<b><u>Vehicle Title and Registration</u></b> This series documents the legal ownership, titling and registration of vehicles.	Retain until sale or disposal of the vehicle, then destroy.
2000-02-004	<b><u>Vehicle Maintenance, Repair and Inspection Records</u></b> This series documents the maintenance, repair and inspection of vehicles. Includes records of inspections and repairs conducted in response to service or work orders, records of quarterly maintenance inspections, and any other maintenance, repair and inspection records.	Retain for 1 year after disposition of vehicle, then destroy.



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2000-02-005	<b><u>Fleet Service Requests and Work Orders</u></b> This series consists of service requests and work orders for repairs and maintenance to vehicles.	Retain for 2 years after the end of the calendar year, then destroy.
2000-02-006	<b><u>Vehicle Assignment Records</u></b> Assignment logs, authorizations, and similar records relating to the assignment and use of vehicles by WSSC employees.	Retain for 2 years, then destroy.
2000-02-007	<b><u>Fuel and Mileage Records</u></b> Logs, reports, or similar records documenting mileage and gasoline, oil, and diesel fuel used by vehicles.	Retain for 3 years, then destroy.
2000-02-008	<b><u>Vehicle Accident Records</u></b> This series documents the investigation and reporting of vehicle accidents or damage.	Retain for 5 years, then destroy.
2000-02-009	<b><u>Vehicle Usage Reports</u></b> Reports of vehicle usage used for planning purposes.	Retain for 3 years, then destroy.
2000-02-010	<b><u>Training Records</u></b> This series documents training conducted by Fleet Management independent of Human Resources. May include records of forklift training and as needed training conducted on new equipment. EXCLUSIONS: (i) In situations where training records are sent to Human Resources, Human Resources is the primary custodian and records are covered by EMPLOYEE TRAINING RECORDS.	Retain for 3 years from the date training completed, then destroy.
2000-03-001	<b><u>Plant Instrumentation Specifications and Drawings</u></b> Drawings and specifications for the instrumentation of the water distribution and the wastewater treatment systems.	Retain for life of the asset plus 5 years, then destroy.
2000-03-002	<b><u>Inventory - Equipment</u></b> Inventory records for assets owned by WSSC (equipment, furniture, manuals, specifications, tools, parts and supplies).	Retain for life of the equipment plus 2 years, then destroy.
2000-03-003	<b><u>Warehouse Registers</u></b> Emporder, Transfer Order, Shipping Register, Receiving Processing Register, Customer Pick-up Register, Delivery Manifest Register and Contractor Files.	Retain for 7 years, then destroy.

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2000-03-004	<b><u>Fire Hydrant Meter Rental Permit Records</u></b> Payment and usage records for rented fire hydrant meters.	Retain until expiration of permit and paid in full plus 1 year, then destroy.
2000-03-005	<b><u>Material Management Records</u></b> This record series consists of materials management records. Records include inventories, spare parts management records and equipment disposal records.	Retain for 3 years or until audit, whichever is longer, than destroy.
2000-03-006	<b><u>Material Management - Equipment History Records</u></b> This record series contains the equipment tracking logs which documents the equipment life cycle from purchase through disposal.	Retain for life of the equipment plus 1 year, then destroy.
2000-04-001	<b><u>Aerial Photos of WSSC Assets</u></b> Aerial photographs and emails pertaining to security updates to aerial photos of WSSC assets.	Aerial photographs: Retain for life of the asset plus 1 year, then destroy. Emails pertaining to security updates: Retain for 90 days, then destroy.
2000-04-002	<b><u>Detail (LD) Levels</u></b> Computations and Field notes.	Retain for 10 years, then destroy.
2000-04-003	<b><u>Environmental Monitoring and Reviews</u></b> This record series contains Internal Environmental Monitoring Reports and Data for WSSC owned properties.	Retain until superseded, then destroy.
2000-04-004	<b><u>Geographic Information System (GIS) Database</u></b> Database containing data on pipes and appurtenances; Links property data and aerial photography from external sources.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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2000-04-005	<b><u>Engineering Survey Files - Boundary and Right of Way</u></b> Records of survey projects that include boundary determination; Includes boundary surveys for commission owned properties, rights of way prepared by WSSC requiring boundary determination, and permanent marker property line stake-out.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
2000-04-006	<b><u>Engineering Survey Files - Minor projects (No boundary)</u></b> Records of survey projects that do not include boundary determination; Includes minor topographic or planimetric surveys.	Retain for 3 years, then destroy.
2000-04-007	<b><u>WSSC Property Appraisal Files</u></b> Appraisals and back-up material for property owned by WSSC, whether in anticipation of purchase or sale.	Retain until disposal plus 10 years, then destroy.
2000-04-008	<b><u>Surplus Property Financial Records</u></b> Documentation of the sale of surplus real property, including invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence.	Retain for 6 years after final payment, then destroy.
2000-04-009	<b><u>Right of Way Documents - Consultant Prepared</u></b> Back up material for Right of Way (ROW) quality control and final document preparation and right of way acquisition.	Retain until recordation, then destroy.
2000-04-010	<b><u>Right of Way Documents - WSSC Prepared</u></b> Back up material for Right of Way (ROW) computation, preparation of legal descriptions, sketches, final document preparation and right of way acquisition.	Retain for settlement plus 5 years, then destroy.
2000-04-011	<b><u>Right of Way Sketches</u></b> Original Right of Way (ROW) Sketches.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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2000-04-012	<b><u>WSSC Property Records</u></b> Documentation related to Commission owned properties; May include Original Fee Simple Deeds, Rights of Way, Leases, and Agreements related to WSSC owned Property, survey and/or boundary data, computations, legal descriptions and sketches.	Retain for disposition of the asset plus 30 years, then destroy.
2000-04-013	<b><u>Survey Control - Field Notes and Computations</u></b> Field notes and computations for Benchmarks and Traverse; Includes 200' sheets with level runs and 400' books for traverse computations.	Retain until superseded, then destroy.
2000-04-014	<b><u>Underground Storage Tanks (UST)</u></b> Underground Storage Tanks (UST) - Environmental Protection Agency (EPA) and Maryland Department of the Environment (MDE) Reports.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
2000-05-001	<b><u>Facility and Program Use Records</u></b> Records relating to registration and admission to programs sponsored by WSSC, room and facility reservation sheets, permits for facility or park usage, annual or seasonal passes for recreational programs, program and event descriptions, documentation of public use of facilities for which formal registrations or permits are required.	Retain for current year plus 3 years, then destroy.
2000-05-002	<b><u>Liability Waivers</u></b> Forms signed by program participants to release WSSC from any liability related to various activities.	Retain for current year plus 3 years, then destroy.
3000-01-001	<b><u>Citations</u></b> Files containing copies of WSSC issued citations; Include copies of Industrial Discharge Control (IDC) and Significant Industrial User (SIU) Notices of Violations, Citations, Trial Requirement Letters and Court Notices.	Retain for 3 years, then destroy.

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3000-02-001	<p><b><u>Fats, Oils and Grease (FOG) Unit Electronic File</u></b> This record series contains correspondence and program records relating to the FOG 6000 program.</p>	Retain until superseded, then hold for 1 year in stand-by file, then destroy.
3000-02-002	<p><b><u>Citations and Regulatory Reports - Fats, Oils and Grease (FOG)</u></b> Various regulatory reports and files supporting the Fats, Oils and Grease (FOG) program; Includes Food Service Establishment (FSE) Citations, Civil Citation File and Notice of Violation (NOV) File. Investigative, Inspection, Monitoring and Compliance Files and Reports.</p>	Retain for 5 years after closure of monitoring facility, then destroy
3000-03-001	<p><b><u>Industrial Discharge Control Reports</u></b> Various regulatory reports and files supporting the Industrial Discharge Control program; Includes Investigative/Inspection /Monitoring Work tickets, Reports and Files; Code Enforcement Records, Compliance Reports and Septic Haulers Files.</p>	Retain for 20 years, then destroy.
3000-03-002	<p><b><u>Ground Water/Temporary Discharge Permits</u></b> This record series contains the Ground Water/Temporary Discharge Permits for residents, businesses and government agencies to discharge storm water, groundwater and surface water runoff from construction-dewatering projects or temporary water discharges.</p>	Retain for 5 years after the expiration, cancellation or revocation of the permit, then destroy.
3000-03-003	<p><b><u>WSSC Septage Disposal Sites</u></b> Records relating to WSSC septage sites, including monitoring and upkeep.</p>	Retain for 5 years, then destroy.
3000-03-004	<p><b><u>Engineering Contract Records - Code Enforcement</u></b> Code Enforcement Engineering Records includes: Postcard Permits.</p>	Retain until closure plus 5 years, then destroy.
3000-03-005	<p><b><u>Code Enforcement Engineering Records - Inspection Work Tickets</u></b> Code Enforcement Engineering Records - Inspection Work Tickets.</p>	Retain for 1 year, then destroy.

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3000-03-006	<b><u>Industrial Discharge Control (IDC) Program Manuals.</u></b> WSSC IDC Program Manuals and Amendments.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
3000-04-001	<b><u>Licensing Records</u></b> License information for Plumbers, Gasfitters and Journeymen.	Retain for 10 years after expiration of license, then destroy.
3000-04-002	<b><u>Plumbing Inspection Records</u></b> Plumbing Inspections results; Backflow test reports; Cross Connection Control and Violations.	Retain for 3 years, then destroy.
3000-04-003	<b><u>Service Connection / Plumbing and Gas Fitting Applications</u></b> This record series contains Customer Service Connection Records which includes the Plumbing and Gas Fitting Permit Applications and their supporting documents.	Retain for 10 years after customer account termination, then destroy.
3000-04-004	<b><u>Service Connection Permit Records</u></b> This record series contains the service connection permit which includes the drawing showing where the connection is made to the property. These records are permanent because they document the ownership history of the property.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
3000-04-005	<b><u>Tapping Licenses</u></b> Tapping certificates issued to contractors giving them access to tap into our water and sewer mains with approved tapping machines.	Retain until expiration of the license plus 10 years, then destroy.

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3000-04-006	<p><b><u>Plumbing &amp; Plans Review</u></b> Plumbing &amp; Plans Review - Plans and supporting documentation. The Business Unit keeps the above records together as one project file and declared these records as permanent based on their administrative, historical and legal value.</p>	<p>Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.</p>
3000-04-007	<p><b><u>Plumber Investigation Records</u></b> Investigation of complaints about Plumbers operating in the WSSC service area.</p>	<p>Retain until closure plus 3 years, then destroy.</p>
3000-04-008	<p><b><u>Plumbing and Gas Fitting Board Records</u></b> Agendas, minutes and any supporting documentation submitted to the Board.</p>	<p>Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.</p>
3000-04-009	<p><b><u>Plumber Management Records</u></b> Management of issues between WSSC and Plumbers.</p>	<p>Retain until closure plus 3 years, then destroy.</p>
4000-01-001	<p><b><u>Emergency and Disaster Management Plans</u></b> Records relating to disaster, emergency and civil defense planning and preparation; implementation and testing of disaster warning systems and response planning; disaster response and emergency planning and preparedness of WSSC. Includes Pandemic Continuity of Operations Plan, Emergency Response Planning (One Plane), emergency operations plans, incident response plans, disaster management and recovery plans.</p>	<p>Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.</p>

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4000-01-002	<b><u>Incident Records - Disasters and Emergencies</u></b> Documentation of the extent and impacts of natural or man made disasters and emergency incidents and actions taken by WSSC in response to such incidents; includes records such as logs, diaries, damage assessment, response reports, situation and resource allocation reports, incident plans, resource ordering and tracking, financial documentation, photographs, and similar incident-related documentation.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
4000-01-003	<b><u>Interagency Coordination of Emergency and Disaster Planning Efforts</u></b> Correspondence and records related to WSSC communications on emergency or disaster planning or preparedness with other federal, state or local agencies.	Retain for 20 years, then destroy.
4000-01-004	<b><u>Severe Weather Plan Records</u></b> Severe Weather Plan - Internal plan coordinated with the Continuity of Government (COG) plan for determining any change in work schedule due to severe weather and communicating that to employees. Updated yearly beginning in 2006.	Retain until superseded, then destroy.
4000-01-005	<b><u>WSSC Drinking Water Contamination Response Plan Records</u></b> WSSC Drinking Water Contamination Response Plan.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
4000-01-006	<b><u>Emergency Action Plans - DAMS</u></b> Emergency Action Plans for all WSSC Dams.	Retain for 3 years after superseded or withdrawn, then destroy.
4000-01-007	<b><u>Emergency Map for Customers</u></b> Records relating to process for creating maps for customers during emergencies.	Retain until superseded, then destroy.



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Item No.	Description	Retention
4000-02-001	<b><u>Insurance Records - Claims</u></b> Crime, Fiduciary and Insurance Contracts, Property Insurance Policies - Location and Property Value Listing.	Retain for 6 years after all claims made on the policy are settled or policy expirations, whichever is longer, then destroy.
4000-02-002	<b><u>Insurance Records - Non Claims</u></b> Crime, Fiduciary and Insurance Contracts, Property Insurance Policies - Location and Property Value Listing.	Retain for 6 years after the expiration of the policy, then destroy.
4000-02-003	<b><u>Federal Emergency Management Agency (FEMA) Claims</u></b> Claims filed by WSSC.	Retain for 6 years after all claims are made on the policy are settled or completion of audit, whichever is later, then destroy.
4000-03-001	<b><u>Non-Disclosure Agreements</u></b> Non-disclosure agreements with vendors, contractors, and temporary employees as related to WSSC Computer System Access.	Retain until contract conclusion plus 6 years, then destroy.
4000-03-002	<b><u>Security Log Files (for all devices)</u></b> Security log files that track when people log on to WSSC Computer Systems.	Retain for 90 days, then destroy.
4000-03-003	<b><u>System Log Files</u></b> Systems logs and other processing (electronic or printed on demand), including work files, test files, input/source files, intermediate input/output files, valid transaction files, documentation of users, operations and audit trail files.	Retain until superseded by new version or case closure whichever is later, then destroy.
4000-04-001	<b><u>Construction Claims</u></b> Record of claims or issues associated with construction contracts which are reviewed by Internal Audit.	Retain until closure plus 5 years, then destroy.
4000-04-002	<b><u>Consultant Overhead Review</u></b> Review of Consultant overhead rates.	Retain until implementation plus 5 years, then destroy.

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4000-04-003	<b><u>Finance - Internal Audit Office Financial Accomplishments</u></b> Internal Audit Office Financial Accomplishments.	Retain for 5 years, then destroy.
4000-04-004	<b><u>Audit Reports</u></b> This series documents audits conducted by external or internal auditors examining financial activities or operations of WSSC or specific departments, programs, funds or accounts, including scheduled periodic audits, special audits and management requested audits - particular area management would like investigated. Records include management letters, final reports and similar records.	Retain until closure plus 20 years, then destroy.
4000-04-005	<b><u>Audit Working Papers</u></b> This series consists of working papers, summaries, correspondence, and similar records created for the purpose of carrying out or supporting an audit. May include final reports of internal audits, if the internal audits were conducted in preparation for or in support of a completed external audit.	Retain for 7 years after all questions arising from the related audit report are resolved, then destroy.
4000-04-006	<b><u>Internal Election Records</u></b> WSSC Internal Election Proceedings and all related records	Retain for 2 years, then destroy.
4000-04-007	<b><u>Fraud Waste and Abuse Hotline Records</u></b> Fraud and Abuse Hotline Records: Contains original incident artifacts, case management data and notes.	Retain for 5 years after closure, then destroy.
4000-04-008	<b><u>Lobbyist Registration Records</u></b> Lobbyist Registration forms filed by Lobbyists, including any instructions provided for each year.	Retain for 4 years, then destroy
4000-04-009	<b><u>Financial Disclosure Filings</u></b> Financial Disclosure records filed by Employees, including instructions provided for each year.	Retain disclosure statements for 1 year after the end of the calendar year in which employee leaves service, then destroy.

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4000-05-001

**Investigations - Criminal Hazardous Materials Incidents**  
Records of investigations of Criminal Hazardous Materials Incidents.

Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

4000-05-002

**Hazardous Materials Registrations**  
Registration of Hazardous Material used or stored at WSSC facilities

Retain for 4 years, then destroy.

4000-05-003

**Investigations - Hazardous Materials Registration**  
Records of non criminal investigations of hazardous materials registrations.

Retain for 2 years after costs are recovered, then destroy.

4000-05-004

**Hazardous Materials Training Records**  
Training records which include the following: The hazmat employee's name, the most recent training completion date, a description of, copy of, or reference to training materials used to meet the training requirements, the name and address of the person providing the training, and a certification that the person has been trained and tested as required.

Retain for 3 year training cycle plus 1 year, then destroy.

4000-05-005

**Safety Training Information**  
Manuals, handbooks and similar documentation of safety training provided to employees. Includes trainings forecasts.

Retain for current year plus 10 years, then destroy.

4000-05-006

**Safety Inspection Records**  
Automatic External Defibrillator Daily (AED), Fire Extinguisher Safety Inspection Records and First Aid Kits.

Retain for 6 years, then destroy.

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4000-05-007	<b><u>Incident Reports</u></b> Safety files contain Risk Management files related to Injury and Accident Reports. Includes Employees' Driver's Licenses, Medical Records and Incident Reports.	If no insurance claim is filed, retain for 3 years, then destroy. If a Workers Compensation claim is filed, transfer to Workers Compensation file number 1500-01-013. If a non-employee claim is filed, transfer to Insurance Claims file number 4000-02-001
4000-05-008	<b><u>Materials Safety Data Sheets (MSDS) Records</u></b> Material Safety Data Sheets.	Retain until superseded or 5 years after material is no longer present at work site, whichever is longer, then destroy.
4000-05-009	<b><u>Occupational Safety and Health Association (OSHA) 300 Log Records</u></b> Log summary of work related injuries and illnesses to WSSC Employees, Contractors and Temporary Employees.	Retain for 5 years, then destroy.
4000-05-010	<b><u>Richard G. Hocevar (RGH) Building Evacuation Records</u></b> Evacuation drill records, floor coordinator procedures and listing, emergency evacuation procedures, evacuation routes per floor.	Retain for 3 years after superseded or withdrawn, then destroy.
4000-06-001	<b><u>Alarm Logs</u></b> All alarm activity at WSSC facilities with security equipment.	Retain for 3 years, then destroy.
4000-06-002	<b><u>Automated Access System Records</u></b> Records generated by automated systems to show entry and exit from secured areas by authorized persons using an electronic badge or similar system to gain entry or exit.	Retain for current year plus 1 year, then destroy.
4000-06-003	<b><u>Videotapes - Facility Security of Buildings</u></b> Video recordings from security cameras in WSSC buildings. Security setups vary and recordings maybe continuous, stop-frame or random use. In addition to visual feed, videos also shows date and time indexing information.	Retain for 30 days, then destroy.

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Item No.	Description	Retention
4000-06-004	<b><u>WSSC Police Citations</u></b> WSSC Police Department issued citations for violation of law or code which notify the alleged violator to appear and answer to charges of violating state or local laws. Includes transmittal logs.	Retain for closure plus 5 years, then destroy.
4000-06-005	<b><u>WSSC Police Equipment Inventory</u></b> Miscellaneous Equipment for WSSC Police Department (e.g. Weapons, Digital Voice Recorders, Flashlight w/charging unit, Operations digital cameras, GPS units, Computer Voice Stress Analysis Systems and vehicle assignments.) Vehicle and Laptop Inventory.	Retain until superseded, then destroy.
4000-06-006	<b><u>General Orders/Special Orders</u></b> Orders established by the Office of Security and Safety Services (by former Security Directors and current Chief of Police) Copies of orders are distributed to sworn officers and proprietary guards as it pertains to them.	Retain until superseded plus 6 years, then destroy.
4000-06-007	<b><u>In-Service Training and Firearms Certification Records</u></b> Mandatory annual training required by the State of Maryland for all sworn officers. Includes correspondence sent to all law enforcement agencies regarding dates, times, and location training is available each calendar year. Notes regarding scheduling WSSC Police Officers.	Retain for 3 years, then destroy.
4000-06-008	<b><u>WSSC Police Internal Affairs Investigative Case Files</u></b> Investigative Reports, Documents, and Case Assignment Log and related material.	Retain for closure plus 3 years, then destroy.
4000-06-009	<b><u>Internal Security Task Force (ISTF) Records</u></b> This record series contains Meeting minutes, correspondence and documents related to the ISTF Projects and Initiatives.	Retain for 20 years, then destroy.
4000-06-010	<b><u>Police Officer and Security Guard Daily Activity Log (Proprietary and Contract)</u></b> Daily activity pertaining to the various WSSC facilities.	Retain for 10 years, then destroy.

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Item No.	Description	Retention
4000-06-011	<b><u>Property Record Logs</u></b> Evidence, Found Property and Contraband held by the WSSC Police Department.	Retain for 10 years, then destroy.
4000-06-012	<b><u>WSSC Police Department Reports</u></b> This record series contains WSSC Police Reports which are stored in the Incident Reporting Information Management System (IRIMS).	Retain for 5 years, then destroy.
4000-06-013	<b><u>Truth Verification - Computer Voice Stress Analyzer (CVSA) Files</u></b> Truth Verification test documents and materials related to a case. If related to the hiring of a Police Officer keep with employee personal files (1500-04-006).	Retain for case closure plus 5 years, then destroy.
4000-06-014	<b><u>Proximity Card Records</u></b> Employee and Contractor Identification Badge Application Forms and Logs.	Retain for closure plus 4 years, then destroy.
4000-06-015	<b><u>Security Visitor Logs</u></b> Records of Visitors to WSSC Facilities.	Retain for 3 years, then destroy.
4000-06-016	<b><u>Parking Permits</u></b> Vehicle information for employees and contractors requiring parking permits for Commission facilities	Retain for closure plus 1 year, then destroy.
5000-01-001	<b><u>Biosolids Environmental Management Plan Records</u></b> This record series contains the Biosolids Management Plan and documentation related to the development of the plan, such as studies, evaluations, supporting data and correspondence. This includes the annual goals and objectives prepared by the Biosolids Management Cross-Functional Team. The Business Unit keeps the above records together as one project file and declared these records as permanent based on their administrative, historical and legal value.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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5000-01-002	<u><b>District of Columbia Water and Sewer Authority (DCWASA) - Maryland Environmental Services Records</b></u> DCWASA - Maryland Environmental - Biosolids Analysis Reports for various years, Quarterly Operations and Maintenance Analysis and Reconciliations, supporting invoices, documentation and miscellaneous files.	Retain for current year plus 10 years, then destroy.
5000-01-003	<u><b>Biosolids Land Application Records</b></u> This record series contains records related to biosolids land applications, including permits, spread amounts and land locations. The Business Unit has declared these records as permanent based on their administrative, historical and legal value.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-01-004	<u><b>Sludge Hauling Records</b></u> Sludge Hauling Program Manual, supporting documentation - weight tickets, invoices, spreadsheets and waste hauler permits.	Retain for 10 years, then destroy.
5000-01-005	<u><b>Energy Management Records</b></u> Energy Management records, including tracking and oversight of various energy management contracts.	Retain for 5 years after contract expiration, renewal or superseded, then destroy.
5000-01-006	<u><b>Emissions Records</b></u> Air and Generator Emissions Record Keeping - Reports.	Retain for report submission plus 5 years, then destroy.
5000-01-007	<u><b>Environmental Impact Statements</b></u> Environmental impact statements related to WSSC property or projects and all records associated with compilation of statement and any related records.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
5000-01-008	<b><u>Environmental Permit Records and Reports</u></b> Records and reports related to environmental permits, including application, Environmental Protection Agency (EPA ) Reports Information Collection Rule - (ICR) and all National Pollutant Discharge Elimination System (NPDES) Non Compliance Records and Communications. The Business Unit has declared these records as permanent based on their administrative, historical and legal value.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-01-009	<b><u>Environmental Recycling Reports</u></b> Monthly reports submitted to the Maryland Department of the Environment.	Retain for current year plus 10 years, then destroy.
5000-01-010	<b><u>Erosion and Sediment Control Environmental Reviews</u></b> Electronic database of Environmental reviews for Erosion and Sediment Control.	Retain until disposition plus 5 years, then destroy.
5000-01-011	<b><u>Sanitary Surveys</u></b> Written reports, summaries or communications related to sanitary surveys of the system, whether conducted by WSSC, a private consultant, or an agency of the State or Federal Government.	Retain for 10 years after closure, then destroy.
5000-01-012	<b><u>Forest Conservation Plans (FCP)</u></b> Forest Conservation Plans, including Department of Natural Resources (DNR) contract records and related significant e-mail correspondence.	Retain until contract conclusion plus 6 years, then destroy.
5000-01-013	<b><u>Pollution Prevention Plans</u></b> Storm Water Pollution Prevention Plan (SWPPP) documents and approvals, plans for Portable Water Discharges and Storm Water.	Retain until superseded plus 5 years, then destroy.
5000-01-014	<b><u>Sediment Control Records</u></b> Records of Sediment Control Inspections and comments (In Field Diaries); Inspection notices and citations for Sediment Control Infractions.	Retain for closure plus 4 years, then destroy.



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Item No.	Description	Retention
5000-01-015	<b><u>Soil and Groundwater Contamination Files</u></b> Files on Contaminated sites, includes Environmental Resources files and Web Map Layer; Record of Hazardous screening reviews for Developmental Services Group (DSG) projects; Records of contamination from commercial and residential septic systems.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-01-016	<b><u>Environmental Studies and Reports</u></b> General operational reports, studies and impact statements such as: Environmental Impact Statements, Biennial Hazardous Waste Reports, general Engineering Studies and Reports, Monthly Operational Records, and Environmental reviews, including any studies or reports submitted to Environmental Protection Agency (EPA) or Maryland Department of the Environment (MDE).	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-01-017	<b><u>Water Quality Monitoring Program</u></b> Electronic spreadsheet files of water quality monitoring data.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-01-018	<b><u>Variance or Exemption Records</u></b> Records concerning a variance or exemption granted to the system.	Retain for 5 years after the expiration of such variance or exemption, then destroy.
5000-01-019	<b><u>Drinking Water Violation Records</u></b> Record of violations and any response and action taken to correct violations of primary drinking water regulations.	Retain for 10 years after the last action taken with respect to the particular violation involved, then destroy.
5000-01-020	<b><u>Records of Public Notices</u></b> Copies of public notices issued pursuant to Subpart Q of Part 141 National Primary Drinking Water Regulations (NPDWR).	Retain for 3 years after issuance of the public notice, then destroy.

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5000-02-001	<p><b><u>Laboratory Information Management System (LIMS) - Electronic Software Program Records</u></b> Includes Laboratory Information Management Systems (LIMS) used in EPA laboratories to receive, store and report data generated from laboratory analysis of environmental samples using scientific instruments. Data elements may include sample data, who took the sample data and where, contents of the sample and what was asked to be analyzed, who analyzed the sample and when. Includes chain of custody records, scientific data, scientific apparatus records, waste disposal records, health and safety checks, training records, specimen records and calibration records. Workplace records, stock records, work schedules, servicing dates, confidential data of employees (Data Protection Act).</p>	Retain for 5 years, then destroy.
5000-02-002	<p><b><u>Laboratory Information Management System (LIMS) - Electronic Data Records</u></b> Includes Laboratory Information Management Systems (LIMS) used in EPA laboratories to receive, store and report data generated from laboratory analysis of environmental samples using scientific instruments. Data elements may include sample data, who took the sample data and where, contents of the sample and what was asked to be analyzed, who analyzed the sample and when.</p>	Retain for 3 years, then destroy.
5000-02-003	<p><b><u>Laboratory Services Instrument Maintenance Logbooks</u></b> Laboratory records for each major instrument including, instrument serial number and unique name. Major service and repair records are maintained in these logbooks. Active logbooks are maintained within the laboratory where the instrument is located and maintained with the instrument throughout its use life.</p>	Retain for the life of the instrument, plus 5 years, then destroy.
5000-02-004	<p><b><u>Laboratory Services Preventive Maintenance and Repair Activity Records</u></b> Laboratory records for all instruments and equipment (including pH meters, analytical balances, incubators, refrigerators, autoclaves and water baths).</p>	Retain until disposition of the instruments and equipment plus 5 years, then destroy.

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5000-02-005

**Bacteriological Analyses Records**

Analysis records including monitoring plans submitted to MDE/EPA. Actual lab reports or tabular summaries, including (1) date, time and place of sampling, (2) ID of sample as to whether routine, check sample, raw or process water, or other special purpose sample, (3) analysis data, (4) Lab and person responsible for performing analysis, (5) analytical method used, and (6) results of analysis.

Retain for current year plus 5 years, then destroy.

5000-02-006

**Chemical Analyses Records - Compliance Samples**

Analysis records, including monitoring plans submitted to MDE/EPA. Actual lab reports or tabular summaries, including (1) date, time and place of sampling, (2) ID of sample as to whether routine, check sample, raw or process water, or other special purpose sample, (3) analysis data, (4) Lab and person responsible for performing analysis, (5) analytical method used, and (6) results of analysis.

Retain for current year plus 10 years, then destroy.

5000-02-007

**Chemical Analyses Records - Lead and Copper**

Analysis records, including monitoring plans submitted to MDE/EPA. Actual lab reports or tabular summaries, including (1) date, time and place of sampling, (2) ID of sample as to whether routine, check sample, raw or process water, or other special purpose sample, (3) analysis data, (4) Lab and person responsible for performing analysis, (5) analytical method used, and (6) results of analysis.

Retain for current year plus 12 years, then destroy.

5000-02-008

**Microbiological and Turbidity Analyses Records**

Analysis records, including monitoring plans submitted to MDE/EPA. Actual lab reports or tabular summaries, including (1) date, time and place of sampling, (2) ID of sample as to whether routine, check sample, raw or process water, or other special purpose sample, (3) analysis data, (4) Lab and person responsible for performing analysis, (5) analytical method used, and (6) results of analysis.

Retain for current year plus 5 years, then destroy.

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5000-02-009	<p><b><u>General Chemical/Laboratory Records</u></b> All laboratory records including: bench sheets, data sheets, sample identification sheets, calibration, standardization sheets, sheet results, and all other required laboratory records.</p>	Retain for 10 years, then destroy.
5000-02-010	<p><b><u>Individual or Other Agency/Company Lab Testing Records</u></b> Testing and lab work requested by WSSC customer or other entity, whether pursuant to contract or request (i.e. well tests, contracts with counties).</p>	Retain for current year plus 5 years or life of the contract plus 5 years, whichever is longer, then destroy.
5000-02-011	<p><b><u>Laboratory Results - State of Maryland Daily Records</u></b> Records of the lowest daily residual disinfectant concentration and records of the date and duration of any failure to maintain the State-prescribed minimum residual disinfectant concentration for a period of more than four hours.</p>	Retain for 10 years, then destroy.
5000-02-012	<p><b><u>Laboratory Results - Compliance Records of State (Maryland).</u></b> Records of State-specified compliance requirements for membrane filtration and of parameters specified by the State for State-approved alternative treatment and records of the date and duration of any failure to meet the membrane operating, membrane integrity, or alternative treatment operating requirements for more than four hours.</p>	Retain for 5 years, then destroy.
5000-03-001	<p><b><u>Plant and System Operations Records</u></b> This series documents the operations of water supply and distribution facilities. Includes monthly logs/reports and filter charts. Monthly Record of Operations, Operator Schedules, Monthly Operations Report, Fuel Inventory Records, River and Climatological Observations. Chief Operator's compilation of previous days plant operations and other reports, supporting documentation not otherwise listed in this schedule.</p>	Retain for 20 years, then destroy.

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5000-03-002	<p><b><u>Plant Equipment &amp; Performance Records</u></b> Plant Equipment and Performance records, including the Industrial Asset Management Database Records, Substation and Microwave Battery Logs, Blower Inspections/Repairs, Fire Sprinkler Testing, Blower Lubrication Testing, SS and Switchgear Testing, Equipment Warranties, Generator PM checks, Boiler/Pressure Vessel Certificates and Equipment movement.</p>	Retain for life of the equipment plus 1 year, then destroy.
5000-03-003	<p><b><u>Plant Operations - Maintenance Manuals</u></b> Operation and Maintenance (O and M) Manuals for various equipment throughout WSSC facilities.</p>	Retain until superseded, then destroy.
5000-04-001	<p><b><u>Wastewater Pumping Station Records and Analytical Reports</u></b> This series consists of monthly reports for pumping operations. Records include pressure and flow data logs, pump room reports, and water consumption reports.</p>	Retain for 6 years, or until audit, whichever is later, then destroy.
5000-04-002	<p><b><u>Sanitary Sewer Overflow (SSO) - Emergency Planning Records</u></b> Emergency Response Plan for SSOs, Emergency Response Plan for Basement Backups.</p>	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-04-003	<p><b><u>Sanitary Sewer Overflow (SSO) Certifications</u></b> Sanitary Sewer Overflow Paperwork and Quarterly Certifications.</p>	Retain until expiration of certification, plus 5 years, then destroy.
5000-04-004	<p><b><u>Sanitary Sewer Overflow (SSO) Consent Decree Settlement Records</u></b> This record series contains Legal Consent Decree, Compliance Reports, Land Acquisition and Water Quality Monitoring Records. The Business Unit has declared these records as permanent based on their administrative and legal value.</p>	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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5000-04-005	<b><u>Sewer Basin Records</u></b> This record series contains Sanitary Sewer Basin Reports and Studies. The Business Unit has declared these records as permanent based on their administrative and legal value.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-04-006	<b><u>Comprehensive Wastewater Collection System Records</u></b> This record series contains Wastewater Operator Modeling Course Certifications, Operation and Maintenance Plan Records. The Business Unit has declared these records as permanent based on their administrative and legal value.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-05-001	<b><u>Operation and Maintenance (O&amp;M) Manuals</u></b> Operation and Maintenance (O and M) Manuals for dams, water pumping stations, and water storage facilities.	Retain for life of the asset, then destroy.
5000-05-002	<b><u>Dam Inspection Reports</u></b> Dam Inspection Reports.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-05-003	<b><u>Flushing Program Records</u></b> This record series Contains Water Quality Reports and Complaint Records. The Business Unit has declared these records as permanent based on their administrative and legal value.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.

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RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No. 2669**

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**Agency**

Washington Suburban Sanitary Commission

**Division/Unit**

Office of the CIO

Item No.	Description	Retention
5000-05-004	<b><u>Process Control Records</u></b> Hard copies of tag values for our facilities acquired through the WSSC Supervisory Control and Data Acquisition (SCADA) System.	Retain for 10 years, then destroy.
5000-05-005	<b><u>Tank Inspection Records</u></b> Inspection reports (including photos).	Retain until final disposition plus 10 years, then destroy.
5000-05-006	<b><u>Water Pumping Station Records</u></b> Inspection reports and capacity test results.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-05-007	<b><u>Fire Flow Test Results</u></b> Testing of Fire Flow for system and customers.	Retain until superseded plus 1 year, then destroy.
5000-05-008	<b><u>Water Pumping Operations Records</u></b> This series consists of daily, weekly logs and monthly reports for pumping operations. Records include pressure and flow data logs, equipment records, pump room reports, quality assurance procedures and water consumption reports.	Retain for 5 years after end of the calendar year, or until operational value ends, whichever is longer, then destroy.
5000-05-009	<b><u>Water System Maintenance Records</u></b> This series documents the maintenance, repair and inspection of water distribution system equipment, including water meters, fire hydrants, valves, and other similar assets.	Retain for the life of the asset, then destroy.
5000-05-010	<b><u>Water Well Pumpage Records</u></b> WSSC Monthly Potable Water Well Pumpage Data.	Retain for 20 years, then destroy.

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
5000-06-001	<b><u>Planning Reports</u></b> Bound reports, documents regarding future needs of area, system, including needs analysis and facilities planning.	Permanent - Retain for 10 years, and then review for active, inactive status. If active, retain for 10 years until next review. If inactive, offer to the Maryland State Archives for permanent retention.
5000-06-002	<b><u>River and Climatological Records</u></b> River and Climatological Observations affecting water supply.	Retain for 50 years, then destroy.
5000-06-003	<b><u>Water Supply Planning Records</u></b> Records of projects demand and capacity, including all reservoirs.	Retain for 50 years, then destroy.
Record Serie	<b><u>Record Series Title</u></b> Record Series Description	WSSC Assigned Retention Period





