

# City of Henderson Records Retention Schedule

## Department of Utility Services

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### **Disposition Information:**

- Unscheduled records can NOT be destroyed. A local governmental entity shall not dispose of any public record except in accordance with a schedule for the retention of such records approved by the State Library and Archives Administrator pursuant to - NAC 239.155 Disposal of public record restricted; procedures for proposal and adoption of schedules for retention of public records.
- In the event there is any pending litigation, suspend any destruction of records including deletion, overwriting, or any other destruction or alteration of electronic and/or hardcopy information relevant to the dispute until the case is closed and the City Attorney's Office has given approval to proceed.
- Unless otherwise specified, a Certificate of Destruction is required to be completed prior to destroying any records regardless of media. See City of Henderson ROP-004 Destruction of Public Records for more information.
- Unless otherwise specified, permanent records should be transferred to the City Archives as soon as possible.
- Convenience copies and duplicates must NOT be retained longer than the Record Copy.
- To protect the confidentiality of records of local governments that are declared by law to be confidential, such records must be destroyed in accordance with the applicable schedule by shredding in a manner that ensures the information cannot be reconstructed, by burning if allowed by federal, state and local regulations, or as required by the laws, regulations, established standards, policies and procedures of the State or Federal Government. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing, and the physical destruction of the storage media – NAC 239.165 (1) (2) Destruction of confidential records, electronic records and copies of records. Also see, City of Henderson Records Directive No. 9 Confidentiality of Personal Information/Social Security Numbers.

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### **Definitions:**

**Business Essential (BE) Record** - A record or record series that is critical to continuing or reestablishing operations during an emergency or after a disaster, or that are necessary to protect rights and interests of the citizens and employees of the City of Henderson.

**Convenience Copy** – A copy of a record or series that consists of reference, informational, or copies of other records and are usually kept to be made available for distribution to individuals, departments, boards, commissions, committees, remote locations, etc.

**LRDA** – Local Government Records Disposition Authority control number assigned to a record series by the Nevada State Library and Archives. The Local Government Records Retention Schedules can be found here: [http://nsla.nv.gov/Records/Local/Local\\_Main/](http://nsla.nv.gov/Records/Local/Local_Main/)

**Record** - Information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, unpublished books, maps, charts, blueprints, drawings, photographs, films, computer printouts, newspapers received pursuant to NRS 247.070, artifacts entered as exhibits in any proceeding in any court, information stored on a magnetic tape, computer, laser disc or optical disc, or on material which is capable of being read by a machine, including microforms and audio and visual materials, and any other evidence, including all copies thereof. NAC 239.101 “Record of a local government” defined.

**Approved by Records Committee: 04/29/21**

**Approved by State Archivist: NA (last approved 03/22/17)**

**City of Henderson Records Retention Schedule**  
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<b>General</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Asset and Inventory Records</b> Documents assets and related inventory of equipment owned and maintained by the department.	Maximo	Life of Equipment.  <b>LRDA:</b> 20070975 Equipment Maintenance Reports
<b>Chemical Hygiene Plan</b> Documents related to chemical accident prevention programs and plans to abate hazards. May contain, but not limited to, registration documents, operating procedures, hazard assessments, process hazard analysis, training procedures, equipment maintenance procedures, safety reviews, incident reports, corrective action reports, copies of reports and/or forms submitted to regulatory agencies, related correspondence and similar documents.		Five (5) calendar years from the end of the calendar year to which they pertain.  <b>LRDA:</b> 20071612 Nevada CAPP/PTAH Files
<b>Environmental Protection Agency (EPA) Audit Reports</b> (Regulatory Programs) Reports received from the EPA reporting the results of audit.	By date	Five (5) calendar years after final acceptance.  <b>LRDA:</b> 20071611 Oversight Inspections
<b>Equipment Inspections</b> Inspections on transformers and switch gear equipment, records documenting monthly crane inspections and yearly certifications.	As best supports business practices	Life of Equipment.  <b>LRDA:</b> 20070975 Equipment Maintenance Reports
<b>Fee Schedule</b> Billable Rates for damage to City property by the public or contractors.	As best supports business practices	Year of records plus five (5) years.
<b>Hazardous Material Permit</b> Permit issued by the state Fire Marshal for five years to allow for use of hazardous material.	By Date	Five (5) calendar years from the date of expiration, revocation or suspension of the permit.  <b>LRDA:</b> 20071482 Hazardous Materials Storage Permit Files
<b>Master Plans</b> Documents identifying major infrastructure required to serve a particular land area.  <b>(BE)</b>	As best supports business practices in Technical Service Library	<b>Permanent</b> - Image records and store duplicate CD of active files offsite. Transfer superseded plans to City Archives for permanent retention.  <b>LRDA:</b> 20070984 Master Plan and Amendments
<b>Work Orders</b> Preventive and corrective maintenance activities on plant equipment and other water infrastructure. May include, but not limited to, electrical repairs or maintenance on Water or Wastewater infrastructure, or Utilities Facilities.	Maximo	Life of Equipment.  <b>LRDA:</b> 20070975 Equipment Maintenance Reports

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<b>Environmental Programs – Laboratory</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Analysis (Water) Results</b> Bench Sheets and supporting data (temperature logs, run logs, micro QA-QC) documenting results for laboratory analyses. (Documenting that lab equipment temperature and other settings are checked daily and meet certification/analysis requirements is an integral part of the analysis.) May include discharge monitoring reports and testing performed for other agencies.	By year	Five (5) calendar years from the date of report.  <b>LRDA:</b> 20071054 Water Quality, Reports of Bacteriological Analysis
<b>Chain of Custody Forms</b> Record tracing the sample from collection through analysis. May include testing performed for other agencies.	By year	Five (5) calendar years from generation of the last entry in records.  <b>LRDA:</b> 20071617 Laboratory - Chain of Custody Forms
<b>Laboratory Certifications Analysis and Records</b> Blind sample results required for certification. May include testing performed for other agencies.	By year	Six (6) calendar years or until the next certificate data audit is complete, whichever is longer.  <b>LRDA:</b> 20071615 Laboratory Certifications

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<b>Environmental Programs – Regulatory Programs</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Cross Connection Control Notices</b> Courtesy, 1st Violation, Final Violation, Fine Imposed and Repairs Letters to ensure the Backflow Prevention System is properly maintained and tested.	By Facility	Five (5) calendar years from the end of the calendar year to which the records pertain.  <b>LRDA:</b> 20071606 Cross Connection Control and Backflow Prevention Records
<b>Cross Connection Control Test Report</b> Annual test report to ensure proper working order of device used to prevent non-potable water from reentering city's distribution system.	By Facility	Five (5) calendar years from the end of the calendar year to which the records pertain.  <b>LRDA:</b> 20071606 Cross Connection Control and Backflow Prevention Records
<b>Facility Review Permit</b> Permits issued to industrial users which may include an Industrial Monitoring Report (IMR), Waste Discharge Permit and Application, Lab Reports, Chain of Custody, Inspections, Facility Diagrams and Plans, Hazardous Materials Report, Inventory Statements and worksheet, Notice of Violation, Letter of Explanation, Review Meeting information (Notice, Minutes, Resolutions, etc), Corrective Actions, Renewal Application, etc.	By Facility and date	<b>Permanent</b> – When no longer needed to support business processes, transfer to City Archives for permanent retention.  <b>LRDA:</b> 20070989 Permits, Industrial Waste Discharge
<b>Fats, Oils, and Grease Program</b> May include inspections, pumping records, letters of explanation, and notices of violation.	By Area and Date	<b>Permanent*</b> – When no longer needed to support business processes, transfer to City Archives for permanent retention. * State recommended retention is five (5) calendar years from the end of the calendar year to which the record pertains.  <b>LRDA:</b> 20071608 Wastewater Sewage Sludge Application Records
<b>General Pretreatment Complaints, Investigations, and Studies</b> May include, but is not limited to, odor complaints and studies, investigations, samplings, and annual, quarterly, and surcharge reports.	By Area and Date	<b>Permanent</b> – When no longer needed to support business processes, transfer to City Archives for permanent retention.  <b>LRDA:</b> 20071005 Studies

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<b>Environmental Programs – Wastewater Operations</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Air Quality Program Records</b> Includes Applications for Authorization to Construct.	By date	Five (5) calendar years from the end of the calendar year to which the record pertains.  <b>LRDA:</b> 20070650 Air Pollution Data
<b>Authorization to Discharge Permit</b> Permit issued for 5 years by the NDEP and County to discharge effluent. This permit is for the City of Henderson.  <b>(BE)</b>	By Permit Number	Five (5) calendar years after expiration, renewal, modification, suspension, or revocation of the permit.  <b>LRDA:</b> 20071613 Authorization to Discharge Permit
<b>Oversight Inspections</b> Documents oversight inspections of water, water reclamation, and/or water pollution. May contain public-access control construction projects by the Nevada Division of Environmental Protection, Nevada State Health Division or District Health Authorities and similar regulatory bodies.	By date	Five (5) calendar years after final acceptance.  <b>LRDA:</b> 20071611 Oversight Inspections
<b>Reclaimed Water Permits</b> Temporary construction water permits.	By name	Three (3) calendar years after expiration of the permit, or for the period required by local ordinance, whichever is longer.  <b>LRDA:</b> 20071614 Reclaimed Water Permits
<b>Waste Flow Measurement Readings</b> Documents the amount of pollution discharged from wastewater treatment facilities and may include but is not limited to copies of reports to the U.S. Environmental Protection Agency and/or the Nevada Division of Environmental Protection, logs that record waste flows, chemical settings, processing reports, filter information, tank levels, pressure, and similar monitoring information.	By date	Five (5) calendar years from the end of the calendar year to which the records pertain.  <b>LRDA:</b> 20071050 Waste Flow Measurement Readings
<b>Wastewater Monthly Reports</b> Monthly report documenting water volumes and uses such as Reuse Flows, Wastewater Flows, Sewage and Wastewater Advisory Committee, etc.	By date	Twelve (12) calendar years from the date of report.  <b>LRDA:</b> 20071018 Waste Water Monitoring
<b>Work Orders</b> Preventive and corrective maintenance activities on plant equipment and other water infrastructure. May include, but not limited to, electrical repairs or maintenance on Water or Wastewater infrastructure, or Utilities Facilities.		Life of Equipment.  <b>LRDA:</b> 20070975 Equipment Maintenance Reports

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<b>Technical Services</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Atlases</b> The Water and Sewer atlases show the City's Water Distribution System Infrastructure (Water Mains, Valves, Hydrants, Meters, Reservoirs, Pumping Stations, etc.) and Wastewater collection system infrastructure (Sewer Mains, Manholes, etc.). The Manhole number atlas is a slight variation of the Sewer atlas, which displays the manhole numbers. The Sewer and Manhole number atlases also depict the City's Reclaimed Water Distribution System.	Utility Restricted Documents, accessed via the Utility Services SharePoint site.	<b>Until superseded</b> - Published (and updated/overwritten) every week in PDF file format.
<b>Fixture Records</b> Documents showing fixture count on/in property to assess proper sewer fees.  <b>(BE)</b>	By file number and then address	<b>Permanent</b> - Records will be imaged and put on CD to be used in department. Hardcopies will be transferred to the City Archives for permanent retention when image is verified.  <b>LRDA:</b> 20071601 Fixture Records
<b>Hydraulic Model Studies</b> Studies to show HGL levels (water analysis), capacity velocity, and hydraulic lift. Contains reports, comments, and responses.  <b>(BE)</b>	By project name	<b>Permanent</b> – Engineering reports which contain the model studies are imaged and stored in Open Text.  <b>LRDA:</b> 20071005 Studies
<b>Water Allocation Contracts</b> Contracts to obtain water service to lot. May include Acknowledgements and Assignment of Water Commitment, Utility Application, Approved Civil Plan Copy, Bonds, Inspection Fee Information, etc.	Contract number	The fiscal year in which the last transaction, charge, credit, or payment occurs under the contract/agreement plus six (6) years. If there is no direct documentation of the final transaction in the file, it may be assumed that it was made within 1 year of a filed notice of completion/termination/expiration.  <b>LRDA:</b> 20071197 Agreement/Application for Service Files
<b>Water Commitment Records – (Obsolete)</b>	Project name	<b>Obsolete</b> - No longer generated or utilized. Remaining records to be purged six (6) years after commitment date.



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<b>Technical Services – Customer/Meter Services</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Agreement/Application for Service</b> Applications for turn on of service for residential, commercial or developers. Includes meter rejects, applications and disconnects including those taken over the phone.	Customer information is managed in UMS and backed up regularly.	Six (6) fiscal years after the fiscal year in which the last transaction, charge, credit, or payment occurs under the contract/agreement. Retain yearly report of current customers and disconnects for six (6) years. Customer information is managed in UMS and backed up regularly.  <b>LRDA:</b> 20071197 Agreement/Application for Service Files
<b>Auto Pay Records</b> This record series documents the automatic payment of utility and other service types of bills from an individual's bank or similar account. May contain, but not limited to, application form, customer information, bank account information, type of service account, account number, copies of billing statements, customer payment reports, payment histories, related correspondence and similar documents.	Record copy maintained in UMS until 2011. 2012 – present are maintained by auto pay vendor.	Six (6) fiscal years from the end of the fiscal year to which the records pertain.  <b>LRDA:</b> 20071513 Direct Payment Records
<b>Billing Records</b> Utility account billing and payment records, hydrant meter requests, deposits, and account billings – Senior and Disability verification for reduced water service rates.	Customer information is managed in UMS and backed up regularly.	Six (6) fiscal years after collected or deemed uncollectible. This information will be electronically purged.  <b>LRDA:</b> 20070445 Accounts Receivable Files
<b>Customer Histories</b> Application for turn on of service for residential, commercial or developer accounts, meter rejects, applications and disconnects, including those taken over the phone. Includes history of meter reads, payments, correspondence, meter sets, connects, disconnects, and change outs. Re-reads, water waste compliance checks, and all other types of service and work orders.	Customer information is managed in UMS and backed up regularly.	Six* (6) fiscal years after the fiscal year in which the last transaction, charge, credit or payment occurs. This information will be electronically purged.  <b>LRDA:</b> 20071200 Customer Histories *State recommended retention is three fiscal years.
<b>Delinquent Accounts</b> The actual or threatened disconnection or discontinuance of utility service to a customer for non-payment or violation of terms of service. May include, but is not limited to, termination notices, deferred payment agreements, financial hardship reports, energy assistance records, service fee reports, related correspondence and similar documents.	Customer information is managed in UMS and backed up regularly.	Six (6) fiscal years after the fiscal year in which the last transaction, charge, credit or payment occurs. This information will be electronically purged.  <b>LRDA:</b> 20071201 Delinquent Accounts *State recommended retention is one fiscal year

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<b>Technical Services – Customer/Meter Services</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Flow Reports</b> Monthly report submitted to Customer Service for surcharge to have businesses billed for sewer use.	By date	Five (5) calendar years from the end of the calendar year to which the records pertain.

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<b>Technical Services – Water Operations</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Chart Recorders</b> Records the water pressure in the area in which the hydrant is placed.	Electronically by hydrant number.	Five (5) years from date of measurement.
<b>Copper and Lead Testing Survey Results</b> State of Nevada Bureau of Health Protection Services requires receipt of testing results every 3 years as per Safe Drinking Water Act.	As best supports business activities	Twelve (12) calendar years from date of report.  <b>LRDA:</b> 20071053 Water Quality, Reports of Lead and Copper
<b>Distribution System Records</b> Operator walk-through, daily logs, pump calculations, pump station logs, elevations, distribution system flows, storage tank levels, water facilities daily reports, SNWS and BMI faxes, notification of planned outages and/or shutdowns.  <b>(BE)</b>	As best supports business activities	Five (5) calendar years from the end of the calendar year to which the records pertain. Data stored and backed up in LIMS and duplicate data also located in Southern Nevada Water Systems.  <b>LRDA:</b> 20071602 Distribution System Records
<b>Permit to Operate a Public Water System</b> Permit issued for 1 year by Nevada State Health Division, revocable by NRS and NAC, Chapter 445A.  <b>(BE)</b>	Posted conspicuously at Water Treatment Plant in wall frame	Year of expiration plus ten (10) years.  <b>Legal Citation:</b> 40 CFR 142.15 Reports by States, 40 CFR 142.14 (d)(12)(iv) Records kept by States, 40 CFR 142.16 (h)(2) Special primacy requirements, NRS 445A.875 Certification of operators: Requirement; exception; operation of multiple systems; presence of operator on-site, NAC 445A.617 to 445A.652 Definitions
<b>Permit to Operate a Treatment Plant</b> Permit issued for 1 year by Nevada State Health Division, revocable by NRS and NAC, Chapter 445A.  <b>(BE)</b>	Posted conspicuously at Water Treatment Plant in wall frame	Year of expiration plus six (6) years.  <b>Legal Citations:</b> 40 CFR 122.21p Application for a permit (applicable to State programs, see 123.25

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<b>Technical Services – Water Operations</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Reservoir Inspections</b> Acceptance letters, inspections, notes, rehabilitation records.	By Reservoir location name and ID	Life of reservoir including the post-closure care period (if applicable).  <b>LRDA:</b> 20071603 Reservoir Inspections
<b>Water Quality System Lab Records</b> Certificate of Analysis on chemical deliveries, water analysis lab sheets, copies of COH Water Quality Lab Test results, outside Lab Testing results. See also Annual Reports and Surveys and Statistics – Non-Annual in the Administration Schedule for Water Quality reports.	As best supports business activities	Ten (10) calendar years from date of report.  <b>LRDA:</b> 20071055 Water Quality, Reports of Chemical and Radiological Analysis

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<b>Utility Support Services – Electrical Services</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>PLC Ladder Diagrams/SCADA Schematics</b> Programmable Logic Controller Ladder Diagrams and Supervisory Control and Data Acquisition schematics. <b>(BE)</b>	Facility Name	Until Superseded. Image and store duplicate CD offsite.
<b>Radio Licenses</b>		Refer to Radio Frequencies record series on City-wide Administration schedule.
<b>Utilities Transfer of Responsibility</b> Correspondence from the City to internal/external utilities to accept financial responsibility for utility usage which may include supporting material.	By Utility	Year of records plus six (6) years.
<b>Work Orders</b> Preventive and corrective maintenance activities on plant equipment and other water infrastructure. May include, but not limited to, electrical repairs or maintenance on Water or Wastewater infrastructure, or Utilities Facilities.		Life of Equipment.  <b>LRDA:</b> 20070975 Equipment Maintenance Reports

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<b>Utility Support Services – Field Operations</b>		
<b>Record Series/ Description</b>	<b>Filing Method</b>	<b>Retention/Disposition</b>
<b>Asbestos Removal Records</b> Certificate issued by the County for the movement of asbestos material. Also includes Asbestos Manifest Documents.	As best supports business activities	Thirty (30) calendar years from the close of the project.  <b>LRDA:</b> 20161932 Asbestos Abatement Records
<b>Collection System Records</b> Service Lateral Report, Field Operations Worksheet – Collection, Sanitary Sewer Backup/Overflow Report, Confined Space Entry Report Issue Permit, etc.	By date	Five (5) calendar years from the end of the calendar year to which the records pertain.  <b>LRDA:</b> 20071049 Waste Collection and System Operation
<b>Distribution System Records</b> Field Operations Worksheet, Water Break Report, Service Lateral Failure Report, Confined Space Entry Report Issue Permit, etc.	By date	Five (5) calendar years from the end of the calendar year to which the records pertain.  <b>LRDA:</b> 20071602 Distribution System Records
<b>Hydrant Flow Cards</b> A recording of various flow readings on hydrants.	By hydrant ID	<b>Permanent - *This series is no longer in use as of 2011.</b> Older cards still exist and should be transferred to City Archives when no longer in use for permanent retention.  <b>LRDA:</b> 20070586 Fire Hydrant Records
<b>Hydrant Records</b> Field Operations Hydrant Installation/Replacement Worksheet, Field Operations Worksheet – Fire Hydrants, Hydrant Repair Card, etc.	By hydrant ID and date	Two (2) calendar years after the hydrant is moved, replaced, or no longer in service. Transfer to Records Center after end of year in which activity occurred until retention period is reached.  <b>LRDA:</b> 20070586 Fire Hydrant Records
<b>Line Locators</b> Dig Tickets requesting identification of utility lines.	IRTH Solutions system	Six (6) calendar years from the date of the ticket.  <b>LRDA:</b> 20101794 Customer Tickets (Call Before you Dig)
<b>Log Books – Historical</b> Historical log books containing information on activities and work performed prior to other systems in place to capture information.	By date	<b>Permanent -</b> Transfer to City Archives for permanent retention.