

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

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>M15-010</b>	<b>Agreements/Application for Service</b> (including utility service orders)	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>(M13-075)</b>	<b>Billing for Services</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M15-020</b>	<b>Customer Histories</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M15-030</b>	<b>Delinquent Accounts</b>	3 years after issue is resolved (If litigation is involved refer to M1-195 through M1-210)	destroy <sup>1</sup>
<b>M15-040</b> <b>(M7-295)</b> <b>(M7-300)</b>	<b>Lock Out/Tag Out Switching Tags</b> a. Routine maintenance b. Accident related (fatal) c. Accident related (non-fatal)	3 years or until audited, whichever comes later permanent 10 years (CGS Sec. 7-282)	destroy <sup>1</sup> destroy <sup>1</sup>
<b>M15-050</b> <b>M15-055</b>	<b>Meter Deposit Records</b> a. Commercial b. Residential	3 years after final bill paid 3 years after final bill paid, or refund of deposit, whichever comes later	destroy <sup>1</sup> destroy <sup>1</sup>
<b>M15-065</b>	<b>Meter Readings</b>	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>(M9-205)</b>	<b>Sales Work Orders:</b> for installation, connection, construction, of upgrading of service	3 years or until audited, whichever comes later	destroy <sup>1</sup>
<b>M15-075</b>	<b>Voltage Recording Tapes</b> , including electric demand reading tapes	3 years or until audited, whichever comes later	destroy <sup>1</sup>

See endnote next page.

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