

Quick Jumps:	Corporate Real Estate	Environmental Operations	Transportation Services	Supply Chain	Land & Environmental Management	Other
JSP4: Records Retention and Disposal Guidance for Shared Services, grouped by SVP Direct Report Business Area						
Record Type (groupings of related records)	Retention Mandated By Federal/State Law	Who Mandates Retention	Mandated Retention Period	Required to Retain Records On Site?	Recommended Disposal Period (varies by business need)	Comments (enter remarks, if needed, for additional clarity)
Shared Services - Corporate Real Estate						
Fire Alarm/Detection Systems: a) Fire protection inspection, test and maintenance records	State	California Fire Codes 901.6.2.1:901.6.2	3 years	Yes		These records include test records from contractors conducting testing and inspection on fire alarm systems
Fire Extinguishing Systems: a) Semi-annual records for fire suppression systems	State	29 CFR s 1910.160(b)(9) 8 CCR s 6179(b)(9)	see comments	Yes		next inspection or life of container, whichever is less
Permits For Use of Company Facilities	Federal	FERC 6(c)(2)	6 years	No		retention time begins at the expiration of the permit
Permits For Use of Facilities of Others	Federal	FERC 6(c)(1)	6 years	No		retention time begins at the expiration of the permit
Plant Records - records required by permit conditions	State	50 CFR s 13.46	5 years	No		retention time begins at the expiration of the permit
Portable Fire Extinguishers: a) Annual maintenance check by fire department for portable fire extinguishers	State	29 CFR s 1910.157(e)(2) 8 CCR s 6151(e)(2)	1 year	No		
Portable Fire Extinguishers: a) Hydrostatic test records for portable fire extinguishers	State	29 CFR s 1910.157(f)(16) 8 CCR s 6151(f)(16)	see comments	No		Hydrostatic test records must be maintained until extinguisher retested or taken out of service
Refrigerants: a) Refrigerant purchase invoices for equipment holding >50 lbs of refrigerant	Federal	40 CFR s 82.166(j)-(m)	3 years	No		
Stationary Generators: a) Monthly log of hours of operation b) Maintenance and usage log for diesel backup generator	State Local	17 CCR s 93115.10(g)	3 years	Yes		BAAQMD requires emission monitoring records to be maintained for 2 years (Regulation 1-932). Records can be retained offsite if receive prior approval
Elevator Permits	State	8 CCR s 3001 c.1	1 year	Yes		retain 2 years if valid 2 year permit issued
Well Construction Permits	State	California Dept of Water Resources (CWDR)				No regulatory requirement to retain; however, CWDR strongly encourages records pertaining to wells be retained. Env Ops recommends retaining records indefinitely by CRE to support future engineering or water quality assessments

Shared Services - Environmental Operations NOTE: Local permits may have more restrictive retention requirements than those listed here. Be sure to check applicable permits						
Air						
Asbestos: a) Waste shipment records b) Survey records	Federal	40 CFRs 61.150(d)	2 years	No		
Asbestos: a) asbestos content when using serpentine material b) records documenting use of restricted material for surfacing indicating asbestos content of less than 0.25%	State	17 CCRs 93106(e)	7 years	No		retention time begins from date of application
Asbestos: a) air monitoring results b) geologic evaluations to obtain exemption c) asbestos bulk sampling	State	17 CCRs 93105 (e)	10 years	No		retention time begins upon completion of the construction project
Asbestos: a) dust control actions taken b) documentation of soils transported off-site	Local	El Dorado AQMD Rule 223-26-2.9	3 years	No		
CEMS - quality control records and procedures	Federal	40 CFRs 63.6(d)	lifetime of source	No		
CEMS - performance evaluation records	Federal	40 CFRs 63.6(d)	5 years	No		
CEMS - monitoring records	Local	Various air districts	2 years	No		Monterey Bay requires record retention of 5 years
Fuel Blends - Vapor Recovery Systems: a) VRS Maintenance records b) VRS Repair records c) Inspection reports in chronological order d) Performance test results e) Reverification of performance test results f) Gasoline delivery records	Local	Various air districts	5 years	No		
Fugitive Dust: a) control measures used b) location and extent of coverage c) date, amount and frequency of application d) mfr's product information	Local	Various air districts	2 years	No		San Joaquin requires record retention of 5 years Retention time begins following the project completion that results in the termination of all dust generating activities
Fugitive Sources: a) leak detection log b) design requirements for closed-vent systems c) equipment information for fugitive sources d) valve logs e) changes to criteria and justification	Federal	40 CFRs 61.246	2 years	No		
Acid rain - certificate of representation for designated representative for stationary sources and each affected unit	Federal	40 CFRs 72.9(f)	5 years	Yes (at source)		
Acid rain - emissions monitoring information	Federal	40 CFRs 72.9(f)	2 years	No		See requirements for exceptions
Acid rain - sulfur records	Local	Various air districts	5 years	No		
Mobile Sources - engine operation records	State	13 CCRs 2457(a) 13 CCRs 2458(b)	5 years	No		
Odor Intensity Report Percent Gas In Air	Yes	CPUC CO 112-E 49 CFRs 192.625	1 year			
Steam Boilers: a) Monitoring records	Local	BAAQMD Regulation 9-11-504	5 years	No		
Parametric Monitoring: a) Monitoring records	Local	BAAQMD Regulation 1-523-4; 1-523-5; 1-542	2 years	No		
Stationary Gas Turbines: a) Daily gas turbine operating records	Local	BAAQMD Regulation 9-9-502	2 years	No		
Greenhouse Gas Reports: a) Source records b) Monitoring data c) Design and maintenance records	State	17 CCRs 95195(a)-(d)	5 years	No		need to provide to APCO within 20 working days from request

Stationary Sources: a) Documentation verifying tune-ups b) When natural gas unavailable due to curtailment c) Hours of equipment testing and results d) Operating hours e) annual fuel use data f) Compliance records g) Exemption records h) Operating and inspection logs i) Annual test information	Local	Air District	2 years (Title V - 5 years)	No		
Stationary sources: a) Emission test results b) Monitoring records	Federal	40 CFR 61.13-14	2 years (Title V - 5 years)	Yes (at source)		
Stationary sources: NE3RAAP	Federal	40 CFR 63.10 (b-c)	5 years	Yes		most recent 2 years retain on site
Internal Compression Engines: a) - Monthly operating log	State Local	17 CCRs 93115(f-g)	3 years (Title V - 5 years)	No		must be made available within 5 working days upon request
Performance test records	Federal	40 CFRs 63.7(g)	5 years	No		
Risk Management Program (RMP) records	Local	39 Health and Safety Codes 1185(e)	5 years	No		exemption found in Subpart D of Part 68 of 40 CFR
Title V Inspection Record	Yes	Title V	3 years			C3&A
Title V Permits and associated Agency compliance reports, inspections and notifications	Yes	EPA CARL Air Districts	5 years			
VOCs (Solvent and Surface Coatings): a) List of coatings and solvents used b) Records demonstrating daily compliance c) List of waste solvents removed d) Volume, ratios e) VOC content f) Maintenance records g) Records for solvents sent to disposal h) Daily and monthly records of coatings applied i) Inspection logs j) Approved emission control device	Local	Air District	2 years	No		
VOCs (Adhesives & Sealants): a) Usage log b) Materials list c) Purchase orders, invoices and supporting documents d) Equipment information e) Operating hours	Local	Air District	5 years	No		
VOC (Degreasing Operations): a) list of solvents used or stored on-site b) Data sheets applicable to each material type c) Usage records	Local	39AQMD Rule 454s 501.1-5	3 years	Yes		records after 9/25/10 need to be retained for 5 years
Hazardous Substances						
Hazardous Waste: a) Biennial Report b) Exception Report c) Test results d) Waste determinations e) Manifests & shipping papers f) Hazardous waste logs g) Permits, applications, and supporting data h) Calibration & maintenance records i) Strip chart recordings j) Treated wood shipping records k) Inspection logs	Federal State	40 CFRs 261.40 22 CCRs 66262.40 22 CCRs 66273.39 22 CCRs 66270.3 22 CCRs 66264 22 CCRs 67286	3 years (Title V - 5 years)	No		Manifests stored on-site

Hazardous Waste: a) Personnel training records b) Employee job descriptions	State	22 CCRs 66264.16 (b-e)	life of facility	No		records for active employees must be kept for the life of the facility; former employee records only need to be retained for 3 years
Hazardous Waste: a) Records of empty containers or inner liners larger than 5 gallons previously containing hazardous materials	State	22 CCRs 66261.7(j)	3 years	Yes		
Hazardous Waste Transportation - current training, exclusive of the preceding three years	State	49 CCRs 172.704	life of active employee	No		training records retained as long as employee is active in hazmat; an additional 90 days after inactive
Hazardous Waste Transportation (Spent Lead-Acid Batteries): a) Manifest, bill of lading identifying spent lead-acid storage batteries hauled away	State	22 CCRs 66266.81(a)(5)	3 years	Yes		
Hazardous Waste Transportation (Used Oil) - (a) Shipment records used for acceptance to transport or delivered to another transporter	Federal	40 CFRs 279.46	3 years	No		
Hazardous Waste (Waste Tires): a) board approved EDT form b) completed receipt from trip log	State	14 CCRs 18462(b)	3 years	Yes		
Hazardous Waste (SRI4 Waste Reduction): a) Current review b) Plans and reports	State	Health and Safety Codes 29244.21	3 years	No		
Universal Waste: a) Shipment records including logs, manifests or other shipping records	Federal State	40 CFRs 273.39 22 CCRs 66273	3 years			
HAZT	State	Health and Safety Codes 25505 (c)	3 years	Yes		
PCBs: a) Annual Log b) Biennial report c) PCB manifests, continuation sheets, exception reports, correction letters d) Record of sampling and analysis e) Notifications f) Transformer inspection and maintenance g) Spill and cleanup records (< 50 ppm) h) PCB Receipt Confirmation Log i) PCB Certificate of Destruction k) Determinations	Federal	40 CFRs 262.40(a) 40 CFRs 761.180 40 CFRs 761.207 - 209 40 CFRs 761.62 40 CFRs 761.30(a) 40 CFRs 761.79 22 CCRs 66262.40	3 years	No		retention time begins after the disposal of equipment, or after PCBs no longer being stored at facility
PCBs: a) Removal from use records b) Spill & Clean-up records c) Certifications of decontamination d) Annual inventory e) Land disposal restrictions	Federal	40 CFRs 761.25 40 CFRs 761.125 40 CFRs 761.62 40 CFRs 761.25	5 years	No		applicable to >50 ppm spills; bulk waste records, if applicable, only need to be kept for 3 years
SPCC: a) Plan	Federal	40 CFRs 112.2(e)	5 years	Yes		unstaffed sites can retain records at the nearest facility office
SPCC: a) Inspection and test results b) Facility inspections	Federal	40 CFRs 112.7(e)	3 years	Yes		unstaffed sites can retain records at the nearest facility office
Water						
Drinking Water: a) Consumer Confidence Report b) Testing and maintenance records c) Process failures and action taken d) Records of corrective actions taken e) Source water monitoring f) State notifications g) Compliance records	State	22 CCRs 64483(g) 17 CCRs 7609(f) 22 CCRs 64462 22 CCRs 64470(b)	3 years	No		

Drinking Water: a) Analysis records b) Water quality and system water outage complaints c) Variances or exemptions	State	22 CCRs 64470(b)	5 years	No		records should be retained in a convenient location near premises
Drinking Water: a) Sanitary surveys	State	22 CCRs 64470(b)(3)	10 years			records should be retained in a convenient location near premises
Environmental Inspection Reports (i.e. Ponds)	Yes	Regional Water Quality Control Boards	Min 2 years		Life of Facility	Recommend retaining for life of facility
Storm Water (Aquatic Discharge): a) Site information including location, bodies of water, project size, compliance activities b) Reports c) Monitoring records d) Permits		NPDES Aquatic Discharge Permit	5 years	No		
Storm Water- SWPPP a) A copy of the General Permit and application b) Storm water monitoring information c) Annual reports d) Inspection records e) Measurements f) Analyses g) Rain gauge readings h) corrective actions, etc i) exceedence reports j) Compliance certifications k) Non compliance reporting	Federal State	NPDES Permit 40 CFRs 122.21(g)	2 Years	Yes		On site until construction is completed
Vault Dewatering: a) Vault Discharge Report (VDR) form b) Monitoring records including calibration and maintenance records		NPDES Aquatic Discharge Permit	5 years	No		
Waste Water: a) Sampling records b) Monitoring reports	Federal	40 CFRs 403.12(c) 40 CFRs 122.21(g)	2 Years	No		Send records to San Ramon
Waste Discharge Permits	State	Regional Water Quality Control Boards	5 years for all monitoring information including logs, results, strip charts, date/time/place of sampling, and similar information			

Shared Services - Transportation Services						
Fuel Tanks (AST/UST): a) Casoline throughput records b) Monthly inspection records	State Local	23 CCRs 2715(a) BAAQMD Rule 424 Regulation 8-7-503 1-3	3 years	Yes		file offsite with agency approval
Fuel Tanks (AST/UST): a) Maintenance records b) Monitoring records c) Monitoring certification d) Test results	Federal State Local	40 CFRs 280.74 23 CCRs 2712(b) 23 CCRs 2642(a)		No		
Fuel Tanks (AST/UST): a) closure records	Federal	40 CFRs 280.74	3 years	No		keep for 3 years after permanent closure of the tank
Fuel Islands: a) Inspection records b) Repair logs	Local	Health and Safety Code s 25293	5 years			
Fuel Islands: inspection of containers by LNC operator prior to initial operation	NPPA	NPPA 52167	Life of facility		Life of facility	no records difficult to prove compliance. thus life of facility
Fuel Islands: RCV station construction drawings and documents (not permits)	State	2007 CPC 105.4.6	retain onsite during construction		retain onsite during construction	
Documentation of annual leak test for RCV fueling station hoses using soap suds or equivalent	Yes	8 CCR 538(d)	Life of Equipment			
Fuel Islands: Testing of CNC piping, tubing, and hose assemblies after installation	NPPA	2006 NPPA 52.8.10.1	Life of facility		Life of facility	no records difficult to prove compliance. thus life of facility
Fuel Islands: Training of self-service users of RCV stations	State	2007 CPC 2208.4 2001 CPC 5204.6 8 CCR 528(a)(5)	Life of facility		Life of facility	no records difficult to demonstrate compliance. thus life of facility
Batteries: a) manifests or bill of lading identifying spend lead- acid batteries hauled away	State	22 CCRs 66266 B1(a)(4) and (5)	3 years	Yes		exempt from requirement if <10 batteries hauled away
Refrigerants: a) MVAC disposal service records	Federal	40 CFRs 82.166(j)-(m)	3 years	No		
Waste Tires: a) Waste tire manifests b) Completed receipt from trip log, if required	State	14 CCRs 18462(b) 18499.3	3 years	Yes		

Shared Services - Supply Chain						
Supply Chain - Supplier Diversity						
Diverse Spending Annual Report	State	CO 156 s 9 9	3 years	No		includes documents used to prepare WMDVBE report
Supply Chain - Materials						
Inventories Material & Supplies	Federal	FERC 41B	1 year	No	Destroy option after completion of annual audit by independent accountants	
Meter test records	State	CO 58A s 16(a) - (b)	2 years	No		
Sales of Scrap & Materials & Supplies	Federal	FERC 43E	3 years	No		
Supply Chain - Sourcing						
Contact - Building	Federal	FERC 7(40A)	6 years	No		retention time begins at the expiration or cancellation of the contract
Contact - Change Order	Federal	FERC 7(40B)	6 years	No		retention time begins at the expiration or cancellation of the contract
Contact - Cessel	Federal	FERC 7(40A)	6 years	No		retention time begins at the expiration or cancellation of the contract
Contact - Sale of Scrap	Federal	FERC 43E	3 years	No		retention time begins at the expiration or cancellation of the contract
Contact - Short Form	Federal	FERC 7(40A)	6 years	No		retention time begins at the expiration or cancellation of the contract
Contact - Supporting Documents	Federal	FERC 7(40B)	6 years	No		retention time begins at the expiration or cancellation of the contract
Contact - With Other Utilities	Federal	FERC 7E	6 years	No		retention time begins at the expiration or cancellation of the contract
Contact Work Authorization	Federal	FERC 7C	6 years	No		retention time begins at the expiration or cancellation of the contract
Material Procurement Orders	Federal	FERC 40A	6 years	No		retention time begins at the expiration or cancellation of the contract

Shared Services - Land & Environmental Management						
Agreements- Clean Up	Yes	DT3C (DOT) Regional Water Quality Control Boards	10 years after termination of order/permits or construction of the remedies		10 years after termination of order/permits or construction of the remedies	
Clean-Up Agreements and Orders	Yes	DT3C (DOT) Regional Water Quality Control Boards	10 years after termination of order/permits or construction of the remedies		10 years after termination of order/permits or construction of the remedies	
Land Maps	Federal	FERC 6E(1)	6 years	No		keep records after property is disposed of unless surrendered to transferee
Leases - Rental of Company Property	Federal	FERC 7C	6 years	No		retention time begins at the expiration or cancellation of the lease
Leases - Rental of Property From Others	Federal	FERC 7C	6 years	No		retention time begins at the expiration or cancellation of the lease
Permits - Encroachment	Federal	FERC 6C(1)	6 years	No		retention time begins at the expiration of the permit
Permits - Temporary Nature (Municipal)	Federal	FERC 6C(1)	6 years	No		retention time begins at the expiration of the permit
Pesticides- Application Completion Notice	State	3 CCRs 6619(e); 3 CCR 6624	2 years	No		
Pesticides- Records of Continuing Education	State	3 CCRs 6613	3 years	No		retention time begins at completion of the program; includes licenses and certificate holder records
Tree Trimming Bills	Federal	FERC 12	6 years	No		

Shared Services - Common and Other Records						
Anything marked privileged and confidential	No	None	None			up to 10 years, unless legitimate business need exists to retain longer
Audit records that are Sarbanes Oxley (SOX) related, includes any supporting documentation related to SOX testing of controls, includes source documentation, supporting evidence, materials that were tested, etc. Also applies to materials relating to an audit or review	Yes	Sarbanes Oxley Section 103, 801 and 802	7 years (unless see note in comments)			Since these SOX record types may vary, if other regulatory agency mandates longer retention period, then defer to that mandated retention period
Auditors reports and related working papers (non Sarbanes Oxley related), includes external inspections, internal auditing and quality assurance	Yes	PERC, Title 18	5 years after the date of the issued regulator report		after fulfilling mandated retention	