

Meter reading records (GRS-1130)

Utah General Retention Schedule

Description

These records document the readings of utility meters by municipal or other government employees to ascertain customer utility usage. They are used for billing purposes as stipulated by a service agreement. Information may include name of employee reading meter, meter readings, date read, account number, billing code, final reading, reasons for turnoff, if meter was pulled or reinstalled, and meter charges.

Retention and Disposition

Retain for 3 years, and then destroy records.

Appraisal

These records have fiscal value(s).

Appraisal Note

Fiscal value is based on the need to maintain the records for financial audit or financial obligations.

Categories

Public Utilities

Effective

02/2021

Previous Schedule Number

MUN-22-22