

## Retention and Classification Report

**Agency:** St. George (Utah).\$bDepartment of Water and Power (2828)

, UT

**Records Officer:** \_\_\_\_\_

18045	*Billing register
18046	Connection book
18048	Public utility customer application records
18052	Public utility daily field notes
18051	*Public utility daily pump station well reports
18053	*Public utility meter books
18054	*Public utility remittance stubs
18057	Water main charts and indexes

**AGENCY:** St. George (Utah). Water Department

**SERIES:** 18045

1

**TITLE:** Billing register

**DATES:** 1980.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This register is an itemized list of customer accounts. It includes name of customer, service address, meter reading, water usage, water and other charges, payments, adjustments, prior balance due, and current balance due. The register is used for reference purposes.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Water Department

**SERIES:** 18046

3

**TITLE:** Connection book

**DATES:** 1980-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books document the extension of or connection between specific property and municipal utilities. They represent the most comprehensive guide to the system. They act as the system's master listing of all diagrams of connections in the system.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Utility connection books, GRS-1116.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(10) (2008)

**AGENCY:** St. George (Utah). Water Department

**SERIES:** 18048

1

**TITLE:** Public utility customer application records

**DATES:** 1990-

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are applications completed by customers requesting water, sewer, or electric service. They are used for billing purposes. The applications include customer's name, address, and telephone number; meter information, date and approval signature(s).

**RETENTION:**

Retain for 3 year(s) after final action

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years after account is closed and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008)

**AGENCY:** St. George (Utah). Water Department

**SERIES:** 18052

1

**TITLE:** Public utility daily field notes

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the original field surveyor's notes for water and sewer installations which are used as a basis for all maps. They include location, elevation, and other related information.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(10) (2008)

**AGENCY:** St. George (Utah). Water Department

**SERIES:** 18051

1

**TITLE:** Public utility daily pump station well reports

**DATES:** 1991.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This is a daily monitoring report of a water system. This report shows the time pumps or wells are started and stopped, hours run, power used and amount of water pumped. A summary report (Schedule 22, Item #35 "Pump Station Well Summary Reports") is usually created from these daily reports.

**RETENTION:**

Retain for 2 year(s) after completion of publication or report

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after summary report is compiled and then destroy.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Water Department

**SERIES:** 18053

3

**TITLE:** Public utility meter books

**DATES:** 1980.

**ARRANGEMENT:** Chronological by month

**DESCRIPTION:**

These books record the readings of customer's water, sewer or electric meters by municipal employees. They are used for billing purposes. The books 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:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Meter reading records, GRS-1130.

**AUTHORIZED:** 02-23-2021

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** St. George (Utah). Water Department

**SERIES:** 18053

**TITLE:** Public utility meter books

(continued)

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302 (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.



**AGENCY:** St. George (Utah). Water Department

**SERIES:** 18054

1

**TITLE:** Public utility remittance stubs

**DATES:** 1980.

**ARRANGEMENT:** Chronological by date received

**DESCRIPTION:**

These stubs are received with payments for services. They are used as the official record of customers, payments being received and posted. They include account number, name, service address, payment received, receipt date and number.

**RETENTION:**

Retain for 3 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Private. UCA 63G-2-302(2)(b) (2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 12/2022.

**AGENCY:** St. George (Utah). Water Department

**SERIES:** 18057

3

**TITLE:** Water main charts and indexes

**DATES:** undated

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These charts show the locations of all water mains, valves, hydrants, and water services to property owners in a given area.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Water main charts and indexes, GRS-1139.

**AUTHORIZED:** 12-01-1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Public

**SECONDARY DESIGNATION(S):**

Protected. UCA 63G-2-305(10) (2008)